

Title 16. Professional and Vocational Regulations
Division 24. Certified Shorthand Reporters Board
Article 8. Denial, Suspension and Revocation of Certificates

§ 2473. Minimum Transcript Format Standards.

(a) A reporter licensed under Chapter 13, Division 3 of the Code shall comply with the following transcript format standards when producing a transcript in a legal proceeding. If a reporter is employed by a court, either as an official or pro tem official reporter, the transcript format set forth by state or local rules of court, or adopted by that jurisdiction, if any, will supersede. If there are no transcript format guidelines established within a jurisdiction, the following minimum transcript format standards shall apply:

- (1) No fewer than 25 typed text lines per page;
- (2) A full line of text shall be no less than 56 characters unless timestamping is used, in which case no fewer than 52 characters shall be used on a full line of text;
- (3) Timestamping may only be printed on a transcript under any of the following circumstances:
 - (A) when a deposition is videotaped;
 - (B) when requested by counsel on the record, or
 - (C) when a transcript will have not less than 56 characters per line.
- (4) Left-hand margin is defined as the first character of a line of text;
- (5) Each question and answer is to begin on a separate line;
- (6) Text is to begin no more than 10 spaces from the left margin. "Q" and "A" Symbols shall appear within the first 8 spaces from the left-hand margin;
- (7) Carry-over "Q" and "A" lines to begin at the left-hand margin;
- (8) Colloquy and paragraphed material to begin no more than 10 spaces from the left-hand margin with carry-over colloquy to the left-hand margin;
- (9) Quoted material to begin no more than 14 spaces from the left-hand margin with carry-over lines to begin no more than 10 spaces from the left-hand margin;
- (10) Parenthetical and exhibit markings of two lines or more shall be no less than 35 characters per line; and
- (11) In colloquy, text shall begin no more than two spaces after the colon following speaker "ID."

(b) Failure to comply with these minimum standards, as noted above, constitutes grounds for disciplinary action.

Note: Authority cited: Sections 8007, 8008 and 8025, Business and Professions Code. Reference: Sections 8015 and 8025, Business and Professions Code.

HISTORY

1. New section filed 1-11-2000; operative 2-10-2000 (Register 2000, No. 2).
2. New subsections (a)(3)-(a)(3)(C), subsection renumbering and amendment of newly designated subsection (a)(6) filed 7-31-2002; operative 8-30-2002 (Register 2002, No. 31).

1 MR. SMITH: Q Could you see Ms. Butler and the
2 child clearly from where you were sitting?

3 A I had to turn my head to see.

4 Q When you turned your head, were you able to see
5 them clearly?

6 A Yes.

7 Q Is it -- sorry. Strike that.

8 Were you able to see them more clearly than
9 you're able to see them on this particular video?

10 A Yes.

11 MR. SMITH: I'd like to mark this DVD as
12 Exhibit Number 10.

13 (A DVD was marked as People's Exhibit
14 Number 10 for Identification.)

15 MR. SMITH: Q Ms. Palmer, were you interviewed
16 by Inspector Black in connection with this case?

17 A I don't remember his name, but I did give a
18 statement to the police.

19 Q Let me read a portion of this transcript and
20 see if it refreshes your recollection.

21 "I heard the little boy screaming.

22 I saw the woman hit the little boy hard.

23 She seemed wild and out of control."

24 MS. JONES: Objection. Foundation.

25 THE COURT: Let's take this up after lunch.

MINIMUM TRANSCRIPT FORMAT STANDARDS

FREQUENTLY ASKED QUESTIONS

The Court Reporters Board (CRB) continues to receive questions regarding the applicability of California's Minimum Transcript Format Standards (MTFS). A simple rule of thumb for court is that UNLESS a licensee is employed by a court and acting in the capacity of an official or pro tempore reporter and such court has in place its own transcript format standards set forth in state or local rules of court, California's MTFS are applicable. A simple rule of thumb for depositions is if the deposition is physically taken in California, California's MTFS apply.

Question 1: If a licensee reports and transcribes depositions in a U.S. District Court (federal) case, are California's MTFS applicable?

Answer: Yes. The Federal Rules of Civil Procedure (FRCP) do not specify transcript format standards for depositions.

Question 2: If a licensee reports and transcribes depositions within California in a case venued in a state other than California, are California's MTFS applicable?

Answer: Yes, the California's MTFS applies.

Question 3: Would the California CRB discipline a licensee if a transcript format complaint is received from another jurisdiction's Board or reporter supervising entity?

Answer: The California CRB has the authority and jurisdiction to investigate complaints from any source alleging violations of laws and regulations related to the practice of certified shorthand reporting. Discipline is but one of several possible outcomes following investigation of such complaints.