



Request for Proposal (RFP)
Pertaining To Qualified Professional Transcription
Organizations and Independent Contractors

1) PROJECT OVERVIEW

A. Purpose of Proposal

The U.S. Bankruptcy Court, Northern District of Florida is requesting proposals ("RFP") from qualified professional transcription organizations and independent contractors to prepare transcripts of court hearings in bankruptcy cases and adversary proceedings for the Court. The transcripts are to be prepared in accordance with the standards contained in the Scope of Work and the general standards applicable to all federal court transcripts as specified in the Federal Judiciary's Guide to Judiciary Policy, Volume 6, Chapter 5.

Transcript service providers ("Vendor") who meet the requirements of this RFP and have satisfactory references will be identified on an authorized list which will be made available to the public on the Court's website at www.flnb.uscourts.gov/. Vendors on the authorized list are not guaranteed any minimum or maximum monetary amount to prepare transcripts.

2) INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

Submission of a proposal indicates the Vendor's acceptance of the conditions contained in this RFP. E-mail or deliver proposals to:

United States Bankruptcy Court
110 E. Park Avenue, Suite 100
Tallahassee, FL 32301 Ph: (850) 521-5001
transcripts@flnb.uscourts.gov

A. General Requirements

Vendor shall furnish all information and completed forms required by the RFP.

B. Time Requirements

The following is a list of key dates up to and including the date proposals must be submitted:

Request for proposal issued	2/5/2024
Proposal due	3/6/2024

C. Proposal Submittal Documents

Each proposal must include the following completed forms:

1. Proposal Submittal Letter. (ATTACHMENT 1). This document should be the first page of your proposal.

2. Transcription Service Provider Contact Information for Internal Court Use Only (ATTACHMENT 2)

D. References

At least three (3) references must be furnished. References shall be for similar work.

E. Inquiries

Inquiries concerning the RFP must be made by email at transcripts@flnb.uscourts.gov or phone at (850) 521-5001, before 3/5/2024.

3) SCOPE OF WORK

A. Minimum Requirements

- (1) Equipment for Transcription. Vendor shall possess equipment for transcribing multi-track electronic or analog records and be able to transcribe from audio files (provided in BIS DCR format). Download software's latest version for free [here](#).
- (2) Internet, Email and other Accounts. Vendor shall have the following:
 - (a) Internet and email accounts as required for Case Management/Electronic Case Files (CM/ECF) and Public Access to Court Electronic Records (PACER) Accounts.
 - (b) PACER Account. A free PACER account may be obtained at <http://www.pacer.gov/>
 - (c) NextGen CM/ECF Filer Account. The CM/ECF account is required for filing transcripts. To obtain:
 - (i) Log into PACER account.
 - (ii) Under Maintenance tab, select Non-Attorney E-File Registration.
 - (iii) Complete all sections of E-File Registration by selecting US Bankruptcy Court as Court Type, Florida Northern Bankruptcy Court as Court, and Party as Role in Court.

B. Minimum Qualifications

Vendor shall have a minimum of two (2) years of professional experience preparing transcripts and shall be at a minimum a:

- (1) Certified Electronic Transcriber (CET) with the American Association of Electronic Reporters and Transcribers (AAERT); or

(2) Registered Professional Reporter (RPR) with the National Court Reporters Association (NCRA); or

(3) Vendor with State professional test-based credentials.

C. Customer Service Requirements

(1) Availability. Vendor shall be available weekdays during the Court's hours of 8:00 AM to 5:00 PM Eastern Time.

(2) Professionalism. Professionalism and timeliness are essential with all stakeholders, including Court employees and the public.

D. Formatting Standards

(1) Transcript format standards for paper transcripts are set by government archival guidelines. These guidelines ensure that all federal court transcripts are produced uniformly (Refer to the Guide to Judiciary Policy, Vol. 6, Chapter 5, Transcripts: https://www.uscourts.gov/sites/default/files/guide_vol06.pdf and ATTACHMENT 5.)

E. Transcript Costs

(1) Vendors Responsibility. Vendor shall be responsible for estimating fees, receiving payment for services rendered, and making any necessary adjustments for services rendered directly with the customer.

(2) Cost Estimation Process. Vendor shall estimate the cost of the transcript from the log notes and audio files provided by the Court.

(3) Maximum Costs. Vendor shall provide their services at costs no more than the allowable maximum transcript rates published on the Federal Court Reporting Program page of the U.S. Courts' website at <https://www.uscourts.gov/services-forms/federal-court-reporting-program>. Transcript rates shall be all-inclusive, to include any applicable federal, state or local taxes, surcharges, service fees, cost of office space, equipment, software, personnel, certifications, overhead and profit, fuel surcharges, parking, first class postage, authentication and certification etc.

(4) Cost of Regular Delivery. Completed transcript shall be delivered to the customer by the Vendor at Vendor's expense.

(5) Charging for Expedited Delivery. Vendor may charge the requesting party the difference between first class postage and accelerated delivery (overnight,

express, etc.) as a separate invoice line item, if the expedited delivery is requested by the party.

- (6) Cost of Emailing a Transcript. Vendor shall not charge a fee for emailing transcripts.
- (7) Collection Disputes. Vendor shall resolve any collection disputes arising between the requesting party and the Vendor. Collection disputes for transcripts ordered on behalf of the Court will be resolved by the Vendor and Clerk's Administrative Staff personnel.
- (8) Pre-payment of Fees. Vendor may request pre-payment of fees before beginning transcript preparation from any requesting party, except for transcripts ordered by the Court.

F. Delivery Requirements

- (1) Transcript Order Form. Customer requesting a transcript will select the transcriber from the Court's authorized list of transcription service providers and complete the Court's Transcript Order Form. (ATTACHMENT 3). Customer will submit the Transcript Order Form to the Court.
- (2) Materials Delivered to Transcriber. Vendor will receive the Transcript Order Form along with materials for transcription (i.e., order form, log notes, audio files, attorney appearance information) from the Court by mail at vendor's expense, by vendor's own runner, or via email. Vendor must acknowledge receipt of materials (including audio file) by replying to received email.
- (3) Time Frames for Transcript Delivery to Customer. Vendor shall provide transcripts within the specified time frames (also see above table):
 - (a) ordinary - 30 days,
 - (b) expedited - 14 days,
 - (c) expedited - 7 days,
 - (d) daily
- (4) Delivering Completed Transcript to the Court. Vendor shall electronically file the completed transcript onto the related case docket using CM/ECF within the timeframe requested by the customer (30 days/14 days/7 days/1 day - or 'ordinary', 'expedited', 'daily'). The Court's copy will be the transcript attached to the CM/ECF docket.

G. Electronic Availability of Transcript of Court Proceedings.

Vendor shall electronically file a completed transcript in CM/ECF onto the related case docket. Once the transcript is filed:

- (1) A transcript provided to a court by a court reporter or transcriber will be available at the office of the clerk of court for inspection only, for a period of 90 days after it is delivered to the clerk.
- (2) During the 90-day period, a copy of the transcript may be obtained from the transcriber at the rate established by the Judicial Conference, the transcript will be available within the court for internal use, and an attorney who obtains the transcript from the transcriber may obtain remote electronic access to the transcript through the court's CM/ECF system for purposes of creating hyperlinks to the transcript in court filings and for other purposes.
- (3) After the 90-day period has ended, the filed transcript will be available for inspection and copying in the clerk's office and for downloading from the court's CM/ECF system through the judiciary's PACER system.

H. Redaction of Transcripts

- (1) Federal Rule of Bankruptcy Procedure 9037(a), Redacted Filings, and the Guide to Judiciary Policy, Volume 10, Public Access and Records, requires a debtor to file a Notice of Intent to Redact with the Clerk within seven (7) calendar days from the date the certified transcript was received by the Court. The debtor then has twenty-one (21) calendar days from the Filed date of the certified transcript to file a Redaction Request noting the page numbers and the line numbers where redaction is required. The vendor has ten (10) business days from Filed date of a Redaction Request to redact the transcript and file the redacted transcript with the Court. No additional costs may be charged to the Court or the parties for redaction requests. Under Local Bankruptcy Rule (LBR) 5007-1, the following personal identifiers may be redacted by vendor upon request without Court order:
 - (a) Social Security numbers will be limited to the last four digits;
 - (b) Financial account numbers;
 - (c) Names of minor children;
 - (d) Dates of birth; and
 - (e) Home addresses of individuals.
- (2) All other requests for redaction of material in a transcript must be filed with the Court. The vendor is not responsible for annotating personal identifiers in a transcript.
- (3) To manually redact a transcript, the vendor shall place an -x in the space of each redacted character; or, in the alternative, software that provides for redaction may be used as long as the page and line integrity from the original transcript is maintained in the redacted transcript. On the title page, immediately below the case caption and before the volume number and the name and title of the presiding judicial officer, the transcript should indicate that it is a redacted

transcript. A notation of “REDACTED TRANSCRIPT” should be inserted on a blank line on the title page, and care should be taken to ensure that the addition of this text does not cause changes to the length of the title page. Also, at the end of the transcript, and without causing page roll-over (a smaller font may be used) the redacted transcript should be certified by the Court Reporter/Transcriber stating:

I (we) certify that the foregoing is a true and correct copy of the transcript originally filed with the clerk of court on day/month/year, and incorporating redactions of personal identifiers requested by the following attorneys of record: _____, in accordance with Judicial Conference policy. Redacted characters appear as an “x” (or a black box) in the transcript.”

Signature of Approved Transcriber

Date

Typed or Printed Name

(4) There is no requirement that any of the parties to the case purchase or be provided with a copy of any redacted transcripts. Neither the parties to the case nor the Court shall be charged for copies of the redacted transcript provided to the Clerk of Court. The parties to the case may only be charged for a copy of a redacted transcript if they specifically request a copy of the redacted transcript.

I. Copyright

Vendor shall not copyright protect any portion of a transcript. Vendor shall not include any statement or symbol on a transcript that would lead one to believe the transcript is protected by copyright. Transcripts produced from records of court proceedings in United States Courts are public domain and cannot be protected by copyright. Transcripts may be used, reproduced, and distributed by attorneys, parties, and the general public without limitation and without additional compensation to the Vendor.

J. Evaluation of Court-Provided Materials for Transcript Production

(1) Vendor shall evaluate the quality of audio files provided by the Court for transcript production.

(2) Vendor shall complete and submit to the Court the Evaluation of Court Materials Provided for Transcript Order form on each completed transcript. The evaluation form must be submitted as an attachment to transcripts@flnb.uscourts.gov (ATTACHMENT 4).

- (3) The Evaluation of Court Materials Provided for Transcript Order form shall be submitted by the vendor within 24 hours of the vendor electronically filing the completed transcript with the Court.

4) TERMS, CONDITIONS AND EXCEPTIONS

A. Quality of Transcripts

Vendor shall be responsible for furnishing complete transcripts. The transcript shall accurately reflect the full and complete verbatim record of the hearing. Transcripts that require correction shall be created by the vendor at no additional expense to the Court or requesting party (including shipping costs).

B. Delinquent Transcripts

- (1) Transcripts that are not provided to the requesting party and/or to the Clerk within the required delivery time or transcripts that are not corrected within the required 24-hours, may be considered delinquent.
- (2) Documented delinquencies shall be considered when assessing the Vendor's eligibility to remain on the authorized list.

C. Review and Removal of Vendor from Authorized List for Unacceptable Performance

- (1) To remain on the authorized list, Vendor shall:
 - (a) Comply with Court rules and standards applicable to production and quality of court transcripts as specified in this RFP.
 - (b) Provide and maintain current contact information with the Court.
 - (c) Prepare in proper form all transcript requests in a timely manner.
 - (d) Be absent of delinquent transcripts in the last six (6) months.
- (2) Conditions for removal of vendors from the authorized list include, but are not limited to, the following:
 - (a) Failure to comply with Court rules and standards as specified in this RFP.
 - (b) Failure to deliver or correct transcripts in a timely manner.
 - (c) Failure to follow transcript format.
 - (d) Failure to produce quality transcripts.
 - (e) Failure to submit the required *Evaluation of Court Materials Provided for Transcript Order* form in a timely manner.
 - (f) Failure to produce updated contact information.
 - (g) Other failure of good conduct.
- (3) The Court will assess a vendor's eligibility to remain on the authorized list on a periodic basis throughout the year and may, in its sole discretion, remove any vendor who is no longer eligible for inclusion. Such monitoring may include but

is not limited to a review of the transcripts for quality, the timeliness of transcripts provided to the requesting party, and compliance with formatting standards. The Court's decision is final and is not subject to appeal.

D. Removal from Authorized List by Request of Vendor

To be removed from the authorized list, Vendor shall send a letter requesting removal to the address or email listed below:

United States Bankruptcy Court
110 E. Park Avenue, Suite 100
Tallahassee, FL 32301
transcripts@flnb.uscourts.gov

ATTACHMENT 1

PROPOSAL SUBMITTAL LETTER

United States Bankruptcy Court
Northern District of Florida
110 E. Park Avenue, Suite 100
Tallahassee, Florida 32301

In response to your Request for Proposals (RFP) regarding the Transcription Service Providers Project, the following response is submitted.

In submitting this proposal, I hereby certify that:

- (1) The RFP has been read and understood;
- (2) My company will comply with the requirements set forth in the RFP, the Guide to Judiciary Policy, Vol. 6, Chapter 5, Transcripts and with Federal Rule of Bankruptcy Procedure 9037(a), Redacted Filings;
- (3) The materials requested by the RFP, including references, are enclosed;
- (4) All information provided is true, accurate, and complete to the best of my knowledge;
- (5) This proposal is submitted by, or on behalf of, the party that will be legally responsible for service delivery should the party be listed on the Court's authorized list of transcription service providers.

Date: _____

[Signature of Authorized Representative]

Name of Signatory: _____

Company: _____

Title: _____ Phone: _____

Email: _____

Address: _____

ATTACHMENT 2

United States Bankruptcy Court, Northern District of Florida
 Transcription Service Provider
CONTACT INFORMATION
FOR INTERNAL COURT USE ONLY

The information you provide will be used by Court staff to provide you with materials for transcription and to contact you regarding transcript orders and will be included on the Court's list of approved transcription service providers.

This information will be posted on the Court's website, www.flnb.uscourts.gov/court-resources. The public will select a transcription service provider from the listing when completing the Court's *Transcript Order Form*.

An asterisk (*) indicated mandatory

COMPANY NAME*	
Street Address*	
Street Address	
City*	
State*	
Zip Code*	
PRIMARY CONTACT	
Contact Name*	
Contact Title*	
Phone Number*	
Extension	
Email Address*	
Main Office Number	
Fax Number	
SECONDARY CONTACT	
Contact Name	
Contact Title	
Phone Number	
Extension	
Email Address	
Main Office Number	
Fax Number	
THIRD CONTACT	
Contact Name	
Contact Title	
Phone Number	
Extension	
Email Address	
Main Office Number	
Fax Number	

ATTACHMENT 3

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA
TRANSCRIPT ORDER FORM**

A separate order form for each proceeding is required. Only one case number may be listed per transcript order.

PART I – PURCHASING PARTY TO COMPLETE:

Bankruptcy Case Number: _____ Adversary Case No.: _____

Debtor / Plaintiff / Defendant Name(s): _____

Date(s) of Hearing: _____ Time(s) of Hearing: _____ Presiding Judge: _____

CM/ECF Docket No. of Proceeding Memo (Hearing Minutes): _____ If applicable, Court Reporter and phone number listed in Proceeding Memo: _____

If no court reporter was present, Transcription Service you selected from list on court website: _____

Is transcript for an appeal: YES NO *If yes, transcript is time sensitive. Date Notice of Appeal filed:* _____

Has the transcript been filed in CM/ECF? YES NO

****If yes, do not continue with this form. Contact the transcriber or court reporter to obtain copy.****

Need transcript by: _____

Purchaser's Name: _____
(Individual or Law Firm Name)

Contact Person: _____ Telephone: _____

Email Address: _____

Mailing Address: _____

CM/ECF Filers: File this form electronically. Use the keyword Search button in the CM/ECF menu bar to locate all applicable "transcript" filing events.

Non-CM/ECF Filers: Email form to CMECF_Helpdesk@flnb.uscourts.gov or mail / hand-deliver to: Clerk, U.S. Bankruptcy Court, 110 E. Park Ave., Ste. 100, Tallahassee FL 32301

PAYMENT: The transcription service or court reporter will contact you directly for payment.

PART II – ACKNOWLEDGMENT must be completed then **filed in CM/ECF** by Transcriber [or Court Reporter, if applicable]

This Transcript Order Form was received on: _____

Satisfactory arrangements have / have not been made for payment of the transcript cost.

No. of trial/hearing days: ____ Estimated no. of pages: ____ Estimated completion date: _____

If enlargement of time for filing is requested and transcript cannot be completed within 30 days from receipt of transcript order, please state time required and reasons on separate page.

Unable to accept assignment. Ordering Party notified. Transcriber/Court Reporter: File this form in ECF. Use the keyword Search button in the CM/ECF menu bar to locate all applicable "transcript" filing events.

Date: _____ Transcriber/Court Reporter Signature: _____

United States Bankruptcy Court
Northern District of Florida

REQUEST FOR COURT ORDERED TRANSCRIPT

To Reporter/Transcriber

Case Name

Bankruptcy Case No. _____ Adversary Case No. _____

Hearing Date: _____

Hearing Time: _____

ATTACHMENT 4

Evaluation of Court Materials Provided for Transcript Order

To be completed and submitted by the Transcription Service Provider WITHIN 24 HOURS of electronically filing the finished transcript with the Court.

Upon completion of a transcript, place comments regarding recording materials provided by the Court to process the transcript order on this form. Submit this form via e-mail to: transcripts@flnb.uscourts.gov.

The Court's Transcript Order Number

Main Case Number: _____

Adversary Case Number: _____

Case Name: _____

The transcriber is to use the following space to evaluate the audio received with the order form:

EVALUATION	VERY GOOD	SATISFACTORY	POOR
Audio Quality			
Audio Completeness			

Comments _____

ATTACHMENT 5

§ 520 Transcript Format

The Judicial Conference first adopted the uniform transcript format in 1944 to assure that each party is treated equally throughout the country. [JCUS-SEP 1944](#), Appendix.

- (a) The format requirements must be followed because minor changes result in significant monetary losses to parties. No court, judge, supervisor, court reporter, or transcriber may authorize a deviation from the requirements provided by the Judicial Conference.
- (b) The per-page transcript rates are based on strict adherence to the prescribed format.
- (c) The format standards incorporate government standards for archival materials and assure that all transcripts produced in federal courts are produced on the same basis.

§ 520.15 Electronic Transcripts

- (a) Transcripts may be sold via electronic media in PDF, ASCII, or other format requested by the ordering party and agreed to by the court reporter or transcriber, whether they represent originals, first copies, or additional copies.
- (b) Each page of transcript sold via electronic media must be formatted consistent with the Judicial Conference's approved transcript format guidelines, and electronic media transcripts may not contain any protection or programming codes that would prevent copying or transferring the data. [JCUS-SEP 1991](#), p. 65 and [JCUS-SEP 2012](#), p 26.

§ 520.16 Compressed Transcript

- (a) A compressed transcript captures two or more standard pages of transcript and reproduces them on a single page.
- (b) As with electronic media, court reporters and transcribers who have the capability may sell compressed transcripts on a per standard transcript-page basis, regardless if two or more standard transcript pages are compressed onto a single page of paper.
- (c) There is no requirement to provide such service.

§ 520.20 Realtime Translation

The transcript format guidelines prescribed by the Judicial Conference apply to realtime translation with the exceptions outlined in [Guide, Vol. 6, § 320.50.30 \(Production\)](#).

§ 520.23 Paper

(a) Size

Paper size is to be 8-1/2 X 11 inches.

(b) Weight

The weight of paper is to be at least 13 pounds for both originals and copies.

(c) Type

The paper type for both originals and copies is to be of chemical wood or better quality.

(d) Color

White paper is to be used for both originals and copies.

§ 520.30 Margins

(a) The use of preprinted solid left and right marginal lines is required.

(b) The use of preprinted top and bottom marginal lines is optional.

(c) All preprinted lines must be placed on the page so that text actually begins 1-3/4 inches from the left side of the page and ends 3/8 inch from the right side of the page.

§ 520.33 Line Numbers

Each page of transcription is to bear numbers indicating each line of transcription on the page.

§ 520.36 Typing

§ 520.36.05 Ink Color

Black ink is to be used for both originals and copies.

§ 520.36.10 Type Size

The letter character size is to be 10 letters to the inch. This provides for approximately 63 characters to each line. (Type should be letter quality.)

§ 520.36.15 Number of Lines Per Page

- (a) Line of Text Per Page Requirement
 - (1) Except as provided in (b) below, each page of transcription is to contain 25 lines of text.
 - (2) The last page may contain fewer lines if it is less than a full page of transcription.
 - (3) Page numbers or notations cannot be considered part of the 25 lines of text.
- (b) Exception
 - (1) An exception to the above requirement of 25 lines of text will be allowed when daily or hourly transcript of jury trials is produced and the exception is approved by the presiding judicial officer.
 - (2) The exception allows a page break before and after sidebar conferences, bench conferences, and hearings on motions.
 - (3) Court reporters are required to reduce the page count for billing purposes by one-half page for every page of transcript that includes a sidebar conference, bench conference, or hearing on motions that is marked by such a page break.
 - (4) This exception as defined above will make it easier for a judge to provide portions of a transcript to a jury for review. [JCUS-MAR 1996](#), pp. 26-27.

§ 520.36.25 Spacing

Lines of transcript text are to be double spaced.

§ 520.36.30 Upper and Lower Case

Upper and lower case is preferred, but all upper case may be used.

§ 520.36.35 Indentations

- (a) Question and Answer (Q and A)
 - (1) All Q and A designations must begin at the left margin.
 - (A) A period following the Q and A designation is optional.

- (B) The statement following the Q and A must begin on the fifth space from the left margin.
- (C) Subsequent lines must begin at the left margin.
- (2) Since depositions read at a trial have the same effect as oral testimony, the indentations for Q and A must be the same as described above.
 - (A) In the transcript, each question and answer read from a deposition must be preceded by a quotation mark.
 - (B) At the conclusion of the reading, a closing quotation mark must be used.
- (b) Colloquy
 - (1) Speaker identification must begin on the tenth space from the left margin followed directly by a colon.
 - (2) The statement must begin on the third space after the colon.
 - (3) Subsequent lines must begin at the left margin.
- (c) Quotations

Quoted material other than depositions must begin on the tenth space from the left margin, with additional quoted lines beginning at the tenth space from the left margin, with appropriate quotation marks used.

§ 520.36.40 Interruptions of Speech and Simultaneous Discussions

- (a) Interruptions of speech must be denoted by the use of a dash at the point of interruption, and again at the point the speaker resumes speaking.
- (b) At the discretion of the transcriber, simultaneous discussions may also be noted in this manner.

§ 520.36.45 Punctuation and Spelling

Punctuation and spelling must be appropriate standard usage. For example, if a question in Q and A is indeed a question, it must be followed by a question mark.

§ 520.36.50 Page Heading

- (a) A page heading (also known as a “header”) is brief descriptive information noted to aid in locating a person or event in a transcript.

- (b) A page heading must be provided on each page of witness testimony; it is optional for other types of persons and/or event notations.
- (c) Listing the last name of the witness or other party and the type of examination or another event is sufficient.
- (d) Page headings must appear above line 1 on the same line as the page number.
- (e) This information is not to be counted as a line of transcript.

§ 520.36.55 Parenthetical Notations

- (a) Parenthetical notations are generally marked by parentheses; however, brackets may be used.
- (b) Parenthetical notations must begin with an open parenthesis or bracket on the fifth space from the left margin, with the remark beginning on the sixth space from the left margin.
- (c) Parenthetical notations are used for:
 - (1) customary introductory statements such as call to order of court or swearing in a witness, and
 - (2) indicating non-verbal behavior, pauses, and readback/playback.

For types of parenthetical notations, **see:** [§ 520.40.20\(a\)](#).

§ 520.36.60 Legibility

The original transcript and each copy are to be legible without any interlineations materially defacing the transcript.

§ 520.40 Content

§ 520.40.10 Verbal

Except as noted below, the transcript must contain all words and other verbal expressions uttered during the course of the proceeding.

- (a) Striking of Portions of the Proceeding

No portion of the proceeding must be omitted from the record by an order to strike. Regardless of requesting party, the material ordered stricken, as well as the order to strike, must all appear in the transcript.

- (b) Editing of Speech

- (1) The transcript must provide an accurate record of words spoken in the course of proceedings. All grammatical errors, changes of thought, contractions, misstatements, and poorly constructed sentences must be transcribed as spoken.
- (2) In the interest of readability, false starts, stutters, uhms and ahs, and other verbal tics are not normally included in transcripts; but such verbalizations must be transcribed whenever their exclusion could change a statement's meaning.

(c) Reporting of Audio/Video Recordings

Generally, audio/video recordings played in court are entered as an exhibit in a proceeding. Since such recordings are under the direct control of the court, audio/video recordings need not be transcribed unless the court so directs.

(d) Private Communications and Off the Record Conversations

Private communications and off the record conversations inadvertently recorded may not be included in the transcript.

(e) Call to Order, Swearing in, or Affirmation of Witnesses or Jurors

- (1) Standard summary phrases must be used for customary introductory statements such as the call to order of court and the swearing in or affirmation of witnesses.
- (2) These must appear in parentheses or brackets and begin with an open parenthesis or bracket on the fifth space from the left margin, with the remark beginning on the sixth space from the left margin.
- (3) The following phrases can be employed:
 - (Call to Order of the Court),
 - (The Jury Is Sworn),
 - (The Witness Is Sworn), and
 - (The Witness Is Affirmed).

(f) Identification of Speaker

- (1) All speakers must be properly identified throughout the transcript, initially by their full name, thereafter by the following designations or courtesy titles, in capital letters indented 10 spaces from the left margin:

(2) Proper Transcript:

Speaker	Identification
the judge	THE COURT
attorney	MR., MRS., MS., OR MISS + (last name)
witness	THE WITNESS (in colloquy)
interpreter	THE INTERPRETER
defendant (in criminal cases)	THE DEFENDANT

(g) Testimony Through Interpreter

When interpreters are used, it will be assumed that answers are made in a foreign language and interpreted unless a parenthetical “(in English)” is inserted.

§ 520.40.20 Nonverbal

(a) Designation of Portions of Proceedings and Time of Occurrence (Parenthetical Notations)

- (1) Parenthetical notations in a transcript are a court reporter’s or electronic court recorder operator’s own words, enclosed in parentheses or brackets, recording some action or event. Parenthetical notations should be as short as possible but consistent with clarity and standard word usage.
- (2) The following parenthetical notations should be used to designate portions of proceedings. Designations requiring a time notation are listed first:

(A) Proceedings Started, Recessed, and Adjourned, with Time of Day and Any Future Date Indicated where Appropriate

Examples:

- (Recess at 11:30 a.m.)
- (Recess at 12:30 p.m., until 1:30 p.m.)
- (Proceedings concluded at 5 p.m.)

(B) Jury In/Out

(i) Examples:

- (Jury out at 10:35 a.m.)
- (Jury in at 10:55 a.m.)

(ii) If a jury is involved, it is essential to indicate by the proper parenthetical notation whether the proceeding occurred:

- in the presence of the jury,
- out of the presence of the jury,
- out of the hearing of the jury,
- before the jury entered the courtroom, or
- after the jury left the courtroom.

(3) Defendant Present/Not Present

In criminal trials, this designation must be made if not stated in the record by the judge.

(4) Bench/Side Bar Conferences

(A) This designation must note whether the bench/side bar conference is on or off the record. If all the attorneys in court are not participating in the bench/side bar conference, the parenthetical notation must so indicate.

(B) Examples:

- (Bench conference on the record)
- (Bench conference off the record with Mr. Smith, Mrs. Jones, and Mr. Adams)
- (At side bar on the record)
- (At side bar)
- (End of discussion at side bar)

(5) Discussions off the Record

This designation must note where the discussion took place.

(6) Chambers Conferences

(A) This designation must note the presence or absence of parties in chambers.

(B) Examples:

- (Discussion off the record in chambers with defendant not present)
- (Discussion on the record in chambers with defendant present)

(b) Speaker/Event Identification

(1) References to speakers and events that occur throughout proceedings must be properly noted in capital letters and centered on the appropriate line.

(2) Examples:

- AFTER RECESS
- DIRECT EXAMINATION
- CROSS EXAMINATION
- REDIRECT EXAMINATION
- RECROSS EXAMINATION
- FURTHER REDIRECT EXAMINATION
- PLAINTIFF'S EVIDENCE
- PLAINTIFF RESTS
- DEFENDANT'S EVIDENCE
- DEFENDANT RESTS
- PLAINTIFF'S EVIDENCE IN REBUTTAL

(c) Nonverbal Behavior and Pauses

(1) It is the responsibility of the attorneys, as well as the judge in some instances, to note for the record any significant nonverbal behavior (i.e., physical gestures, and lengthy pauses on the part of a witness.)

(2) If counsel or the court refers to the witness's affirmative or negative gesture, parenthetical phrases may be used to indicate physical gestures.

(3) Examples:

- (Nods head up and down)
- (Shakes head from side to side)
- (Indicating)

(d) Readback and/or Playback

All readbacks and/or playbacks and the party requesting must be noted parenthetically as follows:

- (1) If the question and/or answer requested to be read or played back appears on the same page as the request, the following parenthetical must be used:

(The last question and/or answer was read/played back)

- (2) If, however, the question and/or answer, or both, appear on a previous page, the court reporter or audio operator should replay or restate the question and/or answer both, in full, with appropriate quotation marks and parentheses. The following parenthetical should be used for playbacks:

(The record was replayed)

(e) Indiscernible or Inaudible Speech on Electronic Sound Recording

- (1) Incomplete records of proceedings are unacceptable in a court of law. It is therefore highly undesirable to have any portion of a transcript labeled “indiscernible” or “inaudible.”
- (2) Every effort must be made to produce a complete transcript. The use of “inaudible” or “indiscernible” should be used only when it is impossible to transcribe the record.

§ 520.43 Title Page

§ 520.43.10 Contents

Each transcript is to include a title page indicating:

- (a) court name;
- (b) district;
- (c) case name;
- (d) civil or criminal docket case number;
- (e) name and title of judge or other judicial officer presiding;
- (f) type of proceeding;
- (g) date and time of proceeding;

- (h) volume number (if multi-volume);
- (i) name and address of each attorney and name of party represented;
- (j) whether a jury was present;
- (k) court reporter's name, address, and telephone number, if steno based;
- (l) audio operator's name, plus name, address, and telephone number of transcription company, if electronic sound recording equipment based;
- (m) method by which the proceedings were recorded; and
- (n) method by which the transcript was produced.
- (o) Examples of this statement include the following:
 - (1) Proceedings recorded by mechanical stenography, transcript produced by note reading.
 - (2) Proceedings recorded by mechanical stenography, transcript produced by computer-aided transcription.
 - (3) Proceedings recorded by shorthand/stenomask, transcript produced from dictation.
 - (4) Proceedings recorded by electronic sound recording, transcript produced by transcription service.

§ 520.43.20 Record of Appearance

Beginning on the title page, the court reporter is to include the complete record of appearances.

§ 520.43.30 Cost

The court reporter may charge for the title page as a full page of transcript.

§ 520.46 Indexes

Each volume is to contain an index that is to be numbered. It is preferable to have the index at the end. The court reporter may charge for the index page as a full page of transcript.

§ 520.46.10 Requirement

- (a) The index must indicate the pages at which each of the following begins:

- DIRECT EXAMINATION,
 - CROSS EXAMINATION,
 - REDIRECT EXAMINATION,
 - RECROSS EXAMINATION,
 - FURTHER DIRECT EXAMINATION, and
 - RECALL OF EACH WITNESS.
- (b) The index must also indicate on behalf of whom the witness or witnesses were called, such as:
- PLAINTIFF'S WITNESSES,
 - WITNESSES FOR THE GOVERNMENT,
 - DEFENDANT'S WITNESSES, and
 - WITNESSES FOR THE DEFENSE
- (c) A separate table in the index must indicate the page at which any exhibit was marked for identification and received in evidence.

§ 520.46.20 Master Index for Longer Transcripts

In a protracted case (i.e., a transcript of one thousand pages or more) in addition to the individual index, there may be a master index in a separate volume that compiles all of the individual indexes.

§ 520.46.30 Keyword Index

- (a) A keyword index provides an index of key words in the transcript and corresponding page number(s) in which the words appear.
- (b) A keyword index may be charged at the applicable page rate.
- (c) If the keyword index is provided on electronic media, no additional charge is permitted for the cost of the electronic media itself.

§ 520.50 Numbering

§ 520.50.10 Pages

- (a) The pages of the transcript are to be numbered in a single series of consecutive numbers for each proceeding, regardless of the number of days involved.
- (b) The court reporter must place the page number at the top right corner of the page flush with the right margin above the first line of transcription.
- (c) The page number does not count as a line of transcript.

- (d) The pagination of the transcript of the further proceedings in the same matter must follow consecutively the pagination of earlier proceedings, unless the presiding official directs otherwise.

§ 520.50.20 Multi-Volumes Transcripts

Multi-volume transcripts must be numbered in either of the following ways:

- (a) Each volume of transcript must be numbered consecutively. One volume of transcript should be at least equal to one day of court proceedings.
- (b) Pages may be numbered consecutively for each volume of transcript, with the cover page of each volume designated page 1. Using this method, page numbers will begin with a volume number followed by the page number.

Examples:

- 1-14 (Volume 1, page 14)
- 2-54 (Volume 2, page 54)

- (c) If preferred, the pages may be numbered consecutively for an entire multiple-volume transcript.

Examples:

- 56 (Volume 1, page 56)
- 521 (Volume 3, page 521)

§ 520.53 Cover

The court reporter is to cover at no charge the original and each copy of transcript with front and back covers of good quality, consisting of white or colored 140 pound index paper, #1 sulphite paper, heavy weight transparent plastic, or similar material as the court approves.

§ 520.56 Punched Holes

If the court reporter punches transcript with three holes in the left margin, the holes are to be 4-1/4" center to center, with the middle hole centered in the page.

§ 520.60 Fastener

The court reporter is to secure the transcript for each proceeding separately with a suitable fastener of permanent nature.

§ 520.63 Certification

§ 520.63.10 Requirement

- (a) The court reporter or transcriber is to authenticate the original transcript and each copy with a certification on the last page.
- (b) The certification is to appear on the last page of each volume of transcript. If more than one court reporter or transcriber is involved in the production of the transcript being certified, then the certifications of each court reporter or transcriber involved are required at the end of each volume. **(Note:** The contents of the title page should not be repeated as part of the certification.)
- (c) A rubber stamp with the certifications may be used to save time and space. A sample certification is provided in [§ 520.63.30](#).

§ 520.63.20 Court Reporter's Charge for Certification

- (a) If the court reporter places the certification on a separate page from any transcript text, then the court reporter may NOT charge for the certification page.
- (b) If the court reporter includes the certification on the last page of a transcript that contains actual transcript text, the court reporter can charge for that page of text.

§ 520.63.30 Certification Examples

- (a) Stenography/Stenomask

"I (we) certify that the foregoing is a correct transcript from the record of proceedings in the above-entitled matter."

Signature of Court Reporter/Transcriber

Date

Typed or Printed Name

- (b) Transcriber's Certification for Another's Notes

"I (we) certify that the foregoing is a true and correct transcript, to the best of my ability, of the above pages, of the stenographic notes provided to me by the _____ [court name], of the proceedings taken on the date and time previously stated in the above matter. I (we) further certify that I am neither counsel for,

related to, nor employed by any of the parties to the action in which this hearing was taken, and further that I am not financially nor otherwise interested in the outcome of the action.”

Signature of Transcriber

Date

Typed or Printed Name

(c) Electronic Sound Recording

“I (we), court-approved transcriber(s), certify that the foregoing is a correct transcript from the official electronic sound recording of the proceedings in the above-entitled matter.”

Signature of Approved Transcriber

Date

Typed or Printed Name

(d) Redacted Transcripts

At the end of the redacted transcript, and without causing a “page roll-over” (a smaller font may be used) the redacted transcript must be certified by the court reporter/transcriber stating:

“I (we) certify that the foregoing is a true and correct copy of the transcript originally filed with the clerk of court on day/month/year and incorporating redactions of personal identifiers requested by the following attorneys of record: _____, in accordance with Judicial Conference policy. Redacted characters appear as an “x” (or a black box) in the transcript.”

Signature of Approved Transcriber

Date

Typed or Printed Name

§ 520.66 Copies

- (a) Transcript copies may be reproduced by any method of reproduction which produces black text on single-sided white paper.
- (b) There may be no markings on the original or copies that would hinder the clear reproduction by mechanical means by any court official or party.

§ 520.70 Redaction

- (a) There are various software programs that are available to assist court reporters and transcribers in the redaction process. The use of these programs is permissible, as long as page and line integrity remain intact.
- (b) If a court reporter does not have access to such a program, the court reporter may also manually redact. Whatever method is used to redact, page and line integrity must be maintained from the original transcript to the redacted transcript.

§ 520.70.10 Manual Redaction

To manually redact, the court reporter/transcriber must place an “x” in the space of each redacted character. Manual redactions must have the same number of x’s as characters deleted to preserve page and line numbers of transcripts.

§ 520.70.20 Title Page

The title page of the transcript must indicate that it is a redacted transcript immediately below the case caption and before the Volume number and the name and title of the Judge. A notation of “REDACTED TRANSCRIPT” must be inserted on a blank line, and the addition of this text may not change the length of the title page.

§ 520.70.30 Charge for Redacted Transcripts

The Judicial Conference has not authorized an additional fee that the court reporter or transcriber can charge for providing redacted transcripts to the court for the electronic records of the court.