Realtime Reporters Preferences Sheet

Non-verbal responses or grunts:

Uh-huh, unh-unh.

(Nodded affirmatively.) – reporter will indicate the time this happened. Do not assume.

(Nodded negatively.) – reporter will indicate the time this happened. Do not assume.

(No response.)

(sic) – only use if you are concerned the error will look like it is ours, but don't overuse so attorney looks dumb

(Phonetic) – only use if you've gone the extra mile to find the name/company, etc. Use Whitepages.com, other internet sites that are awesome on finding names

(Unintelligible)

(Inaudible) – ONLY USE IF ABSOLUTELY HAVE TO (put times in for reporter to double-check before using an inaudible or unintelligible)

Colloquy:

Normal colloquy of attorneys is at the second tab (two tabs in or 10-15 with new rules) spaces approximately – Paragraphs are at the same location
BY PARAGRAPHS AS FOLLOWS:

BY MR. COSENZA: (at left margin with no extra spacing above or below)

   ? After a lot of colloquy (minimum six lines worth) do another BY paragraph indention. **DO NOT DO A "BY" LINE JUST AFTER ONE OBJECTION BY AN ATTORNEY.**

   ? In DigitalCAT, to make a BY paragraph appear, type in the lawyer's name, go up to Format, down to Paragraph, and over to Change Current Style, then hit b for "by" and you will see it come up. Or create a quick key for it.

                           DO NOT PUT A BY PARAGRAPH AFTER ONE OBJECTION (ONLY WHEN SEVERAL THINGS GO BACK AND FORTH)

When witness answers the question asked by the Q., it is always indicated by A. When the witness talks back to someone else, it is THE DEPONENT if deposition or THE WITNESS if trial or hearing.

Preferences in transcript:

   ? One dash = When you can pick an interrupted thought out and rejoin the sentence, that is when

Example: So you went over to the store – you got bread and milk – and then went directly home after that; is that correct?

Example: This piece of paper you signed for Mr. Dotson – the one you're looking at right now – is that the same piece of paper that you referenced earlier?

It can almost always be "heard" or realized after typing out the sentence.

? When working in DigitalCAT or any other software, please use the **blocked brackets [ ]** for notes back to yourself or the reporter. Very easy to find with a quick key - DigitalCAT refers to them as untranslates.

? When slang – comin', goin', etc – is used in a deposition, we NEVER make the LAWYERS sound like they are using slang. WE ALWAYS FIX THEM.

? Unless the read and sign explanation is in between a Q &A, please don't transcribe it. Just put the preference, waive or read and the include paragraph that goes along with that indication.

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Misc. preferences in numbering, etc.

? Always make time look like time: "I got up at 7:00 a.m." If they say the word "o'clock," include that with the time, "I got up at 7:00 o'clock." Never spell out time.

? If a title is with a number, cap it: Item 1, Section 2, Page 3. Use "No." for exhibit markings and other number references: "Exhibit No. 1, Item No. 2, Track No. 3."

? Spell out number if there is no actual number with it, "Bates numbers were added to the document," versus "Bates No. 3 was our contract."

? Use proofreading rules on capitalization. Don't just randomly cap. You only cap words like mayor, sergeant, lieutenant, etc. if they are with a name, "Sergeant Jones," "Mayor Neville," or after a name as a title, "Danny Jones, Mayor."

? If they are speaking of the Court as in the actual judge that did an order, it is always capped. Same with the Complaint that is the official document that starts a case, and the Answer as the official document responding to a Complaint filed.

? If questioner says something like, "The question I want to ask is" or "My point is" or "Let's ask it this way," that should have a colon and then two spaces, cap the next part. Makes it read much better

? Use a semicolon before "is that right" and "is that correct" but not before "correct" or "right" when standing alone.

? Make sure you always doublecheck exhibits for names, quotes, etc. If you do not verify, leave the reporter that they need to doublecheck it. If you have audio that needs listened to in certain places, bracket it with the exact time [1:02:03] so the reporter can quickly verify.

Include File:

> ? **The following include files should have been sent to you. If they have not been, please let your reporter know.**
>> o Off the Record
>> o Waive
>> o Read
>> o Reporter's Cert. Page
>> o Depo Title Sheet
>> o Recess
>> o Deposition Exhibit Paragraph
>>> ☐ Please do not use any other form of include files, or indications, other than these.
>>> ☐ More than likely, they will be set up with all of your reporter's personal information and filled in before sending you the job.

> ? **To add in each of these files to your DigitalCAT software, follow the below directions:**
>> o After downloading, put all files into your DigitalCAT transcrips folder. That can be found by going to your C-drive, clicking on Program Files x86 or Documents, find the DigitalCAT program, then click on the Transcripts folder and add all Include Files in.
>> o If you ever need to edit an Include File, open up a completely new DigitalCAT Transcript Editor page, hit edit, "I" for include and then edit it. To save the edited file, click File, Save As, Include File.

> ? **To include a file within your transcript, follow these directions:**
>> o Place cursor where you would like the include file to appear.
>> o Go up to the Edit tab.
>> o Hit the letter "I" for include.
>> o There, you can see the files that you have saved as "include files" and you can search, or type in the command that you saved them under, and press "open." Then you will see it appear.

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>> ☐ **Adding Exhibit Include Files:** Unless the reporter is really slammed, please just put in the include exhibit description paragraph and leave it. She will add in the correct info when you send it back to her, but at least it will be in there and easy for her to find. She will need to "add that exhibit" to the index and that is one more step for you to do, that is unnecessary. Just put the paragraph in and she will do the rest.

Video Depositions:

> ? Video depositions are always transcribed "the exact way the deponent says them." If you need to (sic) something, do it. Try to avoid writing slang as it's hard to read, but if witness is so bad with it that you must, do like this: "I was comin' up

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to the second floor."

? All video depos start with THE VIDEOGRAPHER talking and stating about the case, etc.

    o TRANSCRIBE ALL ITEMS INBETWEEN THE VIDEOGRAPHER'S INTRODUCTION AND HIS "OFF THE RECORD," "BACK ON THE RECORD" but no conversations that are had in between. Sometimes it is hard to get our recording devices picked up in breaks on those depos as they are usually placed right by the deponent.

    o If there are sounds in a video deposition, those need to be transcribed to the best of your ability too!

    o THE VIDEOGRAPHER or THE VIDEO OPERATOR (either way is fine) is how they are referred in the transcript.

[handwritten note: — pArenthetical? (phone ringing)]

Preferences before sending transcript back:

1. Check back and see if you can find any info for the [ ] places.
2. Check your margins and formatting and make sure it is like what is listed on our website's guidelines: www.realtimereporters.net, bottom of the page, right hand corner "REPORTERS" tab. Click on it. Password: realtime.
3. Do a Batch Spell Check. Alt B is what I have set up. You can set up something else in DigitalCAT for keyboard keys. Go to: Options tab, Keyboard, Standard Key Commands to see what it is set up as and then edit it if you need to.
4. Note the time in a bracket [ ] in places that need to be re-listened to.
5. Add the FINAL TEMPLATE to the transcript. Format, scroll to Apply Template, Final Template.

Naming of file and how to describe exhibits:

You should always name the file with the name of the deponent and the date: John Jones – 4-1-14. That makes it easy for the office to verify when they have 17 jobs come in at the same time.

All exhibit stickers should have the name of the deponent on them if at all possible. If not possible, you MUST identify your exhibits when you drop them off at the office. Put them in the cabinet by the back door that has your name on it, or a sticky on it or something. You have no idea how many exhibits come through and Carla can't read minds to see what goes with which depo.

Exhibit descriptions should be short and sweet but clearly help the attorney know what document it is. You must ALWAYS identify the exhibit specifically, never just Exhibit 1, Exhibit 2.

Examples:
Statement of John Jones dated 4-1-14
E-mail from Joe Blow to Jane Blow and others dated 4-1-14 RE: Job offer
Color photograph (do not describe what is in the photograph – not our job)
Black and white photograph
Kaiser Aluminum Policies and Procedures Handbook Effective 4-1-14