

# ARIZONA MANUAL OF TRANSCRIPT PROCEDURES

Proposed by the Committee on Keeping the Record  
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## TABLE OF CONTENTS

<b>CHAPTER I: Style and Content</b> .....	1
<b>A. FORMAT/MATERIALS</b> .....	1
1. Cover Sheet/Title Page.....	1
2. Appearances .....	1
3. Table of Contents .....	1
4. Paper.....	1
5. Weight.....	1
6. Color.....	1
7. Covers.....	1
8. Fastening .....	1
<b>B. INK COLOR</b> .....	2
<b>C. LINE NUMBERING</b> .....	2
<b>D. PAGE NUMBERING</b> .....	2
<b>E. TYPING</b> .....	2
1. Type Size.....	2
2. Number of Lines Per Page .....	2
3. Margins.....	2
4. Spacing.....	2
5. Hyphenation/Word Division .....	2
6. Indentations .....	2
7. Legibility .....	3
<b>F. COPIES</b> .....	3
<b>G. ELECTRONIC VERSION</b> .....	3
<b>CHAPTER II: Format</b> .....	3
<b>A. VOLUMES</b> .....	3
<b>B. EXCERPTS</b> .....	4
<b>C. CONTENT</b> .....	4
1. Verbal.....	4
2. Parentheticals .....	5
3. Identification of Speakers.....	6
4. Swearing of witnesses .....	6
5. Examination of Witnesses.....	7
6. Breaks in Speech .....	9
7. Indistinct Portions .....	10
8. Word Usage.....	10
9. Grammar and Punctuation.....	11
10. Interpreters .....	12
11. Miscellaneous.....	12
<b>D. ROUGH DRAFTS</b> .....	13
<b>CHAPTER III: Certification</b> .....	13
<b>A. DEFINITION OF TRANSCRIPT ERRORS</b> .....	13
<b>B. FORMAT ERRORS</b> .....	13
<b>C. VERBATIM ERRORS</b> .....	14
<b>D. PUNCTUATION ERRORS</b> .....	15

<b>E. SPELLING ERRORS</b> .....	16
<b>F. INDISCERNIBLES</b> .....	16
1. Bench Conferences.....	16
2. Speech Away from a Microphone and Telephonic Speech .....	16
<b>G. TRANSCRIBER TAPE EVALUATION</b> .....	16

## CHAPTER I: Style and Content

### A. FORMAT/MATERIALS

#### 1. Cover Sheet/Title Page

Each transcript shall begin with a Cover Sheet reflecting the caption, case information, date of proceedings, and the following in accordance with Rule 10(d) ARCP.

### TRANSCRIPT OF ELECTRONIC PROCEEDINGS

#### 2. Appearances

Appearances shall be stated on a second page.

#### 3. Table of Contents

There shall be a Table of Contents, beginning on a separate page. Table of Contents shall show page numbers of opening statements and closing arguments, if transcribed, and for each witness the page numbers of direct, cross, and redirect examination. A witness' name is to be typed on the table of contents as it appears in the transcript, i.e., middle initial/no middle initial, full name, Jr., etc.

Examples of important events in each proceeding, if transcribed, are:

- a. Jury selection
- b. Opening statements
- c. Closing arguments
- d. Verdict

#### 4. Paper

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

#### 5. Weight

The weight of paper is to be at least 20 pounds for both originals and copies.

#### 6. Color

Good quality white paper is required.

#### 7. Covers

Each transcript furnished shall be bound with covers of good quality, with heavy weight transparent plastic or similar material for the front cover.

#### 8. Fastening

Transcripts shall be punched with three (3) round 1/4 inch holes, 3-1/2 inch center-center, and shall be fastened in such a manner that they can be disassembled and reassembled with ease.

## **B. INK COLOR**

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

## **C. LINE NUMBERING**

Each page of a transcript is to contain 25 numbered lines.

## **D. PAGE NUMBERING**

Unless otherwise requested, begin at page one (1) for each day of proceedings, even in multiple-day proceedings. The page number is to be placed at the upper right corner. The page number does not count as a line. The pagination of the transcript, whether consisting of one or more volumes, is to be numbered in a single chronological sequence throughout all volumes. On a multi-day transcript, each day is considered a separate transcript and is not consecutively numbered.

1. Title pages are counted but not physically numbered.
2. The certification page is always the last page of every transcript.

## **E. TYPING**

### 1. Type Size

The letter character size is to be no fewer than 9 or 10 characters to the inch.

### 2. Number of Lines Per Page

Each page of transcription is to contain 25 lines of text with the exception of those blank lines necessary to ensure readability. If applicable, the last page of the transcript may contain fewer than 25 lines of text. Page numbers, headers or footers are not to be considered part of the 25 lines of text.

### 3. Margins

Combined margins shall not exceed 2 and 1/8 inches.

### 4. Spacing

Lines of transcript text are to be double spaced.

### 5. Hyphenation/Word Division

Commonly accepted rules for proper hyphenation are to be followed. Hyphens are to be used when words or names are spelled out. Do not use hyphens for word division. Words are not to be hyphenated at the end of a line.

### 6. Indentations

a. Q and A: All Q and A designations are to begin no more than five (5) spaces from the left-hand margin with no more than five spaces from the Q and A to the text. Carryover Q and A lines to begin at the left-hand margin.

b. Colloquy: Speaker identification is to begin no more than fifteen (15) spaces from the left-hand margin, with carryover colloquy to the left-hand margin.

c. Quoted Material: Quoted material is to begin no more than fifteen (15) spaces from the left-hand margin, with carryover lines to begin no more than ten (10) spaces from the left-hand margin.

d. Parentheticals and Exhibit Markings: These are to begin no more than fifteen (15) spaces from the left-hand margin, with carryover lines to begin at the left hand margin.

#### 7. Legibility

The original transcript and each copy is to be legible without any interlineation materially defacing the transcript.

### **F. COPIES**

Transcript copies are to be reproduced by any method of reproduction that produces black text on white paper. There are to be no markings on the original or copies that would hinder the clear reproduction by mechanical means by any court official or party.

### **G. ELECTRONIC VERSION**

Copies of transcripts may be tendered to an ordering party in PDF or TIFF format unless the ordering party determines an originally printed, executed and bound transcript is necessary for further court proceedings, appeal, etc.

## **CHAPTER II: Format**

A transcript may not include more than one proceeding in a case held on separate days. For example, if instructed to transcribe several separate proceedings in one case such as the arraignment, evidentiary hearing, the trial and sentencing, each held on separate days, the four proceedings would be prepared individually as separate transcripts.

### **A. VOLUMES**

Only one day of proceedings may be contained in a volume. Each volume must contain:

1. Volume title page

2. Transcribed proceedings
3. A table of contents, if required.
4. Transcriber certification as detailed in Chapter III of this manual.

## **B. EXCERPTS**

Type of Proceeding If a portion of the proceedings is not transcribed as provided in court rules or by the person requesting the transcript, the portion not transcribed shall be indicated with a parenthetical such as the following:

(Jury selection not transcribed)  
(Opening statements not transcribed)

When transcribing excerpted testimony, the following parenthetical/format is to be used:

After testimony of first witness is concluded, place . . .

(End of portion designated for transcription.)

\* \* \*

THE COURT: Call your next witness.

MR. JONES: Jason Smith.

When transcribing an excerpted proceeding, the transcript title page shall state that it is an excerpt of the proceeding.

## **C. CONTENT**

### **1. Verbal**

Except as noted below, the transcript is to be verbatim and contain all words and other verbal expressions uttered during the proceeding:

a. Striking Portions of the Proceeding: No portion of the proceeding is to be omitted from the record by an order to strike. Regardless of the requesting party, material ordered stricken and the order to strike must all appear in the transcript.

b. Editing of Speech: The transcript is to provide a verbatim record of words spoken in the proceedings. All grammatical errors, changes of thought, contractions, misstatements and poorly constructed sentences are to be transcribed as spoken. In the interest of readability, however, uhms and uhs, and other verbal tics are not normally included in transcripts, but such verbalizations are to 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 specifically instructed to do so. The transcriber is to place a parenthetical in the transcript at the start of the media being played as follows:

(Exhibit \_\_ played)

(Videotape played beginning at [time] and ending at [time])

(Audiotape played beginning at [time] and ending at [time])

## 2. Parentheticals

Parentheticals are to appear in parentheses and begin no more than fifteen (15) spaces from the left-hand margin, with carry over lines to begin at the left-hand margin. The following is a list of common parentheticals:

(Simultaneous conversation.) - Everyone speaks at once, making it impossible to hear any one voice.

(Off the record.) - Attorneys indicate that they are taking the case "off the record" to discuss an issue.

(Jury sworn.) - A jury has been sworn in.

(Proceedings continued outside presence of jury.) - The case continues with no jury present.

(Proceedings continued in the presence of jury.) - The case continues with jury present.

(Sidebar conference.) - Attorneys hold a conference with the judge at his bench.

(Recess.) - When they say "Let's have a recess" or "We'll take a recess," a pause in proceedings.

(Whereupon, a discussion was held off the record at the bench.)

(Whereupon, the proceedings concluded at 10:42 a.m.)

(Whereupon, the following proceedings were held in open court.)

(Whereupon, the Court recessed at 10:00 a.m.)

(Whereupon, the following discussion was held at side-bar, outside the presence of the jury:)

(Proceedings before the jury.)

(Whereupon, the witness, James McCormack, was duly sworn by the clerk of the court.) Parenthetical is changed to reflect judge swearing in witnesses.

(The following is a partial transcript of the proceedings held on December 10, 2004:)

(Whereupon, voir dire of the jury was conducted.)

(Whereupon, the Jurors were sworn for cause by the clerk.)

### 3. Identification of Speakers

All speakers are to be properly identified throughout the transcript by using *MR.*, *MS.*, and their last name. The judge is to be identified as *THE COURT*, and the in-court clerk is to be identified as *THE CLERK*. The witness is to be identified as *THE WITNESS* when not responding in Q and A format.

### 4. Swearing of witnesses

Testimony of witnesses is to be set-out as follows:

THE CLERK: State your name for the record.

THE WITNESS: John Doe.

THE CLERK: Spell your last name.

THE WITNESS: D-o-e.

THE COURT: Your witness.

MR. JONES: Thank you, Your Honor.

JOHN DOE

called as a witness, having been duly sworn, testified as follows:

### DIRECT EXAMINATION

BY MR. JONES:

Q

A

### CROSS-EXAMINATION

BY MR. SMITH:

Q

A

During examination of a witness under oath, the witness is identified as *THE WITNESS*.

a. The attorney who is conducting the questioning is identified only as Q. There is no punctuation following Q or A.

b. Before a jury has been selected, the group of prospective jurors is identified as *PROSPECTIVE JURY PANEL*.

c. After a jury has been selected, the jury is identified as *THE JURY*.

5. Examination of Witnesses :

a. Witness Identification: When a witness testifies, the witness setup is as follows:

(1) The witness' name centered and in caps.

(2) On the line following the witness' name starting at the left margin is a brief statement indicating *called as a witness, having been duly sworn, testified as follows* followed by a colon. If a party testifies on their own behalf, type the phrase *called as a witness on his own behalf, having been sworn, testified as follows on*, followed by a colon.

(3) On the next line centered and in caps is the type of examination such as direct, cross, redirect, recross or continued examination, if known. If not known, use *examination*.

(4) On the next line starting at the left margin, identify the person doing the questioning.

b. Types of Examination:

(1) Direct Examination is typically questioning by the attorney who has called the witness. Usually a witness is questioned only once on direct examination during proceedings of the same nature.

If a witness testifies telephonically, indicate in the initial witness setup *called as a witness, having been duly sworn, testified telephonically as follows*.

(2) Cross-Examination is questioning by the opposing attorney. A witness is usually questioned only once on cross-examination with the same exceptions as noted for direct examination.

(3) Redirect Examination is questioning again by the first attorney reexamining the witness on matters raised on cross examination.

(4) Recross-Examination is questioning by the opposing attorney re-examining the witness on matters raised on redirect.

(5) Continued Examination is used in the following circumstances. The word *CONTINUED* is included on the examination line when:

(a) Questioning of a witness has been interrupted by one or more pages of argument, voir dire examination or offer of proof. The full witness setup need not be repeated except after an offer of proof. The type of continued examination and the attorney's introduction line is included.

(b) At the beginning of a new day when questioning under the same type of examination as the end of the previous day is resumed or if a witness' testimony has been interrupted by testimony of another witness. In this instance, the entire witness setup is required with the words *having been previously sworn*.

(6) Voir Dire Examination is used primarily during jury selection when a prospective juror is questioned as to their qualifications as a juror or in expert testimony to test the qualifications and knowledge of an expert witness. Voir dire should be transcribed in colloquy format. For witness voir dire, the words *VOIR DIRE EXAMINATION* are to be centered and in caps. The next line is the attorney identification line as in any examination.

Example:

MR. SMITH: Your Honor, may I voir dire the witness?

THE COURT: You may.

VOIR DIRE EXAMINATION

BY MR. ATTORNEY:

Q

A

Voir dire examination is used in most instances when the testimony of a witness is interrupted by the opposing attorney who wishes to question the witness on a particular subject. It is usually referred to as voir dire but not always. The jury may or may not be excused. At the conclusion of voir dire examination, the original examination is set up as continued along with the attorney identification line.

DIRECT EXAMINATION (Continued)

BY MR. ATTORNEY:

Q

A

6. Breaks in Speech

Often a speaker will break speech mid-sentence. This is indicated in the transcript as described below.

a. Dashes: A series of two dashes (--) is used to show:

(1) Changes of Thought: When the speaker has a change of thought leaving a sentence unfinished to begin a new one.

(2) Repetition: When a speaker repeats a word or phrase.

(3) Mid-word: When a speaker leaves a word unfinished or starts another word.

(4) Interruption: When a speaker has left a sentence incomplete due to an interruption. Frequently a speaker will be interrupted by another speaker before completing the sentence. Should this happen, the interrupted sentence would end with two dashes (--). If the speaker resumes the sentence after the interruption has ended, two dashes (--) would appear at the beginning of the resumed sentence.

(5) Fade Out: If a speaker fades out before ending a sentence, the two dashes are used.

(6) Change of Addressee: When an attorney who is questioning a witness interrupts a question mid-sentence to address the court or any courtroom participant other than the witness, this is shown by the two dashes. When addressing the witness, type Q. When addressing the court or any other courtroom participant, type the introduction line of Mr., Ms., etc.

Q Let me show you --

MR. SMITH: Your Honor, may I approach?

THE COURT: You may.

BY MR. ATTORNEY:

Q Let me show you Exhibit 1.

A

7. Indistinct Portions

Occasionally when transcribing, there may be a word or words that cannot be heard or are garbled. Make every effort to transcribe it, but do not guess. If the phrase still cannot be deciphered, use one of the following summary phrases to clearly show the portion not transcribed.

a. Indiscernible: When a word or phrase is unintelligible and cannot be transcribed, it is indicated by the word *indiscernible* in parentheses. If the indiscernible phrase is the first word in a sentence, it should be capitalized. A description may be used for why the word or phrase was indiscernible, but do not guess. Example:

(1) (indiscernible)

(2) (indiscernible - away from microphone)

(3) (indiscernible - interrupted)

(4) (indiscernible - simultaneous speech)

b. Inaudible Reply: Occasionally a witness may answer by a shake or nod of the head that obviously is not recorded. If a question has clearly been asked and answered but no sound is heard, this is shown as a summary phrase *no audible response* in parentheses. If any sound is heard that may be interpreted as the witness's reply but it is indistinct, type the word *indiscernible* in parentheses.

8. Word Usage

a. Phonetic: If the correct spelling of a word or name cannot be ascertained from available resource material, type the word as it sounds phonetically followed with (phonetic). It is not necessary to use the (phonetic) each time the word is transcribed.

b. Sic: If a non-existent word is used, type the non-existent word with the word *sic* in parentheses immediately after the word. *Example*:

A I thunk (sic) to myself --

c. Incorrect term: Should a speaker use a term that is known to be incorrect, type the term as spoken followed by the word *sic* in parentheses.

d. Sic throughout: If a non-existent word is consistently used throughout a transcript or if a word is consistently used incorrectly, place *sic throughout* in parentheses immediately after the initial occurrence.

e. Colloquialisms and sounds intended to convey meaning: The following is a brief list of colloquial terms frequently heard. They are typed as follows:

- (1) “Yeah”
- (2) “Uh-huh” or “um-hum” - Affirmative
- (3) “Huh-uh” - Negative

9. Grammar and Punctuation

a. Capitalization: To simplify format uniformity, capitalization is limited as closely as possible to names, dates, addresses, direct personal titles, company names, countries, states, races and nationalities, initials instead of organization names such as FBI, CIA.

b. Numbers:

(1) Numbers written out are the figures one through ten, fractions less than one (e. g., two-thirds, three-quarters) and numbers at the beginning of a sentence except those listed below. All numbers 11 and above are to be written in figures (e. g., 11, 12, 13). If a speaker says the word *number* preceding one through nine, type *number 1*, *number 2*.

(2) The following numbers are written in figures even at the beginning of a sentence:

- (a) Exhibit numbers, e. g., “4 is admitted.”
- (b) Legal citations, e.g., A.R.S. section 12-341.01; P.2d.
- (c) Counts in an indictment are Roman numerals, e.g., Count I, Count II, Count III.
- (d) Time followed by the word “o’clock,” if stated, 11 o’clock.
- (e) Dates and years, e. g., January 1, 1997.
- (f) Case numbers, e. g., 3AN-95-54 Cr.
- (g) Addresses, e. g., 303 K Street.
- (h) Money, e. g., \$1.95 or \$100.
- (i) Height and weight, e. g., 5'6" and 140 pounds.

(j) Caliber, e. g., .22 Winchester automatic, .357, .44 Magnum,  
30-06.

c. Quotation marks: Use quotation marks only in the unlikely event that quoted material is available to verify a direct quotation. If the word “quote” is used, transcribe it as follows:

(1) And then she said, quote, stop right there.

#### 10. Interpreters

When a witness speaks no English, or only partially, an interpreter is used whose sole purpose is to literally translate the questions from English to the foreign language and the answers to English.

a. Literal Translation: A literal translation is when the attorney asks questions and the interpreter answers the question for the witness in the first person. The witness setup is as follows:

JOHN DOE

called as a witness on behalf of the defendant, having been sworn, testified by and through an interpreter, as follows :

#### DIRECT EXAMINATION

BY MR. JONES:

Q How old are you, Mr. Doe?

A I'm 29.

b. Non-literal Translation: At times an attorney will lapse into third person when asking questions or the interpreter will lapse into the third person when translating a witness' answer. When this occurs, the non-literal translation is transcribed as shown in this example:

MR. JONES: Ask him where he was born.

THE INTERPRETER: He says Mexico.

#### 11. Miscellaneous

a. Depositions or Other Documents Read Into the Record Whenever a deposition or other document is read into the record, use the format parenthetical referenced previously.

b. Polling of Jury: After the verdict is read, there may be a request to poll the jury. Transcribe the polling as colloquy.

c. Case Citations: Case cites are underlined. Italics is not used.

#### **D. ROUGH DRAFTS**

1. When a transcriber is requested to provide a rough draft transcript, each page must contain the following footer in all capital and bold letters: "ROUGH DRAFT - NOT CERTIFIED"

2. A rough draft transcript must not contain a certification page.

3. A title page, if included, must indicate the transcript is a rough draft.

### **CHAPTER III: Certification**

Each transcript prepared for the Arizona Court System must be certified either by the person who transcribed the proceedings or by the person who proofed and finalized the transcript, and bear that individual's signature. If prepared by an Arizona certified reporter, the certification must include that reporter's certificate number and title or abbreviation. In order to be considered a certified transcript of the proceedings, the transcriber must be an authorized vendor approved by the Supreme Court, except as noted in Chapter 2, Section D, of this manual.

#### **A. DEFINITION OF TRANSCRIPT ERRORS**

Transcripts prepared for Arizona courts by transcribers must comply with the guidelines as set out in this manual. Vendors are expected to produce transcripts with a 98% accuracy rate and of a quality acceptable to the court for which the transcript is being produced. These standards were developed for transcribers under contract with the judicial branch of the state to explain what the court system regards as major errors that compromise the quality of the transcript. To determine the accuracy rate of a transcript, the court system considers the allowable number of major errors in a transcript or a random sample.

#### **B. FORMAT ERRORS**

The judicial branch of the state expects contractors to follow the format requirements set out in this manual, including all amendments thereto. Major errors include, but are not limited to:

1. Information on volume title page or day page is inaccurate;

2. No table of contents;
3. Table of contents, if applicable, does not contain all required information or contains inaccurate information (e.g., incorrect page numbers, etc.);
4. Page numbering does not comply with the manual or with special instructions given;
5. Any errors contained in the certificate;
6. Any other significant departures from the format required by the manual.

### **C. VERBATIM ERRORS**

The Manual of Transcript Procedures requires that a transcript contain all words and other verbal expressions uttered during the course of the proceeding.

**MAJOR** verbatim errors are those which affect the quality of the transcript which include, but are not limited to:

1. Inclusion or exclusion of a negative or affirmative that is not in the electronic record. Examples:

Recorded: I did not commit the murder.

Transcribed: I did commit the murder.

Recorded: I wouldn't care if you did.

Transcribed: I would care if you did.

2. Omission of a spoken word or phrase that affects the meaning of the sentence. Examples:

Recorded: Mr. Smith possessed a handgun.

Transcribed: Mr. Smith knowingly possessed a handgun.

Recorded: Do you think you understand what you're being charged with?

Transcribed: Do you think you're being charged with?

3. Incorrect word that affects the meaning of the sentence or whose usage is obviously wrong to a person familiar with legal terms and proceedings. Examples:

Recorded: A small package was simulating marijuana.

Transcribed: A small package was assumably marijuana.

Recorded: The officer observed illegal conduct.

Transcribed: The officer was served illegal conduct.

Recorded: Your Honor, it's my motion.

Transcribed: Your Honor, it's my mission.

Recorded: They are excused from their subpoenas.

Transcribed: They are excused from these proceedings.

Recorded: Anything in the wallet or concealed anywhere.

Transcribed: Anything in the wallet or sealed anywhere.

Recorded: In reference to our motion for judgment of acquittal on Counts 1, 2, and 3 --

Transcribed: In reference to our motion for judgment and put them on Count 1, 2, and 3 --

4. Failure to recognize legal terms or phrases. Examples:

Recorded: motion in limine filed by the defense.

Transcribed: motion to eliminate a file by the defense.

Recorded: That would justify the warrantless search.

Transcribed: That would justify the warrant was search.

Recorded: The plain touch doctrine is being adopted.

Transcribed: The play and touch doctrine is being adopted.

5. Wrong dates, days of weeks, years, times, exhibit numbers. Examples:

Recorded: It was Monday, February 5, 1996.

Transcribed: It was Tuesday, March 4, 1995.

Recorded: It was at 10:30 in the morning.

Transcribed: It was at 11:30 in the morning.

Recorded: Exhibit D is admitted.

Transcribed: Exhibit B is admitted.

6. Omission of *uh-huh* when used as an expression of assent.

7. Incorrect speaker. Example:

Recorded: MR. SMITH: Yes, Your Honor.

Transcribed: MR. JONES: Yes, Your Honor.

If the transcriber is uncertain who is speaking after listening to the tape a reasonable amount of time, one minute maximum, the transcriber should type the words *UNIDENTIFIED SPEAKER*.

8. Any error that alters the meaning of the record.

#### **D. PUNCTUATION ERRORS**

The judicial branch of the state expects transcribers to use commonly accepted rules for punctuation. In determining the accuracy rate of a transcript, the court system only counts punctuation errors that alter the meaning of the record.

## **E. SPELLING ERRORS**

1. A transcript that has an average of more than two spelling errors per page will be returned for correction.

2. A typographical error will be classified as a misspelled word.

3. It is the expectation of the judicial branch of the state that transcribers use the Spell Check feature on computer software, but they should not rely solely on Spell Check to ensure the correct spelling and use of words in the transcripts they prepare.

4. Correct spelling of homonyms is required.

5. Transcribers are expected to refer to specialty dictionaries such as medical, legal, etc., and to use other reference material such as a phone book, atlas, etc., when necessary to achieve correct spelling.

## **F. INDISCERNIBLES**

Transcribers are expected to isolate individual channels on transcribing equipment to assist in clarifying indiscernibles. In determining the accuracy rate of a transcript, the court system counts as a major error an indiscernible that is discernible to another person when listening to the same audio used by the transcriber, except in the circumstances listed below:

### 1. Bench Conferences

Due to the nature of bench conferences, transcribers are only required to transcribe what is discernible to them. Transcripts will not be rejected because of indiscernibles in a bench conference unless the transcriber failed to transcribe speech that was easily discernible to another person after listening to the conference no more than one minute.

### 2. Speech Away from a Microphone and Telephonic Speech

Transcribers must attempt to transcribe what is said by people who have stepped away from a microphone and by people who are participating telephonically. However, if the transcriber cannot discern what was said, the transcriber must type a summary phrase in parentheses *Indiscernible - away from microphone* or *Indiscernible - telephonic speech*. Transcripts will not be rejected because of indiscernibles that are marked in this manner unless the transcriber failed to transcribe speech that was easily discernible to another individual after listening to that portion of the tape no more than one minute.

## **G. TRANSCRIBER TAPE EVALUATION**

All transcribers under contract with the court system are required to submit a completed Transcriber Tape Evaluation form, as necessary, to the courts administrator or designee in order to assist the Court and the parties in capturing an accurate record of the proceedings.