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RULES OF APPELLATE PROCEDURE

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Rule 28. Preparation Of Transcript In Paper Format By Court Reporter

A. Paper Transcript. Except as provided in Rule 30, the court reporter shall prepare a paper Transcript~~The court reporter shall prepare the Transcript~~ as follows:

(1) *Paper.* The Transcript shall be prepared upon 8 1/2 x 11 inch white paper.

(2) *Numbering.* The lines of each page shall be numbered and the pages shall be numbered at the bottom. Each page shall contain no less than twenty-five (25) lines unless it is a final page. The pages of the Transcript shall be numbered consecutively regardless of the number of volumes the Transcript requires.

(3) *Margins.* The margins for the text shall be as follows:

Top margin: one (1) inch from the edge of the page.

Bottom margin: one (1) inch from the edge of the page.

Left margin: no more than one and one-half (1- 1/2) inch from the edge of the binding.

Right margin: one (1) inch from the edge of the page.

1 Indented text: no more than two (2) inches from the left edge of the
2 binding.

3 (4) *Header or Footer Notations.* The court reporter shall note in boldface
4 capital letters at the top or bottom of each page where a witness' direct,
5 cross, or redirect examination begins. No other notations are required.

6 (5) *Typing.* The typeface shall be no larger than 12-point type. Line spacing
7 shall be no greater than double-spacing.

8 (6) *Binding.* The Transcript shall have a front and back cover and shall be
9 bound at the left no more than one-half (1/2) inch from the edge of the
10 page. The Transcript shall be bound using any method which is easy to
11 read and permits easy disassembly for copying. No more than two hundred
12 fifty (250) pages shall be bound into any one volume.

13 (7) *Title Page and Cover.* The title page of each volume shall conform to Form
14 #App.R. 28-1, and the cover shall be clear plastic.

15 (8) *Table of Contents.* The court reporter shall prepare a table of contents
16 listing each witness and the volume and page where that witness' direct,
17 cross, and redirect examination begins. The table of contents shall identify
18 each exhibit offered and shall show the Transcript volumes and pages at
19 which the exhibit was identified and at which a ruling was made on its

1 admission in evidence. The table of contents shall be a separately bound
2 volume.

3 **B. Certification.** The court reporter shall certify the Transcript is correct, and file
4 the certificate with the trial court clerk or appropriate administrative officer.

5 **C. Copy of Paper Transcript in Electronic Format.** All paper Transcripts
6 generated on a word processing system shall be accompanied by a copy of the
7 Transcript in electronic format.

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9 **Rule 30. Preparation of Transcript in Electronic Format Only**

10 **A. Preparation of Electronic Transcript.** ~~In lieu of or in addition to a paper~~
11 ~~Transcript as set forth in Rule 28, w~~With the approval of ~~the trial court,~~ all parties
12 on appeal, and the Court on Appeal, the court reporter ~~shall~~may submit only an
13 electronically formatted Transcript in accordance with the following:

14 *(1) Approval by Court on Appeal.* At the time the Notice of Appeal is filed
15 with the Clerk, all parties to the appeal may jointly move the Court on
16 Appeal to accept only an electronically formatted Transcript. ~~The motion~~
17 ~~must acknowledge the willingness of the trial court to provide a Transcript~~
18 ~~in an electronic format consistent with these rules.~~

1 (2) *Transcription of Evidence.* Consistent with the standards set forth in this
2 rule, the court reporter shall transcribe the evidence on an electronically
3 formatted medium thereby creating an electronic Transcript. The electronic
4 Transcript shall be paginated and the lines sequentially numbered.
5 Marginal notations are not required, but the electronic Transcript shall
6 designate the point at which exhibits, by exhibit number, are considered at
7 trial.

8 (3) *Technical Standards.* Standards for electronic media, transmission
9 methods, and file format shall be determined by the Division of State Court
10 Administration. The Division of State Court Administration shall publish
11 the established standards and distribute copies of such rules to all trial
12 court clerks and Administrative Agencies. See, Appendix B - Standards for
13 Preparation of Electronic Transcripts Pursuant to Appellate Rule 30.

14 (4) *Exhibits.* Rule 29 shall govern the submission of exhibits. Exhibits
15 governed by Rule 29(A) shall be arranged in numerical order, indexed and
16 included in a separate bound volume. See Rule 28(A)(6).

17 (5) *Labeling.* The court reporter shall transcribe the evidence on one or more
18 sequentially numbered electronic data storage devices for each complete
19 transcription. Each device shall be labeled to identify the names of the
20 parties and case number in the proceedings in the trial court; the Court on

1 Appeal case number, if known; the device sequence number, if more than
2 one (1) device is required for a complete Transcript; the signature of the
3 court reporter; and whether the device is the official record, official
4 working copy, court reporter's copy, or party copy.

5 (6) *Certification of Electronic Record.* The signature of the court reporter on
6 the electronic data storage device shall constitute the reporter's certificate.

7 **B. Submission of Electronic Transcript.** Following certification of the
8 Transcript, the court reporter shall seal the official record and official working
9 copy in an envelope or package bearing the trial court case number and marked
10 "Transcript". The court reporter shall retain the court reporter's copy of the
11 electronic Transcript and provide each party with the party's copy of the electronic
12 Transcript. The sealed electronic Transcript copies, paper exhibits, and
13 photographic reproductions of oversized exhibits (if included pursuant to Rule
14 29(a)) shall be filed with the trial court clerk in accordance with Rule 11.

15 **C. Processing of Electronic Transcript by Clerk.** Upon receipt of an electronic
16 Transcript, the Clerk shall file stamp the envelope that will be used to store the
17 electronic data storage device; the original envelope submitted by the court
18 reporter may be used for this purpose, if appropriate. The Clerk shall transmit and
19 microfilm the record in a format as directed by the Court. Standards for the
20 microfilm process shall conform to Administrative Rule 6. The official copy will

1 remain in the custody and control of the Clerk pending the appeal. The official
2 working copy will be employed by the Court on Appeal during its review of the
3 case. Following the completion of the case, a paper or microfilm copy of the
4 electronic Transcript shall be indexed as part of the case

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