
HOW THE TRANSCRIPT SHOULD LOOK

All transcripts shall comply with "[*Title 8. Appellate Rules*](#)".

All Transcript Production (Paper or Electronic):

1. Number every page, including covers, indexes, certificate (no Roman numerals).
2. "Certified Transcript" must be on the cover.
3. Each day must be a separate volume.
4. Electronic transcripts must be in searchable PDF format.
5. Certificate for electronic transcript must have an electronic or digital signature.
6. Covers must indicate volume and total number of volumes; Volume 1 of 4.
7. Cover must indicate pages included. For example, Pages 101 through 179/300.
8. The Master Index is Volume 0, blocked Pages 1 through 100, no certificate.
9. Indicate on last page of Master Index:
(Pages * through 100 are utilized for block numbering purposes. The next page number is 101 in Volume 1. Nothing is omitted.)

Example: If your Master Index is 9 pages, the parenthetical will be "Pages 10 through 100 are utilized," etc.

COVER PAGE & BODY – HOW THE TRANSCRIPT SHOULD LOOK

➤ **Cover Page and Body:**

All transcripts shall include the following:

- Superior Court Cover (see [1.1](#)) [Sample Covers](#)
- Index Page(s) (if applicable) (see [1.2](#))
- Dateline (see [1.3](#))
- Certificate Page (see [1.4](#))

➤ **Formatting:**

All transcripts shall be formatted as follows:

- Page Format (see [2.1](#))
- Question & Answer (see [2.2](#))
- Colloquy (see [2.3](#))
- Quoted Material (see [2.4](#))
- Parenthetical (see [2.5](#))
- Exhibit Marking (see [2.6](#))
- Rough Draft (see [2.7](#))

➤ **Appeal Transcripts:**

Appeal transcripts shall also include the following:

- Appeal Cover Page (see [3.1](#)) [Sample Covers](#), [Appeal Notice](#)
- Master Index (if applicable – lead reporter) (see [3.2](#))
- Marsden Hearing (if applicable) (see [3.3](#))

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COVER PAGE & BODY – HOW THE TRANSCRIPT SHOULD LOOK

All transcripts shall include the following:

1. Superior Court cover page:

- Each transcript will have a “Superior Court” cover with the following information:
 - Title (In the Superior Court xxxx)
 - Case name (People v. xxxx)
 - Superior Court case number (SCDxxxxx)
 - Judge’s name and Department.
 - Hearing Date
 - Inclusive page numbers (pages xx-xxx)
 - Volume number (if applicable)
 - Names and addresses of counsel present for each party.
 - Reporter’s name and CSR number.

Note: Preliminary hearing transcript cover page should also include the DA number and the arraignment date.

Sample of Superior Court covers; see [Sample Covers](#)

2. Index page(s) (if applicable):

- An index is required in each volume where one or both of following apply:
 - Witness testimony is taken
 - Exhibits are marked for identification or received in evidence.

3. Dateline:

- The first page of testimony shall include a date line. The dateline is to consist of the following information and should not take up more than one line at the top.
 - The place where the proceedings took place (San Diego, California)
 - The day (e.g. Wednesday)
 - The date (e.g. September 30, 2009)
 - The time of the hearing (8:30 A.M.)

Sample: **San Diego, California, Wednesday, September 30, 2009, 8:30 A.M.**

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COVER PAGE & BODY – HOW THE TRANSCRIPT SHOULD LOOK

4. Certificate page:

Certificate For All Transcripts: (Delete last paragraph if not applicable.)

(Below is a sample for a Volume 1 consisting of Pages 101 through 126/300)

STATE OF CALIFORNIA)

: SS.

COUNTY OF SAN DIEGO)

I, REPORTER NAME, Official Reporter Pro Tempore for the Superior Court of the State of California, in and for the County of San Diego, do hereby certify:

That as such reporter, I reported in machine shorthand the proceedings held in the foregoing case;

That my notes were transcribed into computer format under my direction and the proceedings held on June 1, 2016, contained within Pages 101 through 126, are a true and correct transcription.

Pages 127 through 300 are utilized for block numbering purposes. The next page number is 301 in Volume 2. Nothing is omitted.

Dated this * day of * 2017.

REPORTER NAME
CSR No. *

Note: The statement “to the best of my ability” or “to the best of my knowledge” is not acceptable on the reporter’s certificate page when the reporter was present at the hearing. These statements are only used when producing a transcript from another reporter’s notes OR when hearing was telephonic.

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FORMATTING – HOW THE TRANSCRIPT SHOULD LOOK

All transcripts shall be formatted as follows:

1. Page formatting:

- 28 lines per page.
- Line numbers shall appear no more than 1.25 inches from the left edge of the page.
- The left-hand margin is defined as the first character of a line of text.
- The left-hand margin shall appear no more than 0.5 inch from the line number
- The right-hand margin must be set at no more than 3/8 of an inch (NCRA, Transcript Format Guidelines).
- No fewer than 9 characters per typed inch.
- No fewer than 56 characters per typed line.

2. Question and answer:

- Each question and answer to begin on a separate line.
- Each question and answer to begin no more than five spaces from the left-hand margin.
- Text will begin no more than five spaces from the Q and A.
- Carry over Q and A lines to begin at the left-hand margin.

3. Colloquy:

- Colloquy material to begin no more than 10 spaces from the left-hand margin.
- Carry over colloquy to begin at the left-hand margin.

4. Quoted material:

- Quoted material to begin no more than 14 spaces from the left-hand margin.
- Carryover quoted material to begin no more than 10 spaces from the left-hand margin.

5. Parenthetical:

- Parenthetical to begin no more than 10 spaces from the left-hand margin.
- Carryover parenthetical to begin no more than 10 spaces from the left-hand margin.

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FORMATTING – HOW THE TRANSCRIPT SHOULD LOOK

6. Exhibit marking:

- Exhibit markings to begin no more than 10 spaces from the left-hand margin.
- Carryover exhibit markings to begin no more than 10 spaces from the left-hand margin.

7. Rough draft (not required):

- Rough drafts provided to attorneys or others shall contain footers designating them as such.

APPEALS – HOW THE TRANSCRIPT SHOULD LOOK

All transcripts shall be formatted as outlined in "[Cover Page and Body](#)", "[Formatting](#)." Appeal transcripts should also include the following:

1. The Court of Appeal cover page is placed in front of the Superior Court cover page:

- The "Court of Appeal" cover shall contain following information:
 - Title (Court of Appeal xxxx)
 - Caption (People v. xxxxx)
 - Court of Appeal case number (D0xxxxx)
 - Superior Court case number (SCDxxxxx)
 - Hearing Date
 - Volume number (Volume x of x)
 - Number of pages (pages x through xx)
 - Block numbers, if applicable (pages x through xx/xxx)
 - Reporter's name and CSR number.

***Note:** Misdemeanor appeal transcripts do not need a separate appeal cover. However, you will need to include the misdemeanor appeal case number on the Superior Court cover.*

Sample Court of Appeal cover; see [Sample Appeal Covers](#)

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APPEALS – HOW THE TRANSCRIPT SHOULD LOOK

2. Master Index:

- The master index shall be designated Volume 0 and start on page 1. The master index is prepared by the primary reporter and shall include the following:
 - An alphabetical index of all witness examinations with the volume and page number:
 - A chronological index of all witness examinations with the volume and page number:
 - A table, listing all exhibits with the volume and page numbers where the exhibit was marked for identification and admitted or withdrawn from evidence.

3. Marsden Hearings:

- Marsden hearings are when a defendant in a criminal case desires the services of a new attorney. Marsden hearings are the **only sealed proceedings** that are part of the normal record on appeal and are **always** included in the appeal transcript. The Marsden must be:
 - Bound separately
 - Volumized and paginated consecutively
 - If the Marsden was taken the same day as other testimony for the same case, the volume must be the same but have a letter assigned for that Marsden (e.g. Volume 3A).
 - Paper copy must be placed in unsealed envelope
 - Envelope must have a copy of the appeal cover attached to the outside.

Note: No other sealed proceeding is part of the normal record and will not be produced, paginated and/or volumized within the appeal transcript unless specifically designated on the appeal notice. If you are noticed for a date that is a sealed hearing and the notice **does not** specify "sealed", notify the appeal clerk immediately.

See sample [Appeal Notices](#)

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SAMPLES — HOW THE TRANSCRIPT SHOULD LOOK

SUPERIOR COURT COVERS:

- [Civil](#)
- [Family](#)
- **Family Support**
 - [Petitioner County 1](#)
 - [Petitioner County 2](#)
 - [Petitioner Parent](#)
- **Probate**
 - [Conservatorship](#)
 - [Estate](#)
- **Criminal**
 - [Preliminary Hearing](#)
- **Juvenile**
 - [Dependency](#)
 - [Delinquency](#)

DISTRICT COURT OF APPEAL COVERS:

- [Civil](#)
- [Probate](#)
- [Criminal](#)
- **Juvenile**
 - [Dependency](#)
 - [Delinquency](#)

APPEAL NOTICES:

- [Civil](#)

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IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF SAN DIEGO
DEPARTMENT {Number} HON. {Judge Name}, JUDGE

{Plaintiff},) CERTIFIED TRANSCRIPT
)
Plaintiffs,)
vs.) CASE NO. {Number}
)
{Defendant},)
)
Defendant.)
_____)

REPORTER'S TRANSCRIPT
{MONTH DAY, YEAR}
PAGES {XX} THROUGH {XX}

APPEARANCES:
FOR THE PLAINTIFF: {Insert appropriate appearance and address}
FOR THE DEFENDANT: {Insert appropriate appearance and address}

{Reporter Name}, CSR No. {xxxxx}
Official Reporter Pro Tempore

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SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {NUMBER} HON. {JUDGE NAME}, JUDGE

_____)	
IN THE MATTER OF:)	CERTIFIED TRANSCRIPT
)	
PETITIONER: {NAME})	
)	
and)	CASE No. {Number}
)	
RESPONDENT: {NAME})	
)	
_____)	

REPORTER'S TRANSCRIPT

{MONTH DAY, YEAR}

PAGES {XX} THROUGH {XX}

APPEARANCES:

FOR THE PETITIONER: {Insert appropriate appearance.}

FOR THE RESPONDENT: {Insert appropriate appearance.}

{Reporter Name}, CSR No. {xxxxx}
Official Reporter Pro Tempore

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SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {NUMBER} HON. {JUDGE NAME}, JUDGE

_____)	
COUNTY OF SAN DIEGO,)	CERTIFIED TRANSCRIPT
)	
	Petitioner,)	CASE No. {Number}
vs.)	
)	
{RESPONDENT NAME},)	
)	
	Respondent.)	
_____)	

REPORTER'S TRANSCRIPT
{MONTH DAY, YEAR}

PAGES {XX} THROUGH {XX}

APPEARANCES:

FOR PETITIONER:	COUNTY OF SAN DIEGO
	DEPT. OF CHILD SUPPORT SERVICES
	BY: {ATTORNEY NAME}
	3666 KEARNY VILLA ROAD
	SAN DIEGO, CALIFORNIA 92123

FOR RESPONDENT: {Insert appropriate appearance.}

{Reporter Name}, CSR No. {xxxxx}
Official Reporter Pro Tempore

1 SUPERIOR COURT OF THE STATE OF CALIFORNIA
2 FOR THE COUNTY OF SAN DIEGO
3 DEPARTMENT {NUMBER} HON. {JUDGE NAME}, JUDGE
4 _____)
5 COUNTY OF SAN DIEGO,) CERTIFIED TRANSCRIPT
6 Petitioner,) CASE No. {Number}
7 vs.)
8 {RESPONDENT NAME},)
9 Respondent.)
10 {OTHER PARENT'S NAME},)
11 Other Parent.)
_____)

12 REPORTER'S TRANSCRIPT
13 {MONTH DAY, YEAR}
14 PAGES {XX} THROUGH {XX}

16 APPEARANCES:
17 FOR PETITIONER: COUNTY OF SAN DIEGO
 DEPT. OF CHILD SUPPORT SERVICES
18 BY: {ATTORNEY NAME}
 3666 KEARNY VILLA ROAD
19 SAN DIEGO, CALIFORNIA 92123
20
21 FOR RESPONDENT: {Insert appropriate appearance.}
22
23 FOR OTHER PARENT: {Insert appropriate appearance.}

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27 {Reporter Name}, CSR No. {xxxxxx}
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SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {NUMBER} HON. {JUDGE NAME}, JUDGE

)
IN THE MATTER OF:) CERTIFIED TRANSCRIPT
)
CONSERVATORSHIP OF {NAME})
) CASE No. {Number}
_____)

REPORTER'S TRANSCRIPT
{MONTH DAY, YEAR}
PAGES {XX} THROUGH {XX}

APPEARANCES:

FOR {XX}: {Insert appropriate appearance.}
FOR {XX}: {Insert appropriate appearance.}

{Reporter Name}, CSR No. {xxxxxx}
Official Reporter Pro Tempore

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SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {NUMBER} HON. {JUDGE NAME}, JUDGE

_____))
IN THE MATTER OF:) CERTIFIED TRANSCRIPT
))
THE ESTATE OF {NAME OF ESTATE}))
)) CASE No. {Number}
_____)

REPORTER'S TRANSCRIPT

{MONTH DAY, YEAR}

PAGES {XX} THROUGH {XX}

APPEARANCES:

FOR THE PETITIONER: {Insert appropriate appearance.}

FOR THE RESPONDENT: {Insert appropriate appearance.}

{Reporter Name}, CSR No. {xxxxx}
Official Reporter Pro Tempore

Sample - Superior Court Cover Page - Preliminary Hearing

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SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {NUMBER} HON. {JUDGE NAME}, JUDGE

THE PEOPLE,)	CERTIFIED TRANSCRIPT
)	
Plaintiff,)	CASE No. {Number}
vs.)	DA No. {Number}
)	
{DEFENDANT NAME},)	PRELIMINARY HEARING
)	
Defendant.)	ARRAIGNMENT: {Date} or
)	{Immediate}

REPORTER'S TRANSCRIPT
{MONTH DAY, YEAR}
PAGES {XX} THROUGH {XX}

APPEARANCES:

FOR PLAINTIFF: SUMMER STEPHAN
DISTRICT ATTORNEY
BY: {D.A. NAME}
DEPUTY DISTRICT ATTORNEY
{Insert correct address for
your division.}

FOR DEFENDANT: {Insert appropriate appearance
from "Appearances."}

{Reporter Name}, CSR No. {xxxxxx}
Official Court Reporter

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SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {NUMBER} HON. {JUDGE NAME}, JUDGE

IN RE THE MATTER OF)
(First Name Last Initial),) CERTIFIED TRANSCRIPT
Minor.) CASE No. {Number}
_____)

REPORTER'S TRANSCRIPT

{MONTH DAY, YEAR}

PAGES {XX} THROUGH {XX}

APPEARANCES:

FOR THE AGENCY: THOMAS MONTGOMERY
COUNTY COUNSEL
BY: {ATTORNEY NAME}
DEPUTY COUNTY COUNSEL

FOR THE MINOR: CHILDREN'S LEGAL SERVICES
BY: {ATTORNEY NAME}, {CLS(X)}

FOR THE MINOR: CHILDREN'S LEGAL SERVICES
BY: {ATTORNEY NAME}, {CLS(X)}

FOR THE MOTHER: DEPENDENCY LEGAL SERVICES
BY: {ATTORNEY NAME}, {DLS(X)}

FOR THE FATHER: DEPENDENCY LEGAL SERVICES
BY: {ATTORNEY NAME}, {DLS(X)}

{Reporter Name}, CSR No. {xxxxxx}
Official Reporter Pro Tempore

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SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF SAN DIEGO

DEPARTMENT {NUMBER} HON. {JUDGE NAME}, JUDGE

IN RE THE MATTER OF {First Name Last Initial}, Minor.))))))))	CERTIFIED TRANSCRIPT CASE No. {Number}
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REPORTER'S TRANSCRIPT

{MONTH DAY, YEAR}

PAGES {XX} THROUGH {XX}

APPEARANCES:

FOR PLAINTIFF:	SUMMER STEPHAN DISTRICT ATTORNEY BY: {D.A. NAME} DEPUTY DISTRICT ATTORNEY 2851 MEADOW LARK DRIVE SAN DIEGO, CALIFORNIA 92123
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FOR THE MINOR:	{Insert appropriate appearance}
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{Reporter Name}, CSR No. {xxxxx}
Official Reporter Pro Tempore

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DISTRICT COURT OF APPEAL OF THE STATE OF CALIFORNIA
FOURTH APPELLATE DISTRICT
DIVISION ONE

_____)	CERTIFIED TRANSCRIPT
{Plaintiff Name},)	
)	FROM SAN DIEGO COUNTY
Plaintiff and {X},)	HON. {Judge's Name}
)	
vs.)	
)	COURT OF APPEAL
{DEFENDANT NAME},)	NO. D0{XXXXX}
)	
Defendant(s) and {X})	CASE NO.
_____)	{XX-XXXX-XXXXXXXXXX-XX-XX-XX}

REPORTER'S APPEAL TRANSCRIPT
(MONTH DAY, YEAR)
VOLUME {X} OF {X}
PAGES {X} THROUGH {X}

{REPORTER NAME}, CSR NO. {XXXXX}
OFFICIAL REPORTER PRO TEMPORE

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DISTRICT COURT OF APPEAL OF THE STATE OF CALIFORNIA
FOURTH APPELLATE DISTRICT
DIVISION ONE

_____)	CERTIFIED TRANSCRIPT
{Petitioner/Respondent Name},)	
Petitioner and Respondent,)	FROM SAN DIEGO COUNTY
)	HON. {Judge's Name}
vs.)	
)	COURT OF APPEAL
{Objector/Appellant Name},)	NO. D0{XXXXXX}
)	
Objector and Respondent)	CASE NO. {XXXXXXXXXX}
_____)	

REPORTER'S APPEAL TRANSCRIPT

{MONTH DAY, YEAR}

VOLUME {X} OF {X}

PAGES {X} THROUGH {X}

{REPORTER NAME}, CSR NO. {XXXXXX}
OFFICIAL REPORTER PRO TEMPORE

1 DISTRICT COURT OF APPEAL OF THE STATE OF CALIFORNIA
2 FOURTH APPELLATE DISTRICT
3 DIVISION ONE

4 _____) CERTIFIED TRANSCRIPT
5 THE PEOPLE,))
6 Plaintiff and Respondent,) FROM SAN DIEGO COUNTY
7 vs.) HON. {Judge's Name}
8 {DEFENDANT NAME},))
9 Defendant(s) and Appellant(s).) COURT OF APPEAL
) NO. DO{XXXXX}
) CASE NO. {XXXXXXXXX}
)

11 REPORTER'S APPEAL TRANSCRIPT
12 {MONTH DAY, YEAR}
13 VOLUME {X} OF {X}
14 PAGES {X} THROUGH {X}

16 APPEARANCES:

17 FOR THE PLAINTIFF XAVIER BECERRA
18 AND RESPONDENT: ATTORNEY GENERAL
STATE OF CALIFORNIA
19 600 BROADWAY, SUITE 1800
SAN DIEGO, CALIFORNIA 92101

21 FOR THE DEFENDANT IN PROPRIA PERSONA
22 AND APPELLANT:

25 {REPORTER NAME}, CSR NO. {XXXXX}
26 OFFICIAL REPORTER PRO TEMPORE

28

NOTE: Caption must be exactly as it appears on Notice.

1 DISTRICT COURT OF APPEAL OF THE STATE OF CALIFORNIA

2 FOURTH APPELLATE DISTRICT

3 DIVISION ONE

4 _____)
 IN RE THE MATTER OF) FROM SAN DIEGO COUNTY
 5 (First Name Last Initial)) HON. {JUDGE'S NAME}
 6)
 MINOR.) COURT OF APPEAL
 7) NO. DO{XXXXXX}
)
 8 _____) CASE NO. {XXXXXXXXXX}
 SAN DIEGO COUNTY HEALTH AND)
 9 HUMAN SERVICES AGENCY,)
)
 10 PETITIONER AND)
 RESPONDENT,) CERTIFIED TRANSCRIPT
 11)
 v.)
 12)
 {APPELLANT'S NAME} (MOTHER),)
 13)
 {APPELLANT'S NAME} (FATHER),)
 14)
)
 15 OBJECTOR AND APPELLANT.)
 16 _____)

17 REPORTER'S APPEAL TRANSCRIPT

18 {MONTH DAY, YEAR}

19 VOLUME {X} OF {X}

20 PAGES {X} THROUGH {X}

21 APPEARANCES:

22 FOR THE PETITIONER THOMAS MONTGOMERY
 AND RESPONDENT: COUNTY COUNSEL
 23 5530 OVERLAND AVENUE, SUITE 170
 SAN DIEGO, CALIFORNIA 92123
 24

25 FOR THE OBJECTOR IN PROPRIA PERSONA
 AND APPELLANT:
 26

27
 28 {REPORTER NAME}, CSR No. {XXXXXX}
 Official Reporter Pro Tempore

NOTE: Caption must be exactly as it appears on Notice.

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COURT OF APPEAL OF THE STATE OF CALIFORNIA
FOURTH APPELLATE DISTRICT
DIVISION ONE

_____))
IN THE MATTER OF) FROM SAN DIEGO COUNTY
) HON. {JUDGE'S NAME}
{First Name Last Initial} (MINOR))
))
) COURT OF APPEAL
) No. DO{XXXXXX}
_____))
THE PEOPLE,) CASE NO. {XXXXXX}
))
Petitioner and)
Respondent,)
vs.)
))
{First Name Last Initial} (MINOR))
))
Objector and)
Appellant.)
_____)

REPORTER'S APPEAL TRANSCRIPT
{MONTH DAY, YEAR}
VOLUME {X} OF {X}
PAGES {X} THROUGH {X}

APPEARANCES:
FOR THE PLAINTIFF AND RESPONDENT: XAVIER BECERRA
ATTORNEY GENERAL
STATE OF CALIFORNIA
600 BROADWAY, SUITE 1800
SAN DIEGO, CALIFORNIA 92101

FOR THE DEFENDANT AND APPELLANT: IN PROPRIA PERSONA

{REPORTER NAME}, CSR NO. {XXXXX}
Official Reporter Pro Tempore

Sample - Notice of Appeal - Civil



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

- CENTRAL DIVISION, COUNTY COURTHOUSE, 220 W. BROADWAY, SAN DIEGO, CA 92101 (619) 450-5348
- CENTRAL DIVISION, JUVENILE, 2851 MEADOW LARK DR., SAN DIEGO, CA 92123 (858) 634-1537
- NORTH COUNTY DIVISION, 325 S. MELROSE DR., VISTA, CA 92081 (760) 201-8794

**NOTICE TO PREPARE TRANSCRIPT(S)
APPEAL RECORD – UNLIMITED CIVIL**

{PLAINTIFF AND APPELLANT'S NAME},
Plaintiff and Appellant

v.

{DEFENDANT AND RESPONDENT'S NAME}
Defendant and Respondent

SUPERIOR COURT CASE NUMBER: {37-xxxx-xxxxxxxx-xx-xx-xxx}

COURT OF APPEAL CASE NUMBER: {D0xxxxx}

Date: {mmmm dd, yyyy}

From: {name of appeals clerk, phone number}

Notice of Appeal was filed on {mm/dd/yyyy}. Copies of all Notices of Designation are attached.

If the deposit is insufficient to cover the costs, see Cal. Rules of Court, rule 8.130(b)(2).

<u>Participant</u>	<u>Deposit received</u>	<u>Amount</u>
Appellant	{mm dd}	{\$xxx}
Appellant	{mm dd}	{\$xxxx}

Reporter(s) – CSR #/Dept. - Date(s) requested - Reporter's est./waiver

{Reporter's Name, CSRxxxx}:
{mmmm dd, yyyy}

{Reporter's Name, CSRxxxx}
{mmmm dd, yyyy}
{mmmm dd, yyyy}

NOTE: The reporter must verify that he/she has followed the steps outlined below by marking each box. The reporter will date, sign and return their notice to the Appeals Clerk within 5 days of the notice date.

I certify that:

TRANSCRIPT(S) DUE {mmmm dd, yyyy}

- I have checked my records and I did report the above-designated hearing(s). I have noted any exceptions above.
- All of the hearings I reported are part of the normal record on appeal as defined in the California Rules of Court. I have noted any exceptions above.
- I will submit my transcript(s) on or before the due date.
- If I feel more time is needed for transcript preparation, I will immediately notify my supervisor.

Date: _____

Signature

This notification must be returned to Appeals within five working days from the date of this notice.

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