

1 **Rule ~~3-304. Official court reporters~~5-203. Transcript format.**

2 Intent:

3 To establish a ~~uniform administrative policies governing the appointment,~~
4 ~~assignment, supervision, evaluation, tenure, duties, responsibilities and benefits of~~
5 ~~official court reporters serving in the trial courts of record of the state~~ transcript format
6 as required by the Utah Code.

7 Applicability:

8 This rule shall apply to all ~~official court reporters employed by the State of Utah~~
9 ~~serving in the trial courts of record~~ transcripts of a court proceeding.

10 Statement of the Rule:

11 ~~(1) Career status. All official court reporters of the trial courts of record are career~~
12 ~~service professional employees of the judicial branch of state government subject to the~~
13 ~~human resource policies and procedures adopted by the Judicial Council.~~

14 ~~(2) Qualifications. Official court reporters shall:~~

15 ~~(2)(A) be licensed in the State of Utah as certified shorthand reporters by the~~
16 ~~Division of Occupational and Professional Licensing of the Department of Commerce;~~

17 ~~(2)(B) comply with the continuing education program established by the~~
18 ~~Administrative Office of the Courts under subsection (9); and~~

19 ~~(2)(C) obtain prior to their hire proficiency in the skills of computer aided transcription~~
20 ~~and computer integrated courtroom technology; and~~

21 ~~(2)(D) successfully complete testing for certified real-time reporter (CRR) as a~~
22 ~~requirement for career ladder advancement.~~

23 ~~(3) Duties. All official court reporters shall comply with applicable statutes, court~~
24 ~~rules, human resource policies and procedures, and this Code.~~

25 ~~(3)(A) Maintain the record. The official court reporter assigned to a session of the~~
26 ~~court shall take verbatim stenographic notes of the session, unless the judge dispenses~~
27 ~~with the verbatim record.~~

28 ~~(3)(B) Transcribe proceedings.~~

29 ~~(3)(B)(i) Pursuant to Utah R. App. P. 11 and 12, upon receipt of a signed notice of~~
30 ~~transcript order, official court reporters shall furnish the requesting party a transcript of~~
31 ~~the court sessions as requested.~~

32 ~~(3)(B)(ii) Official court reporters shall transcribe into typewritten form the audio and~~
33 ~~video tape recordings of court proceedings when assigned to do so by the court~~
34 ~~executive.~~

35 ~~(3)(B)(iii) Official court reporters shall complete and file transcripts with the clerk of~~
36 ~~the court in conformance with the time standards established by the rules of the~~
37 ~~appellate courts unless an extension of time is granted in accordance with the rules.~~

38 ~~(3)(B)(iv) Official court reporters shall provide information to the court executive~~
39 ~~concerning the reporter's activities, including time in court sessions taking the record,~~
40 ~~number and length of transcripts pending, compliance with time standards for~~
41 ~~preparation of transcripts and requests for extension of time for preparation of~~
42 ~~transcripts.~~

43 ~~(3)(C) Attendance at court. Official court reporters shall report for duty as scheduled,~~
44 ~~attend sessions of court as assigned, and notify the court executive as promptly as~~
45 ~~possible of any illness or other reason preventing the performance of duties.~~

46 ~~(4) Appointment. The court executive with input from the managing court reporter~~
47 ~~shall recruit and select qualified official court reporters in accordance with the human~~
48 ~~resource policies and procedures adopted by the Judicial Council.~~

49 ~~(5) Supervision and discipline.~~

50 ~~(5)(A) The in-court supervision of individual official court reporters is the~~
51 ~~responsibility of the judge to whom the reporter is assigned.~~

52 ~~(5)(B) Pursuant to this Code and under the direction of the presiding judge, the court~~
53 ~~executive shall supervise and discipline official court reporters in accordance with the~~
54 ~~human resource policies and procedures adopted by the Judicial Council.~~

55 ~~(5)(C) An official court reporter shall be subject to disciplinary action by the court~~
56 ~~executive with input from the managing court reporter for failure to file an appellate~~
57 ~~transcript timely. Such discipline may include, but shall not be limited to, reprimand,~~
58 ~~censure, suspension without pay, reduction of salary, or removal from office.~~

59 ~~(6) Compensation and Benefits. The state court administrator shall establish a pay~~
60 ~~plan for official court reporters that shall include a career ladder advancement system~~
61 ~~based upon professional qualifications and prior experience in the profession. Official~~
62 ~~court reporters are entitled to the same benefits as other full time career service state~~

63 ~~court employees provided for in the human resource policies and procedure adopted by~~
64 ~~the Judicial Council. Official court reporters shall be credited with unused annual leave~~
65 ~~credited at the start of the calendar year in which amendments to this section are~~
66 ~~approved by the Judicial Council.~~

67 ~~(7) Court executive duties and responsibilities. In addition to the duties,~~
68 ~~responsibilities and authority as otherwise set forth in this rule and the human resource~~
69 ~~policies and procedures adopted by the Judicial Council, the court executive shall:~~

70 ~~(7)(A) assign court reporters to attend sessions of court in accordance with Rule 4-~~
71 ~~201;~~

72 ~~(7)(B) coordinate and provide coverage for excused absences of reporters;~~

73 ~~(7)(C) monitor activities of reporters including, if necessary, time in court sessions~~
74 ~~taking the record, number and length of transcripts pending, compliance with time~~
75 ~~periods for preparation of transcripts and requests for extension of time for preparation~~
76 ~~of transcripts; and~~

77 ~~(7)(D) interact with clerks of the appellate courts regarding timely preparation of~~
78 ~~transcripts and take corrective action as necessary to avoid undue delay in submission~~
79 ~~of transcripts.~~

80 ~~(8) Managing Court Reporter. Subject to approval of the state court administrator~~
81 ~~and availability of funds, the court executive may appoint a managing court reporter in a~~
82 ~~district who shall assume the duties, responsibilities and authority of the court executive~~
83 ~~excepting the imposition of disciplinary action. The managing court reporter shall be~~
84 ~~accountable to the court executive for the performance of those duties.~~

85 ~~(9) General provisions.~~

86 ~~(9)(A) Standard workday. Work hours for official court reporters shall be governed by~~
87 ~~the human resource policies and procedures adopted by the Judicial Council. Judges~~
88 ~~are encouraged to accommodate official court reporters by avoiding court sessions of~~
89 ~~excessive length whenever possible.~~

90 ~~(9)(B) Extra reporting activities. No official court reporter may engage in outside~~
91 ~~reporting activities and shall conform to the secondary employment and conflict of~~
92 ~~interest provisions of the human resource policies and procedures adopted by the~~
93 ~~Judicial Council.~~

94 ~~(9)(C) Furniture and equipment. The administrative office of the courts shall provide~~
95 ~~each official court reporter with all necessary equipment and supplies for the~~
96 ~~performance of official duties.~~

97 ~~(9)(D) Education. The state court administrator shall be responsible for the judicial~~
98 ~~employees education program which shall incorporate the official court reporters, and~~
99 ~~which shall include the National Court Reporter Association guidelines or their~~
100 ~~equivalent. Court executives will coordinate schedules to ensure the ability of official~~
101 ~~court reporters to meet required education standards.~~

102 ~~(10) Transcript format. A transcript produced by official court reporters and official~~
103 ~~court transcribers from of proceedings occurring in Utah courts shall be formatted as~~
104 follows:

105 ~~(10)(A)(1) Paper size: 8 ½ inches x 11 inches.~~

106 ~~(10)(B)(2) Paper weight: At least 13 pounds for original and copies.~~

107 ~~(10)(C)(3) The transcript shall consist of the title page, index pages, transcript~~
108 ~~pages and certificate pages.~~

109 ~~(10)(D)(4) Lines of text on transcript pages shall be double spaced and numbered.~~

110 ~~(10)(E)(5) All pages shall be numbered at the bottom right corner of the page.~~

111 ~~(10)(F)(6) Each transcript shall contain 25 lines of text except the final transcript~~
112 ~~page, which may contain fewer lines.~~

113 ~~(10)(G)(7) Each line of text shall contain 63 characters or columns, filled or unfilled.~~

114 ~~(10)(H)(8) Text shall be 12-point plain font text except for words normally italicized~~
115 ~~or underlined.~~

116 ~~(10)(I)(9) Indentations shall be as follows:~~

117 ~~(10)(I)(i)(9)(A) "Q" and "A" designations. All "Q" and "A" designations shall begin at~~
118 ~~the fifth column. A period following the "Q" and "A" designation is optional. The~~
119 ~~statement following the "Q" or "A" designation shall begin at the tenth column.~~
120 ~~Subsequent lines shall begin at the left margin.~~

121 ~~(10)(I)(ii)(9)(B) Colloquy. Speaker identification shall begin at the tenth column~~
122 ~~followed directly by a colon. The statement shall begin on the third column after the~~
123 ~~colon. Subsequent lines shall begin at the left margin.~~

124 ~~(10)(I)(iii)~~ (9)(C) Quotations. Quoted material shall begin at the tenth column, with
125 additional quoted lines beginning at the tenth column, with appropriate quotation marks
126 used.

127 ~~(10)(I)(iv)~~ (9)(D) Parentheses. Parenthetical notations shall begin with an open
128 parenthesis at the tenth column with the remark beginning on the eleventh column.
129 Parentheses are used for customary statements such as recesses, adjournments and
130 admission of exhibits. Subsequent lines contained in parenthetical notations shall begin
131 at the tenth column.

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