

**FOURTH DISTRICT COURT OF APPEAL
DIVISION ONE
ELECTRONIC REPORTER TRANSCRIPTS
Guidelines
(July 13, 2017)**

1. The adobe page counter must match the numbering of the document. If there is a gap in the page numbers between volumes (as there currently is), the gap in page numbers must remain and the gaps must be accounted for in the page numbering.
2. All pages must be numbered, including the cover pages to the volumes.
3. Document pages must be consecutively numbered using only the Arabic numbering system (such as 1, 2, 3), beginning with the number 1 on the cover page of the document.
4. All indices (Sessions, Witnesses, Exhibits) must be on separate pages.
5. There must be a master index of all hearings/witnesses/exhibits located in the transcript. The master index must be the first bookmark regardless of where the master index is located within the document (either first or last). It needs to have all the sessions listed chronologically, all the witness exams listed chronologically, and also witness exams listed alpha, and all exhibits listed (introduced and received) if done on the record.
6. Each volume must have a cover page in compliance with the rules of court, and there should be a bookmark to each cover page.
7. The RT should be fully bookmarked, to each hearing and witness examinations (and all directs, cross, and redirect, re-cross).
8. Exhibits must also be bookmarked.
9. Document must be fully word searchable. The court should have the ability to copy and paste from the document, keeping the original formatting, and line numbers must be excluded when the copy feature is used.
10. Digitally signed transcripts that are "tamper proof" – court must have ability to place electronic file/receive stamps on the transcript, copy and paste, and any other clerical function associated with utilizing an electronic document.
11. Transcripts must not be password protected.
12. Transcripts should be usable in Adobe Reader.
13. Word index is not required, but if included, it needs to be bookmarked. Word index should be located at the end of the document.
14. All bookmarks should retain the user's currently selected zoom settings.
15. The use of hyperlinks in electronically filed documents is encouraged.
16. No additional cost to the court or legal partners.