



COURT OF APPEAL FIFTH APPELLATE DISTRICT

STATE OF CALIFORNIA

2424 VENTURA AVE
FRESNO, CALIFORNIA 93721

ELECTRONIC REPORTER TRANSCRIPTS

List of Requirements

(February 23, 2016/updated March 21, 2016)

1. All volumes must be merged into a single volume.
2. 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.
3. All pages must be numbered, including the cover pages to the volumes.
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. The master index should also be hyperlinked to each of the above locations.
7. Each volume must have a cover page in compliance with the rules of court, and there must be a bookmark to each cover page.
8. The RT must be fully bookmarked, to each hearing and witness examinations (and all directs, cross, and redirect, re-cross).
9. Exhibits must also be bookmarked.
10. Document must be fully word searchable and must support the advanced find function in adobe so that words can be found in context.
11. The court must 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.
12. 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.
13. Transcripts must be usable in Adobe Reader.
14. Word index is not required, but if included, it needs to be bookmarked. Word index should be located at the end of the document.
15. All bookmarks should retain the user's currently selected zoom settings.
16. No additional cost to the court or legal partners.

NOTE: These requirements are compiled based on the Pilot Project for electronic reporter's transcripts with Fresno Superior Court. As more requirements are identified or refined, this list is subject to change.