

*Attachment J.11*  
*U.S. Court of Federal Claims Transcript Format Requirements*

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1. Each transcript must be presented on non-transparent white paper not exceeding 8.5 x 11 inches and bound along the left margin.
2. The original transcript and each copy are to be legible without any interlineations materially defacing the transcript.
3. Pages should be numbered consecutively, with a minimum of 25 lines per page. The last page may contain fewer lines if it is less than a full page of transcription. Page numbers or notations cannot be considered part of the 25 lines of text.
4. Typing is to begin on each page at the 1-3/4 inch left margin and continue to the 3/8 inch right margin.
5. Lines of transcript text are to be double spaced.
6. Black ink is to be used for both originals and copies.
7. Each page of transcription is to bear numbers indicating each line of transcription on the page.
8. The letter character size is to be 10 letters to the inch. This provides for approximately 63 characters to each line. (Type should be letter quality.)
9. Each transcript volume must include a title page located at the beginning of the volume setting forth:
  - a. court name;
  - b. title of case and docket number;
  - c. name of presiding judicial officer;
  - d. place, date and time of the proceeding;
  - e. name and address of each attorney and name of party represented;
  - f. method by which proceeding was recorded;
  - g. court reporter's name and name, address, and telephone number of reporting company;
  - h. method by which the transcript was produced (e.g., "Proceedings recorded by digital sound recording, transcript produced by transcription service."); and,
  - i. transcriber's name and name, address, and telephone number of transcribing company

10. Each transcript volume must include an index located at the beginning of the volume listing:
  - a. the name of each witness testifying, citing the page of the transcript where direct, cross, redirect, or recross begins; and
  - b. each exhibit offered and received into evidence, first for the plaintiff, then for the defendant, and then for any other party, with a brief statement of the nature of the exhibit and the page of the transcript where the exhibit was offered and received.
11. Where the number of pages in the final transcript exceeds 500, the court reporter must provide a separately bound master index containing a complete list of the information noted above.
12. Unless the court otherwise directs the parties to designate their exhibits, the court reporter must label each exhibit with:
  - a. the title and docket number of the case;
  - b. the exhibit number;
  - c. the party offering the exhibit, whether plaintiff, defendant, or any other party; and
  - d. the number of pages in each exhibit.
13. Pages of the transcript are to be numbered in a single series of consecutive numbers for each proceeding, regardless of the number of days involved. The court reporter shall place the page number at the top right corner of the page flush with the right margin above the first line of transcription. The page number does not count as a line of transcript. The pagination of the transcript of the further proceedings in the same matter shall follow consecutively the pagination of earlier proceedings, unless the presiding official directs otherwise.
14. Multi-volume transcripts shall be numbered consecutively for an entire multiple-volume transcript.
15. The court reporter is to cover the original and each copy of transcript with front and back covers of good quality, consisting of white or colored heavy weight paper.
16. The court reporter is to secure the transcript for each proceeding separately with a suitable fastener of permanent nature.
17. Each time a witness is called to testify, the reporter must identify:
  - a. the name of the witness and the nature of the examination (such as direct, cross, redirect, and recross); and
  - b. the name of counsel conducting the examination.

18. Speaker identification shall begin on the tenth space from the left margin followed directly by a colon. The statement shall begin on the third space after the colon. Subsequent lines shall begin at the left margin.
19. Quoted material other than depositions shall begin on the tenth space from the left margin, with additional quoted lines beginning at the tenth space from the left margin, with appropriate quotation marks used.
20. Interruptions of speech shall be denoted by the use of a dash at the point of interruption, and again at the point the speaker resumes speaking. At the discretion of the transcriber, simultaneous discussions may also be noted in this manner.
21. Punctuation and spelling shall be appropriate standard usage.
22. A page heading is brief descriptive information noted to aid in locating a person and/or event in a transcript. A page heading should be provided on each page of witness testimony; a page heading is optional for other types of persons and/or event notations. Listing the last name of the witness or other party and the type of examination or other event is sufficient. Page headings shall appear above line 1 on the same line as the page number. This information is not to be counted as a line of transcript.
23. Parenthetical notations are generally marked by parentheses; however, brackets may be used. Parenthetical notations shall begin with an open parenthesis on the fifth space from the left margin, with the remark beginning on the sixth space from the left margin. Parentheses are used for:
  - a. customary introductory statements such as call to order of court or swearing in a witness, and
  - b. indicating non-verbal behavior, pauses, and playback.
24. Except as noted below, the transcript shall contain all words and other verbal expressions uttered during the course of the proceeding.
  - a. No portion of the proceeding shall be omitted from the record by an order to strike. Regardless of requesting party, the material ordered stricken, as well as the order to strike, must all appear in the transcript.
  - b. Editing of Speech
    - (i) The transcript should provide an accurate record of words spoken in the course of proceedings. All grammatical errors, changes of thought, contractions, misstatements, and poorly constructed sentences should be transcribed as spoken.
    - (ii) In the interest of readability, however, false starts, stutters, uhms and ahs, and other verbal tics are not normally included in transcripts; but such verbalizations must be transcribed whenever their exclusion could change a statement's meaning.
  - c. Generally, audio/video recordings played in court are entered as an exhibit in a proceeding. Such recordings need not be transcribed unless the court so directs.

- d. Private communications and off the record conversations inadvertently recorded should not be included in the transcript.
  - e. Call to Order, Swearing in, or Affirmation of Witnesses
    - (i) Standard summary phrases shall be used for customary introductory statements such as the call to order of court and the swearing in or affirmation of witnesses.
    - (ii) These should appear in parentheses and begin with an open parentheses on the fifth space from the left margin, with the remark beginning on the sixth space from the left margin.
  - f. All speakers must be properly identified throughout the transcript, initially by their full name, thereafter by the following designations or courtesy titles, in capital letters indented ten spaces from the left margin.
  - g. When interpreters are used, it will be assumed that answers are made in a foreign language and interpreted unless a parenthetical “(in English)” is inserted.
25. Parenthetical notations in a transcript are a court reporter’s or electronic court recorder operator’s own words, enclosed in parentheses, recording some action or event. Parenthetical notations should be as short as possible consistent with clarity and standard word usage. The following parenthetical notations should be used to designate portions of proceedings. Designations requiring a time notation are listed first.
- a. Bench/Side Bar Conference designation should note whether the bench/side bar conference is on or off the record. If all the attorneys in court are not participating in the bench/side bar conference, the parenthetical notation should so indicate.
  - b. The designation “Discussions off the Record” should note where the discussion took place.
26. It is the responsibility of the attorneys, as well as the judge in some instances, to note for the record any significant nonverbal behavior (i.e., physical gestures, lengthy pauses on the part of a witness). If counsel or the court refers to the witness’s affirmative or negative gesture, parenthetical phrases may be used to indicate physical gestures.
27. The court reporter or transcriber is to authenticate the original transcript and each copy with a certification on the last page. The certification is to appear on the last page of each volume of transcript. If more than one court reporter or transcriber is involved in the production of the transcript being certified, then the certifications of each court reporter or transcriber involved shall be required at the end of each volume. (Note: the contents of the title page should not be repeated as part of the certification.)