

## **I.A.R. 26. Preparation and Arrangement of Reporter's Transcripts**

Idaho Appellate Rule 26. Preparation and Arrangement of Reporter's Transcripts.

The reporter's transcript of all judicial proceedings shall be prepared in accordance with and as defined by this rule.

(a) Paper. The transcript shall be clearly and legibly printed on white, unglazed paper 8 1/2 x 11 inches in size on at least 20 pound paper.

(b) Margins. The margins at the top and bottom of each page shall be one inch. The left margin shall be a maximum of 1.5 inches and the right margin shall be a maximum of .5 inches.

(c) Lines. The lines of each transcript shall be double-spaced with a minimum of 25 lines and a maximum of 30 lines per page. Quotations, citations, and parenthetical notes may be single-spaced. Each line shall be numbered on the left margin, each page shall be numbered consecutively at the bottom center of each page. Each page may be printed on the front and back.

(d) Font. The transcript shall be printed in courier or equivalent font style.

(e) Type Size. The type size shall be ten characters to the inch.

(f) Indentions. All indentions for paragraphs and "Q" and "A" shall be seven spaces with subsequent lines extended to the left margin.

(g) Parentheticals. Parenthetical material shall be indented no more than 12 spaces from the left margin with no blank spaces before or after the parenthetical. Parentheticals shall be clear and concise and shall avoid the use of legal terms. The following parentheticals shall be used wherever possible and placed on a single line; Proceeding adjourned Proceedings in chamber Clerk complied Witness complied Witness excused Counsel complied Bailiff complied (Name) exhibit admitted Exhibit marked In the presence of the jury In the absence of the jury Discussion held off the record Record read back Recess Document shown to witness Document produced by counsel

(h) Colloquies. A colloquies shall begin on the same line as the identification of the speaker, no more than seven spaces from the left margin with subsequent lines extended to the left margin.

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(i) Page Breaks. Page breaks shall be used only after a recess or at the beginning of a new day.

(j) Index. Each volume of the reporter's transcript shall contain an index of the contents of the complete reporter's transcript in alphabetical order, describing the proceedings and date, volume number, page and line, together with the name of each witness, form of testimony, (e.g. direct, cross, redirect, etc.) and indicate where each exhibit is marked, offered, admitted, or rejected. The reporter's transcript shall report the trial or proceedings in chronological order. Each index may be separate.

(k) Cover Page. Each volume of the reporter's transcript shall include a cover page, which shall state the title of the Supreme Court and the title of the action in the district court or administrative agency with the names and proper designation of the parties on appeal. The proceedings reported shall be included, together with the title of the district court or administrative agency appealed from, the name of the presiding judge or chair, and the names of the attorneys and the parties for which they appear in the appeal.

(l) Binding. Each volume of the reporter's transcript shall be bound with a front cover of heavy clear plastic and a back cover of 65 pound paper- stock or heavier material, fastened at the left edge in spiral or plastic- type binding, so as to open as flat as possible. A transcript shall contain no more than 300 pages, unless the transcript can be completed in 350 pages or less.

(m) Compressed Transcript. The reporter's transcript shall be prepared in a compressed format in the same arrangement as specified in this rule with the following requirements: A. The cover page and indexes shall be printed in standard format for ready identification, which information can also be included in the compressed transcript. B. The compressed format shall have no more than 12 pages of regular transcript on one page of compressed transcript, using both the front and back of each page and having no more than three columns of text on a page. The pagination shall be horizontal as follows: 1 2 3 4. C. The compressed transcript shall contain identification of page and line numbers from the standard transcript and shall be printed in a format that is easily readable. D. Each volume of a compressed transcript shall contain no more than 200 pages, unless the transcript can be completed in 250 pages or less.

(n) Certificate of Reporter. At the end of the reporter's transcript, the reporter preparing the transcript shall certify that the reporter was the reporter of the trial or proceeding, or that the reporter was designated by the district court, agency, or Supreme Court to transcribe the proceedings, and that the transcript is a true and accurate report of such trial or proceeding to the best of the reporter's ability, and that the transcript contains all of the material designated in the notice of appeal, any notice of cross-appeal, and any request for additional transcripts, which may have been served upon the reporter.

(o) Filing notice of lodging with the district court. Upon lodging one or more transcripts with the district court or administrative agency the court reporter shall file a notice of lodging with the district court, a copy of which shall be sent to the Supreme Court by email, fax or letter. The notice shall state that the court reporter has lodged all assigned appellate transcript(s) requested in that appeal and shall list each transcript lodged by date and title of proceeding. If more than one transcript is requested from a court reporter within the same appeal the court reporter shall not file this notice until all transcripts due from that court reporter have been lodged. The notice of lodging shall be file

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stamped by the district clerk and included in the clerk's record on appeal.

(p) Transcripts on Appeal from the Public Utilities Commission. On appeal from the Public Utilities Commission, the reporter may file transcripts complying with the Public Utility Commission's rules for preparation of transcripts so long as the first page and cover page of all such transcripts shall state the title of the Supreme Court, the title of the proceedings in the Public Utilities Commission, the names and proper designation of the parties and their counsel.

(Adopted July 17, 1996, effective October 1, 1996; amended effective October 1, 1996; amended March 18, 1998, effective July 1, 1998; amended March 19, 2009, effective July 1, 2009.)

**Source URL:** <https://isc.idaho.gov/iar26>