

## Top Ten Things Judges and Attorneys Can Do for Accurate Transcript Production

Doing any and all of these actions will help your court reporters and recorders to create transcripts more accurately and quickly and is very much appreciated.

The transcript is a verbatim record of what is said in court. If you don't want it in the transcript, don't say it.
It is always appreciated when the judge uses the parties' names and the case number when calling the case. After being sworn in, all witnesses should say and spell their full names for the record.
It is very difficult to transcribe when someone is talking at the same time as someone or over someone; ultimately, it could result in an inaccurate transcript. Unless there is an objection, please wait until a person is done speaking to begin speaking.
Speak clearly, loudly, and slowly. It is very difficult to distinguish between voices if the record is not clear.
Talking with your back to the microphone is not going to pick up the speakers' words. A cough or rustling papers will mask any words being said.
Anyone speaking in court on the record should say and spell their name and say their P-number, if applicable. This would include attorneys, law enforcement, probation and correctional officers, and witnesses. Anyone speaking from the gallery needs to identify themselves and spell their names; otherwise "unknown speaker" is transcribed. It is also helpful to provide a list of all P numbers, witnesses, and complainant names in advance.
Interpreters should not whisper to a party when interpreting court proceedings. In the event that there is difficulty understanding the interpreter, the record should be loud and clear to do so for accuracy.
Sometimes it will be necessary for the court recorder/operator to interrupt to ensure a proper record. Judges should make sure to tell parties the hearing is being recorded and they need to speak clear and loudly.
Recording is not just pressing a button and turning on the recorder; it involves typing and paying attention to the proceedings.
A 15-minute transcript is NOT going to be produced in 15-30 minutes.

The National Court Reporters Association (NCRA) has published [Making the Record: A Guide for Attorneys<sup>1</sup>](#), that expands on the items in this list. There is a more extensive list of items in the [Manual for Court Reporters and Recorders<sup>2</sup>](#), published by the State Court Administrative Office.

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<sup>1</sup> National Court Reporters Association, *Making the Record: A Guide for Attorneys* (Virginia: National Court Reporters Association, 1937).

<sup>2</sup> State Court Administrative Office, *Manual for Court Reporters and Recorders* (updated December 2021), Section 2 Appendix, p 5.