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## 2012 California Rules of Court

### Rule 8.144. Form of the record

#### (a) Paper and format

- (1) In the clerk's and reporter's transcripts:
  - (A) The paper must be white or unbleached, recycled, 8 1/2 by 11 inches, and of at least 20-pound weight;
  - (B) The text must be reproduced as legibly as printed matter;
  - (C) The contents must be arranged chronologically;
  - (D) The pages must be consecutively numbered, except as provided in (e);
  - (E) The margin must be at least 1 1/4 inches on the bound edge of the page.
- (2) In the clerk's transcript only one side of the paper may be used; in the reporter's transcript both sides may be used, but the margins must then be 1 1/4 inches on each edge.
- (3) In the reporter's transcript the lines on each page must be consecutively numbered, and must be double-spaced or one-and-a-half-spaced; double-spaced means three lines to a vertical inch.

*(Subd (a) amended effective January 1, 2007.)*

#### (b) Indexes

At the beginning of the first volume of each:

- (1) The clerk's transcript must contain alphabetical and chronological indexes listing each document and the volume and page where it first appears;
- (2) The reporter's transcript must contain alphabetical and chronological indexes listing the volume and page where each witness's direct, cross, and any other examination, begins; and
- (3) The reporter's transcript must contain an index listing the volume and page where any exhibit is marked for identification and where it is admitted or refused. The index must identify each exhibit by number or letter and a brief description of the exhibit.

*(Subd (b) amended effective January 1, 2008; previously amended effective January 1, 2007.)*

#### (c) Binding and cover

- (1) Clerk's and reporter's transcripts must be bound on the left margin in volumes of no more than 300 sheets.

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- (2) Each volume's cover, preferably of recycled stock, must state the title and trial court number of the case, the names of the trial court and each participating trial judge, the names and addresses of appellate counsel for each party, the volume number, and the inclusive page numbers of that volume.
- (3) In addition to the information required by (2), the cover of each volume of the reporter's transcript must state the dates of the proceedings reported in that volume.

**(d) Daily transcripts**

Daily or other certified transcripts may be used for all or part of the reporter's transcript, but the pages must be renumbered consecutively and the required indexes and covers must be added.

**(e) Pagination in multiple reporter cases**

- (1) In a multiple reporter case, each reporter must estimate the number of pages in each segment reported and inform the designated primary reporter of the estimate. The primary reporter must then assign beginning and ending page numbers for each segment.
- (2) If a segment exceeds the assigned number of pages, the reporter must number the additional pages with the ending page number, a hyphen, and a new number, starting with 1 and continuing consecutively.
- (3) If a segment has fewer than the assigned number of pages, the reporter must add a hyphen to the last page number used, followed by the segment's assigned ending page number, and state in parentheses "(next page number is \_\_\_\_)."

**(f) Agreed or settled statements**

Agreed or settled statements must conform with this rule insofar as practicable.

*Rule 8.144 amended effective January 1, 2008; repealed and adopted as rule 9 effective January 1, 2002; previously amended and renumbered effective January 1, 2007.*

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