

STENO STYLE GUIDE QUICKLIST



Welcome to Steno! We are so excited to have you contracting with us! Here is a quick deposition style guide for reference to keep consistency in our transcripts. **Steno requires client-ready transcripts that have been scoped/proofread.** Please use your state/federal specific guidelines if applicable.

[Transcript Format Guidelines | NCRA](#)

[Sample Transcript - Steno - PDF](#)

NEEDED FOR ALL DEPOSITIONS:

- Non-Timestamped and Timestamped ASCII needed.
- Volumes need to be consecutive page numbering. Please check with Steno for your starting page number.
- No fewer than 25 typed lines on standard 8-1/2 x 11 paper. No fewer than nine or 10 characters to the typed inch. Left-hand margin to be set at no more than 1-3/4 inches. Right-hand margin to be set at no more than 3/8 inch. [NCRA Transcript Format](#)
- Please put page numbers on the bottom right corner.

COVER/CAPTION PAGES: **REQUIRED**

- Designations should be on the Caption/Title page. (i.e. PMK, PMQ, M.D., Part I, Vol. II, Confidential, etc.)
- Bird cages need to be uniform and straight.
- Optional: Steno information at the bottom of the caption page.
- [Sample: Cover/Caption Page](#)

APPEARANCE PAGE: **REQUIRED**

- Indicate how each attorney appeared for the proceeding.
- Indicate which party each attorney represents.
- Include an email address for each attorney.
- List all parties present.
- [Sample: Appearance Page](#)



INDEX OF EXAMINATION/EXHIBITS:

- List the page numbers where examination starts and by name of attorney.
- Include page numbers next to the description of the exhibit.
- Please provide a detailed description of the exhibits on the Exhibit Index as opposed to just “picture” or “document”.
- Format the exhibits on the index with the word “Exhibit” in front, as opposed to a list of numbers. (Exhibit 1, Exhibit 1B)
- If previously marked exhibits (PME) were introduced, please reference them on the Exhibit Index and indicate if it is to be included with the transcript.
- If exhibits were not provided by attorney/firm please indicate they were (retained).
- [Sample: Index of Examination/Exhibits](#)

BODY OF TRANSCRIPT:

- Verbatim witness testimony. *(No non-words um, uh, ah, mmhmm unless excessive non-verbal answers from witness(es).)*
- Time-stamps should be four digits only. Ex: 03:42 or 11:31. No AM or PM needed.
- Type of examination is centered and in all caps;
DIRECT EXAMINATION
CROSS-EXAMINATION
- Label attorneys in colloquy as Mr./Mrs./Ms. ATTORNEY LAST NAME.
- Label witness as Mr./Mrs./Ms. WITNESS LAST NAME.
- For officers of the law or government officials or military personnel, please use the appropriate designations such as: OFFICER SMITH, GENERAL COLEMAN, PRESIDENT WASHINGTON, SENATOR JONES.
- [Sample: Body of Transcript](#)

REPORTER CLARIFICATION (Clarification by the reporter)

DISCUSSION HELD OFF RECORD (Discussion held off record)

END OF TRANSCRIPT (Proceedings concluded at 12:29 p.m. Pacific time)

READBACK (The last question and answer were read back by the reporter)

ON AND OFF THE RECORD (On the record)
(Off the record)

OFF THE RECORD DISCUSSION (An off-the-record discussion was held)

PARENTHETICALS :

****Please always indicate on record the time of when you go off record, and when you come back on.****

• EXHIBIT

- A parenthetical must be placed when an exhibit or exhibits are introduced and included in the index appropriately.
 - (Plaintiff’s Exhibit No. 1, a lease dated May 1, 20__, was marked for identification.)
 - (The following exhibits were marked for identification: Plaintiff’s Exhibit Number 22, a lease dated March 16, 2022; Exhibit Number 23, a check to the witness for \$10,000.)
 - PME (Previously marked Exhibit 1, a lease dated May 1, 2021 was introduced for examination)
- If Exhibits are not complete/missing, please notate that as “retained” on your index.
 - I.e. Exhibit 5 - Notes from Dr. Shin (retained)

SIGNATURE PAGES/ERRATA/REPORTER CERT :

- Sample of two different witness signature: [Two Different Witness Signature](#)
 - Use the first one if the witness was not asked to sign under penalty of perjury (POP).
 - Use the second signature if the attorney asked the witness to review and sign under POP.
- Please have the witness signature line and errata page separate.
 - If the signature is waived or not needed due to State/Federal rules, please do not include a witness signature or errata page. If your state requires a state specific certification page please use the appropriate certification.
- Federal rules for R&S (read and sign) require that parties mention R&S on record. It can be mentioned anywhere in the transcript. If not mentioned, review is NOT requested.
 - Code Section: FRCP 30(e); FRCP 30(f)(1)
- [Sample: CR Cert and Errata](#)

HELPFUL INFO :

- Use of [sic] – if a speaker uses a totally different word from what they mean please use [sic] i.e. She had acute culinary[sic] syndrome.
- If you don’t have a spelling, you can use (ph) for phonetic.
- For any questions or clarification please contact conciierge@steno.com

WORKS CITED

Armstrong, Peggy. The Proofreaders Manual. National Court Reporting Association, 1996.

“Transcript Format Guidelines | NCRA.” National Court Reporters Association,
<https://www.ncra.org/About/Transcript-Format-Guidelines>. Accessed 13 April 2022.