
Transcript Format For Judicial Proceedings



September 17, 2020

Transcripts must be prepared in accordance with the format as outlined in this book. The statutory authority to develop a transcript format and application of a prescribed transcript format is found in New Jersey Statute 2B:7-4a and New Jersey Court Rule 2:5-3(e).

New Jersey Statute 2B:7-4a states "When a transcript of a stenographic record or other recording in any court or in any other proceeding recorded at the direction of the Supreme Court is made, at the request of any person, the original and copies thereof shall be prepared in the manner prescribed by the Administrative Office of the Courts"

New Jersey Court Rule 2:5-3(e) states "The court

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A. INTRODUCTION

This prescribed transcript format has been developed to ensure equal treatment of all parties requesting transcripts from judicial proceedings. The format must be followed by all court transcribers, typists and others who prepare transcripts of judicial proceedings. Failure to follow this format will delay appellate review, significantly increase costs to litigants and the public, and may result in disciplinary action against the preparer.

B. PAGE REQUIREMENTS

Except as otherwise provided in the section "Compressed Transcript Format", the following requirements apply to transcripts produced from all New Jersey court proceedings.

1. Paper:

- a. Size- Paper size is 8 1/2 x 11 inches.
- b. Weight- The weight of the paper is to be at least 13 pounds for originals and copies.
- c. Type- The paper shall be of good quality and opaque. Unglazed coated paper may be used.
- d. Paper Color- White paper is to be used for originals and copies.
- e. Ink Color- Black ink is to be used for originals and copies. Typewriter and computer ribbons should be checked regularly to assure type is dark enough to not hinder the clear reproduction of the transcript.

2. Type size - The letter and numeral character size is to be 10 characters to the inch. Each line of the transcript must contain 55 typed characters, except in the instance when a word would extend beyond the right margin and wraps to the first word on the next line.

3. Computer print modes - Laser and ink jet printers are preferred to dot-matrix printers. Individuals who use a dot matrix printer must use a 24 pin head for regular printing. A nine pin printer is not acceptable for transcript production.

4. Preprinted marginal lines - The use of printed solid left and right (vertical) marginal lines is required. Due to electronic filing, we can no longer have preprinted top and bottom (horizontal) marginal lines on full page transcripts. Typing is to begin on each page at the left vertical line and continue to the right vertical line. The space between the vertical marginal lines must be at least 6.5 inches which provides for 55 typed characters on each line. (See #2, above)

5. Line numbers- Each page of transcription is to bear numbers identifying each line on the page, with each page of transcription containing 25 lines of text. The last page may contain fewer lines if it is less than a full page of transcription. Page headings, notations and page numbers are not considered part of the 25 lines of text.

6. Page numbers - The pages of a transcript are numbered using Arabic Numerals (1, 2, etc.). The index page follows the title page and is numbered beginning with page 2. If the title page takes two pages, the index starts at page 3, etc. Page numbers are typed at the top right of the page above the top marginal line. Title page(s) and Index page(s) are to be included with the testimony pages when totaling the number of pages for billing. Each volume of a transcript is numbered beginning with page 1 (the title page), except when a single day's proceeding exceeds 200 pages and a second volume is required. The second volume begins with a title page numbered 201.

7. Line spacing - Lines of transcript text are single spaced for compressed transcripts. Lines of transcript text are double spaced for non-compressed transcripts.

C. TITLE PAGE

1. Venue - Venue is the place in which an action or prosecution is brought before a judge. The venue always appears in the upper right hand corner, beginning at the center of the page. The venue includes the case docket number.

Venue on transcripts from a Municipal Court must include:

- The name of the Municipal court.
- The name of the county and state.
- The case docket number, example:

ORADELL MUNICIPAL COURT
BERGEN COUNTY, NEW JERSEY
DOCKET NO. MV-13-88

1

Title Page

Venue on transcripts from the Superior Court must include:

- The type of court.
- The name of the county.
- The lower court docket number and/or the indictment number.
- The appellate court docket number, if an appeal, example:

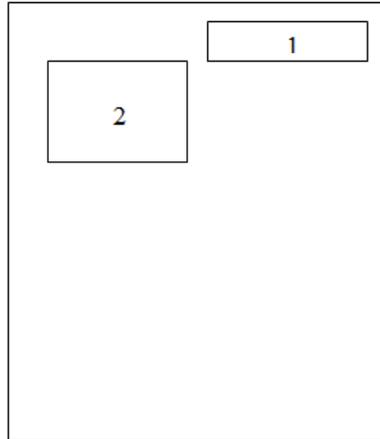
SUPERIOR COURT OF NEW JERSEY
LAW DIVISION, CIVIL PART
MERCER COUNTY, DOCKET NO. L-23631-94
APPELLATE DOCKET NO. A-3451-88-T1

If the appellate court docket number is not known at the time the transcript is completed a space is still provided for the number to be entered at a later date, example:

APPELLATE DOCKET NO. _____

2. The box - The box contains the title of the case typed in capital letters. Full names (first and last names and middle initials) of all parties in the case and A/K/A's, if known, are included. If there are third party plaintiffs and/or defendants, the "box" is extended downward to accommodate the additional parties. The box begins at the left hand margin and is closed to the right at the center of the page by either colons or parentheses, example:

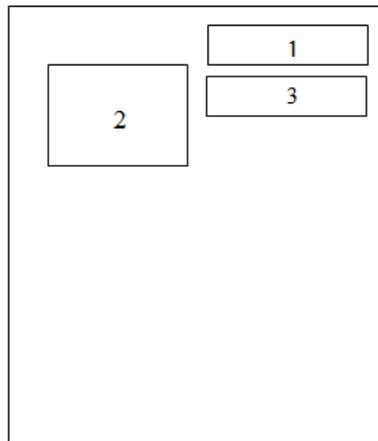
STATE OF NEW JERSEY)
)
 vs.)
)
 MICHAEL GRADY,)
)
 Defendant.)
)



Title Page

3. Box identification - A description of the "box" is placed to the right of the "box." The description identifies the type of proceeding typed in capital letters, i.e., TRIAL, PLEA, SENTENCE, MOTION. etc., example:

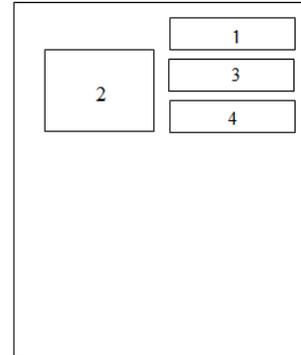
) TRANSCRIPT
) OF
) TRIAL



Title Page

4. Place - The address (including street name) of the court, institution, etc., where the matter was heard is typed starting in the center of the page, example:

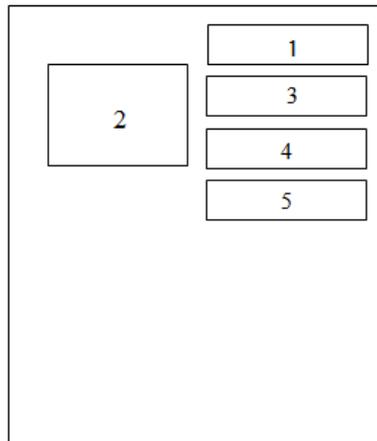
Place: Oradell Municipal Court
355 Kinderkamack Rd.
Oradell, New Jersey 076



Title Page

5. Date - The hearing date is typed below the "Place" in the center of the page. Only one hearing date is to be included in a volume, no matter how short the proceeding. If more than one type of proceeding occurs on the hearing date both may be included in a single volume. Each proceeding type must be listed on the page. The page numbers where the proceedings start and end in the transcript are included as shown in the example below.

Date: January 24, 1994
Motion (3 - 42)
Plea (43 - 71)



Title Page

When preparing daily copy transcripts, where the portions of a transcript file are not merged into one document, identify the morning and afternoon proceedings,

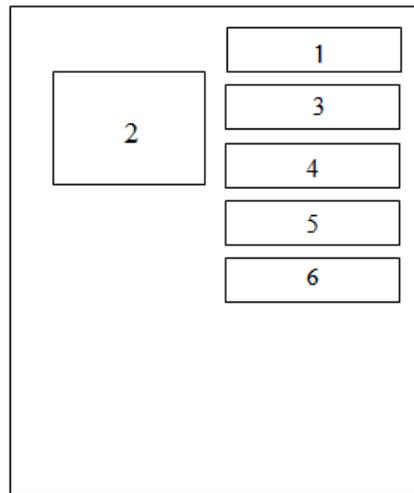
"Morning Session" or "Afternoon Session." This designation is typed under the date, example:

Date: January 24, 1994
Morning Session

6. Volume identification - A volume of transcript will contain a single day's proceedings of no more than 200 pages. When a single day's proceeding exceeds 200 pages, a second volume is prepared for that day's proceedings. Volume identification is typed below the date on the title page, example:

Date: January 24, 1994
Volume 1 of 2
Pages 1 - 200

Date: January 24, 1994
Volume 2 of 2
Pages 201 - 275



Title Page

The last line of page 200 in the above example must indicate that the transcript for the day's proceedings continues in the next volume, example:

25| Continuation of the day's proceedings in Volume
2.

7. Before - This identifies the name of the judge presiding over the case and indicates if a jury was present. This is typed in capital letters beginning at the left hand margin, example:

BEFORE:
HON. NANCY A. READY, J.M.C.

BEFORE:
HON. JAY JONES, J.S.C. AND

A diagram of a title page layout enclosed in a large rectangular border. It contains seven numbered boxes: box 1 is at the top right; boxes 2, 3, 4, and 5 are arranged vertically in the upper right quadrant; box 6 is at the bottom right; and box 7 is at the bottom left.

Title Page

8. Transcript ordered by - This notation is placed beneath the name of the judge and indicates the full name of the party ordering the transcript. If the party ordering the transcript is a member of a law firm, the firm's name is placed in parentheses next to the requesting party's name. If the party ordering the transcript is a pro se, the pro se's full name and address shall be noted. However, in matters involving domestic violence cases, the address of the pro se should not be included on the title page of the transcript. Example:

TRANSCRIPT ORDERED BY:
PAIGE A. NEWMAN, ESQ.
(Newman & Paine)

OR

TRANSCRIPT ORDERED BY:
JAMES JONES, PRO SE,
14 E. State Street
Trenton, NJ 08049

A diagram of a title page layout enclosed in a large rectangular border. It contains eight numbered boxes: boxes 1, 3, 4, and 5 are arranged vertically in the upper right quadrant; box 2 is to the left of box 3; box 6 is at the bottom right; box 7 is at the bottom left; and box 8 is at the bottom left, below box 7.

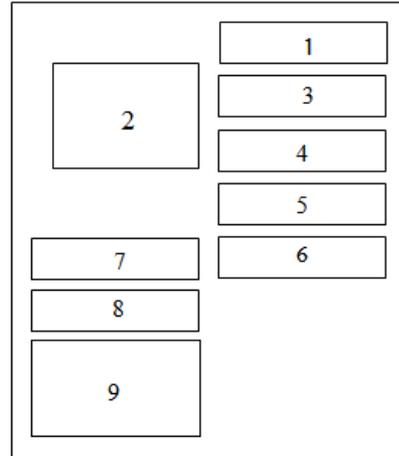
Title Page

9. Appearances - This notation indicates the attorneys for both parties; it is placed in the lower third of the page starting at the left-hand margin. The names of the attorneys are noted in capital letters. The names of the attorneys' law firms are placed in parentheses and are followed by the names of the parties represented; example:

APPEARANCES :

FRANK T. TRUTH, ESQ.
Prosecutor for the Boroug
of Oradell,
Attorney for the State.

PAIGE A. NEWMAN, ESQ.
(Newman & Paine)
Attorney for the Defendan



Title Page

If there is insufficient space to list all the attorneys present, the list should be continued on the next page, with the following notation:

APPEARANCES (continued):

10. Court reporter or transcriber identification - The court reporter's or transcribing agency's name and address is placed at the bottom of the page in line with the venue notation. Official court reporters may use the courthouse address. A per diem reporter or a transcriber employed by an agency should enter their name, followed by the name and address of the agency. A per diem court reporter or transcriber who is not employed by an agency should enter their name and home or business address, example:

Janet Davis, CSR
209 S. Broad Street
Mercer County Courthouse
Trenton, NJ 08644
or
Transcriber Helen Sims
Transcriber, Inc.
Longline Road
Logsheet, NJ 07735

	1
2	3
	4
	5
7	6
8	
9	10

Title Page

11. Recording operator identification - The type of electronic recording system used and the name of the electronic recording operator are placed below the agency's name and address, example:

Video Recorded
Recording Operator, John Smi
or
Audio Recorded
Recording Operator, John Eas

	1
2	3
	4
	5
7	6
8	
9	10
	11

Title Page

D. INDEX PAGE

The index page lists the major events of the proceedings (i.e. Motion) and the page number where the events are located in the transcript.

1. Witness list - The names of all witnesses appearing in the transcript are listed. First those called by the prosecution/plaintiff, then those of the defense. The nature of the examination (Direct, Cross, Redirect or Recross, etc.) is indicated, as is the page number where the examination begins; example:

	<u>Direct</u>	<u>Cross</u>	<u>Redirect</u>	<u>Recross</u>
<u>WITNESSES</u>				
<u>FOR THE STATE</u>				
Officer Grady Way	5	10	15	29
Sergeant David Best	32	42		

2. Exhibits - This section of the index lists all exhibits offered for identification (Ident.) and/or received in evidence (Evid.).

The listing must include the following:

- The exhibit's identification number.
- A brief description of the exhibit.
- The page number at which the exhibit was offered for identification.
- The page number at which the court enters the exhibit into evidence, example:

<u>EXHIBITS</u>	<u>Ident.</u>	<u>Evid.</u>
S-1 Sgt. Best Certification	33	34
S-2 Inspection Certification	36	36
D-1 Test Record	61	62

3. Summations - The last section of the index lists the final arguments, the findings by the court, and corresponding page number; example:

<u>SUMMATION</u>	
BY: Ms. Paige A. Newman	87
BY: Mr. Frank T. Truth	90

THE COURT

Decision

98

4. Master index - When transcripts of a proceeding contain more than five dates, a master index is recommended, but not required. The master index contains a copy of each index page as it appears in each volume of the proceeding. The master index page and its cover page are included in the total page count for billing. The master index is compiled in date order with a heading on each page identifying the date of the proceeding from which the index is copied.

a. The master cover - The master index must contain a cover page which includes the following:

- The Venue.
- The Box.
- The Box identification.
- The Place.
- The Before.
- Dates of proceeding contained in the master index.

b. Master index header - The cover page must contain a header centered across the top of the page typed in uppercase with two blank spaces between each letter denoting it as the master index, example:

M A S T E R I N D E X

E. INDENTATIONS

1. Colloquy - Colloquies are statements by the court or counsel and typed in the following manner. Speaker identification will begin on the eleventh space from the left marginal line followed by a colon. The statement will begin on the third space after the colon. The body of the colloquy will begin at the left marginal line, example:

1	THE COURT: I am familiar with that case. I had	
2	forgotten all about it. That was a surprise ruling by the	

1 | State Supreme Court. Based on that case, it appears that
2 | I might dismiss the charge against the defendant in this
3 | case.

2. Question and Answer

a. "Q" and "A" designations - All "Q" designations will begin on the sixth space from the left marginal line. All "A" designations will begin at the left marginal line. A period following the "Q" and "A" designation is optional.

b. "Q" and "A" statements - All "Q" statements will begin on the eleventh space from the left marginal line. All "A" statements will begin on the sixth space from the left marginal line. Subsequent lines of each "Q" and "A" statement will begin at the left marginal line.

c. Questioning of a witness - When a witness on the stand is being questioned, the witness' response is always designated with "A." The attorney is given the "Q" designation when talking directly to the witness. When the attorney addresses other parties in the court during the "Q" and "A," the attorney designation is the attorney's name, as in the colloquy format, example:

13 | Q. And how long have you lived there?

14 | A. Oh, I guess just before my son was born.

15 | MR. JONES: Your Honor, can you instruct the
16 | witness to answer the question.

17 | THE COURT: Will you please answer the question.

d. Cross-examination by the judge - In extensive cross examination by the judge, the "Q" and "A" designation is used, with the judge given the "Q" designation. Examination by the court is indicated in the transcript, example:

2 | BY THE COURT:

3 | Q. Please explain why you were at the mall.

2 | A. To pick up a present for my brother. |

3 | Q. What time did you arrive at the mall? |

The colloquy format is used when the judge interjects a question during an attorney's examination.

3. Paragraphs - New paragraphs are to begin on the sixth space from the left marginal line.

4. Quotations - When read in court, quoted material, other than depositions, begins on the eleventh space from the left marginal line and shall be marked with an opening quotation mark. The continuation of the quoted material, if brief, is treated the same as colloquy, example:

2 | "On June 20, 1979, the defendant was on his way |
3 | home and was struck by an automobile which was traveling |
4 | at an excessive rate of speed. The defendant had |
5 | sustained severe injuries and died an hour later." |

The body of long quotes is indented to the eleventh space from the left marginal line. The conclusion of the quote is indicated with a closing quotation mark.

5. Depositions - A deposition being read at a trial has the same effect as oral testimony. Therefore, the same indentations and format for "Q" and "A", as described above, is followed. To indicate that this testimony is being read in court, each question and answer paragraph is bound by quotation marks, example:

2 | Q. "At what time did you arrive at the store? |
3 | A. It was just getting dark so I would say it must have |
4 | been around 6:00 at night." |

F. PAGE HEADING

The heading is not considered a line of the transcript. A page heading must appear on each page of the transcript regardless of the contents on a transcript page. For example, if ten pages of a transcript are straight colloquy then each of the ten pages will have the heading “Colloquy”. The page heading is entered on the same line as the page number. The heading will contain the last name of the witness or other party and the type of examination or event. If two or more parties in the proceeding have the same last name the first initial is then included in the heading, example:

L. Hannan - Cross/Redirect 26

1		
2		

G. READBACK/PLAYBACK

1. Regular readback/playback during a proceeding - All readbacks and playbacks requested during the trial are noted in parentheses in the transcript. The readback or playback statement is centered on the page.

a. Readback/playback occurring on the same page - If the question and/or answer read or played back appears on the same page of the transcript as the request, it should be noted as follows:

19	MR. JONES: May we have the last question and	
20	answer read back?	
21	(The last question and answer are read back.)	

b. Readback/playback occurring on a previous page - If the question and/or answer appears on a previous page of the transcript, the transcript must reference the page and line number of testimony, example:

19 | Q. May we have this morning's reply to that question
 20 | played back?

21 | (The record was replayed page 73, line 12.)

2. Readback/playback during jury deliberations - When readback is requested from a previous day's hearing, a second court reporter or recorder operator may be requested to produce notes or a tape for the readback/playback. If court-reported, the court reporter assigned to the current day's proceeding must indicate in that day's stenographic notes the portion of transcript or notes read back to the jury. If electronically recorded, the recorder operator assigned to the proceeding will list the tape and index numbers on the log of the tape played. The transcript will indicate the portion of the proceeding read or played back to the jury, example:

7 | Whereupon Court Reporter Jane Klein read back to the jury
 8 | the following testimony: Officer Michael Smith's
 9 | testimony on July 3, 1987, page 33, line 7 to page 48,
 10 | line 22.

3. Tape recordings played in the courtroom - A tape may be played in open court either to determine its admissibility as evidence or to introduce it as evidence. With the tape playing in court, the court reporter or recorder operator will record all proceedings to verify the authenticity and any instructions to counsel regarding the playing of the tape for inclusion in the transcript. The reporter or recorder operator must record the exact time that the playing begins and terminates and all comments made during its playing. If any portion is played, the reporter or recorder operator will indicate in the stenographic notes or log the portions played and mark in the transcript of the tape recording those sections which were played. It is the responsibility of the party seeking to play a tape recording before the court to provide the court, jury, and all other parties with properly authenticated transcripts of the tape(s) to be played.

4. Depositions

a. Read - The reporter or recorder operator will record verbatim a deposition that is read at a court proceeding. Upon request for transcript, that portion of a deposition read in court is transcribed by the reporter or transcriber.

b. Previously recorded - The reporter or recorder operator is not required to record verbatim a video or audio taped deposition that is used in trial. All comments made during its playing, however, must be recorded and transcribed. The reporter or recorder operator is to record the video or audio taped deposition in order that comments made during the playing are recorded for transcription by the transcriber. The reporter or recorder operator will record the exact time the playing begins and terminates, and the time is to become part of the official court transcript, example:

7 | (Videotape played at 10:40 a.m., concluded at 11:55 a.m.) |

H. INTERRUPTIONS OF SPEECH

Interruptions of speech are denoted by two dashes (–) at the unfinished or interrupted end of speech. One space will precede the two dashes, example:

15 | Q. Why did you -- |
 16 | THE COURT: Pardon me, Counsel, for interrupting |
 17 | you but I would like to ask the witness one question. |

Two dashes (–) are used when a speaker changes direction of thought in a sentence. One space will precede and follow the two dashes, example:

25 | Q. Did you know -- where did you say you lived? |

I. MEDICAL AND SCIENTIFIC TERMINOLOGY

Court reporters and transcribers must accurately spell technical terms or other difficult words. Court reporters and transcribers must utilize reference material

such as the latest editions of Webster's International Dictionary, Black's Law Dictionary, and Tabor's Medical Dictionary.

J. SUMMATIONS

Summations follow the same format for transcription as colloquy.

K. VERDICTS

While the reporter's notes must reflect verbatim the polling of the jurors, when a verdict is unanimous, each juror's response is not to be indicated in the transcript, example:

13 | (The Clerk polled the jury and the verdict was 6 in favor |
14 | of the defendant in the amount of \$450,000.) |

The poll is indicated in the transcript whenever the verdict is not unanimous.

L. TRANSCRIPT CONTENT - VERBAL

The transcript shall include the entire proceedings, including the reasons given by the trial judge in determining a motion for a new trial. The transcript shall not, however, include opening and closing statements to the jury by counsel, voir dire examinations or legal arguments by counsel during jury voir dire. If a question with respect to these portions of a proceeding is raised on appeal, the appellant must specifically order that these portions be transcribed. Except as noted below, the transcript contains all words and other verbal expressions uttered during the course of the proceedings.

1. Striking of portions of the proceedings - No portion of the proceeding is omitted from the transcript by an order to strike a statement from the record, regardless of the requesting party. The material ordered stricken, as well as the order to strike, must appear in the transcript, example:

10 | A. I was hired by Chem Staples, I mean, the deceased --

11 | MR. PLASTY: I object. Your Honor, I would like the

12 | witness' answer stricken from the record as non-

13 | responsive.

14 | THE COURT: Objection sustained. Please proceed.

2. Editing of speech - The transcript must provide an accurate record of words spoken in the course of the proceedings. All grammatical errors, changes of thought, answers, contractions, mis-statements and poorly constructed sentences are transcribed as spoken, example:

13 | A. No, never, 'cause Mr. Staples seen where I was living

14 | and he knew I needed the money.

3. Off-the-record conversation - Off-the-record conversations are not included in the transcript. However, an indication of their occurrence must appear in the transcript. The judge will state that the following discussion will be off-the-record, example:

1 | (Off-the-record discussion at side bar)

4. Spelling - If a transcriber cannot locate the correct spelling of a word in reference books, a phonetic spelling is acceptable and is noted as such. The term "phonetic" must only appear once per page at the first occurrence of the word that cannot be correctly spelled, example:

5 | A. I was with Mr. Witchentoesky (phonetic)

5. Transcribing dates and times - Dates and times of day are transcribed numerically, example:

5 | The accident occurred at 9:20 a.m. on Wednesday, May 27,
6 | 1992.

6. Transcribing monetary figures - Monetary figures shall be transcribed numerically, example:

14 | I lent him exactly \$2,695 for the rent.

7. Swearing-in of witnesses - The swearing-in of witnesses must appear in the transcript. The witness' name is to be typed in upper case with one blank space between each letter of the name, and three blank spaces between each name and/or initial, example:

10 | A N N D. H A N N A N, DEFENDANT'S WITNESS, SWORN

11 | THE CLERK: Please state your full name and address.

12 | THE WITNESS: Ann Dell Hannan; I live at 425 Rockway
13 | Place, Summit, New Jersey.

8. Testimony through interpreters - When an interpreter is used, the swearing in of the interpreter must appear in the transcript, example:

22 | J O R G E L O P E Z, SWORN TO INTERPRET SPANISH TO

23 | ENGLISH

The purpose of the interpreter is to literally translate the questions asked from English to the foreign language and the response from the foreign language to English. The text of the transcript will contain only the English translation using the standard "Q" and "A" format. Only when the interpreter is speaking on his/her own behalf are they identified in the transcript, example:

Q. What is your name?

A. Mary Ramirez.

Q. Where do you live?

A. Now I live at 245 Davis Road, in Somerville.

Q. Do you remember the afternoon of --

THE INTERPRETER: I am sorry, I am having trouble hearing you. Did you say July 14, 1991?

MS. JONES: Yes, July 14, 1991.

When the witness, rather than the interpreter, responds to a question in English, this is noted by the insertion of (In English) before the answer, example:

Q. You are pointing at the defendant Lynn Roger, are you not?

A. (In English) Yes, that woman right there.

M. TRANSCRIPT CONTENTS – NON-VERBAL

1. Descriptive material - All descriptive material is placed within parentheses, kept to one line, if possible, and centered. This includes all sidebar conferences, recesses, starting time of trials, jury entering or leaving, etc., examples:

(Recess)

(Jury retired at 10:45 a.m., returned at 3:10 p.m.)

(Tape off)

(No verbal response given)

(Discussed off-the-record in chambers; defendant not present)

2. Speaker/events identification - Notations of direct examination, cross-examination, swearing-in, etc., must be concise and contained on one line, starting at the left margin, and typed in uppercase, example:

| DIRECT EXAMINATION BY MR. SMITH: |

3. Identification of juvenile cases - In the case caption, a juvenile charged with an offense is often identified by initials. These cases are to be identified on the title page using the initials and not the juvenile's name, example:

IN THE INTEREST OF J.W.

All transcripts are to be verbatim records of what was said during the court proceeding. Transcribers and court reporters must identify by name a juvenile defendant who is addressed by name during a proceeding. Initials are used in the transcript only if an individual is identified by initials during a proceeding.

N. SIDEBAR CONFERENCE

All discussions at sidebar are transcribed unless the judge states that the discussion is off-the-record.

O. BINDING TRANSCRIPTS

Each transcript must be two (2) or three (3) hole punched and bound with split type fasteners. The transcripts must fasten in a manner that allows for easy page separation for photocopying. A clear cover (no colors) is used in binding the transcript so the title page can be easily read.

accurate compressed transcript to the best of my knowledge and ability.

Official Court Reporter

Date

Courthouse

County

2. Transcriber

a. Non-compressed transcript format

CERTIFICATION

I, _____, the assigned transcriber, do hereby certify the foregoing transcript of proceedings on tape number _____, index number from _____ to _____, is prepared in full compliance with the current Transcript Format for Judicial Proceedings and is a true and accurate non-compressed transcript of the proceedings as recorded.

Signature

AOC Number

Agency Name (if applicable)

Date

b. Compressed transcript format

CERTIFICATION

I, _____, the assigned transcriber, do hereby certify the foregoing transcript of proceedings on tape number _____, index number from _____

to _____, is prepared in full compliance with the current Transcript Format for Judicial Proceedings and is a true and accurate compressed transcript of the proceedings as recorded.

Signature

AOC Number

Agency Name (if applicable)

Date

3. Transcribers

- a. Non-compressed transcript format
(with multiple typists for one transcript date)

CERTIFICATION

We, _____,
_____,
the assigned transcribers, do hereby certify the foregoing transcript of proceedings on CD number _____, index number _____ from _____ to _____, is prepared in full compliance with the current Transcript Format for Judicial Proceedings and is a true and accurate non-compressed transcript of the proceedings as recorded.

All Signatures

AOC Number

- b. Compressed transcript format
(with multiple typists for one transcript date)

CERTIFICATION

We, _____,
_____,
the assigned transcribers, do hereby certify
the foregoing transcript of proceedings on CD
number _____, index
number _____
from _____ to _____
_____, is prepared in full compliance
with the current Transcript Format for
Judicial Proceedings and is a true and accurate
compressed transcript of the proceedings as
recorded.

All Signatures

AOC Number

- 4. Certification for an official reporter not available to complete a transcript
 - a. Non-compressed transcript format

CERTIFICATION

I, _____, C.S.R.
License Number _____ certify that this
transcript is a complete and accurate
transcript, to the best of my ability, of the
proceedings, and testimony taken in this case
by (name, title, and certification number of
absent reporter), and that the non-compressed
transcript is prepared in full compliance with
the current Transcript Format for Judicial
Proceedings. I also certify that (name of
absent reporter) is unavailable to certify

this transcript because the reporter (check one)

- a. _____ is deceased.
- b. _____ has resigned and is unavailable.
- c. _____ was removed from office and is unavailable.
- d. _____ has left the state.
- e. _____ other (Explain) _____

Signature

Date

- b. Compressed transcript format

CERTIFICATION

I, _____, C.S.R. License Number _____ certify that this transcript is a complete and accurate transcript, to the best of my ability, of the proceedings, and testimony taken in this case by (name, title, and certification number of absent reporter), and that the compressed transcript is prepared in full compliance with the current Transcript Format for Judicial Proceedings. I also certify that (name of absent reporter) is unavailable to certify this transcript because the reporter (check one)

- a. _____ is deceased.
- b. _____ has resigned and is unavailable.
- c. _____ was removed from office and is unavailable.
- d. _____ has left the state.
- e. _____ other (Explain) _____

Signature

Date

Q. CORRECTIONS TO FILED TRANSCRIPTS

Court reporters and transcribers who have corrections to a transcript previously filed must correct the saved version and resubmit the entire transcript to the Appellate Division Transcript Office.

1. The new transcript will contain the following:
 - A new cover with the word CORRECTED above the hearing date.
 - The errata sheet is inserted after the cover page indicating what corrections were made.
 - A new signed certification page indicating the date that the changes were made.
2. The transcript will be sent to our transcript unit for review and the original will be rejected in ATOMS.
3. If for some reason the requesting party believes there is still an issue with the audio, the Administrative Services unit will review the audio again to determine if any additional changes should be made.

COMPRESSED TRANSCRIPT FORMAT

R. INTRODUCTION

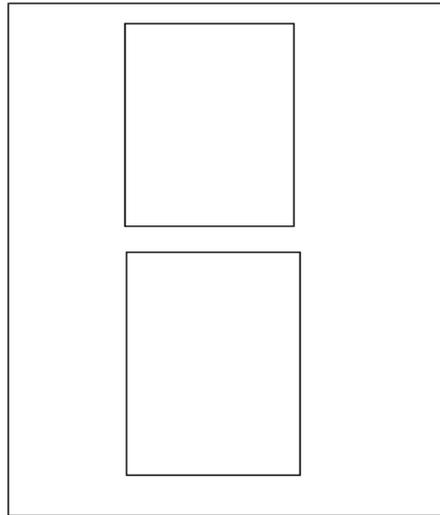
A compressed transcript captures two standard pages of transcript and reproduces them onto a single page. Each page of the original transcript is reduced in size to fill 1/2 of the area (top and bottom) of a standard 8 ½ x 11 inch transcript page. That is, the first of the two pages is in the top half of the page and the second page is below. The compressed transcript is generated by the use of a transcript condensing program. Compressed transcripts must follow the standards outlined below.

S. FINISHED PAGE REQUIREMENTS

1. Paper
 - a. Size - Paper size is to be 8 ½ x 11 inches.

- b. Weight - If printed on both sides, the weight of the paper must be sufficient to preclude bleeding through from one side to the other. Computer users should never submit transcripts on first-run paper.
- c. Type - The paper shall be of good quality and opaque. Unglazed coated paper may be used.
- d. Paper Color - White paper is to be used for originals and copies.
- e. Ink Color - Black ink is to be used for originals and copies.
- f. Preprinted Marginal Lines - The use of printed solid left and right (vertical) marginal lines are required for each page of text. The use of printed top and bottom (horizontal) marginal lines for each page of text are also required. Typing is to begin on each page at the left vertical line and continue to the right vertical line. The space between the vertical marginal lines must be at least 6.5 inches.
- g. Line Numbers - Each compressed page image of transcription is to bear numbers identifying each line on the page, with each page of transcript containing 25 lines of text. The last compressed page image may contain fewer lines if it is less than a full page of transcription. Page headings, notations and page numbers are not considered part of the 25 lines of text.
- h. Type Size - The letter and numeral character size is to be 10 characters to the inch. Each line of the transcript must contain 55 typed characters except in the instance when a word would extend beyond the right margin and wraps to the first word on the next line.
- i. Title Page - The title page of a transcript must never be compressed. If the program utilized forces the title page into a compressed page format the reporter or transcriber must provide a full size title page in addition to the compressed title page. The reporter or transcriber can only bill for one title page.

2. Compressed page configuration - The compressed transcript format must consist of two compressed page impressions on one side of a page (also known as, two on one), example:



3. Computer print modes - Compressed transcripts can only be produced on a laser printer. The use of a dot matrix or ink jet printer is not permitted.

4. Page Layout - Each page when compressed must maintain its header and page number. The index page will reference the original non-compressed page number. All line numbers, indentations, and other components of a non-compressed transcript must be maintained in the compressed version.

5. Billing for a compressed transcript - A compressed transcript is billed at the standard rate for daily, expedited or regular delivery. The total non-compressed page count is used in computing the transcript cost.

APPENDIX

Colloquy

12

1 this is coming from the heart to you and to me and my
2 family also because they have been there through thick
3 and thin. I ask could you be lenient on me because I
4 was young and I was dumb and I made a mistake. And
5 right now, at this point in time, I hold my head high
6 and pray and hope for the best, and that's all I can
7 say.

8 THE COURT: Thank you, sir, I certainly will
9 consider that. Is the presentence report correct in
10 all material respects, counsel?

11 MR. MALLQUI-BURGOS: Judge, I reviewed it. I
12 didn't see any alterations on the State's perspective.

13 MR. LEONARD: Other than the updates we've
14 already addressed.

15 THE COURT: I've also considered the
16 allocution of defendant and the letter of support that
17 I received from Frank Gilliam undated, but I will
18 attach it to the presentence report for further
19 consideration. Just give me a few moments, counsel.

20 Mr. Mallqui-Burgos, the court had handled the
21 other person involving Mario Blocker earlier, we
22 sentenced that defendant already and he's been sent
23 off, is that correct?

24 MR. MALLQUI-BURGOS: Judge, I believe his
25 sentence is in mid-September.

1 It took Mr. Bronaugh a substantial period of
 2 time to reply, and in fact he filed several other
 3 motions in the interim as opposed to replying to -- to
 4 this motion. He filed, for example, a motion to
 5 disqualify this Court, and then a motion to re-open the
 6 detention hearing.

7 The defendant ultimately filed a reply brief
 8 on November 27 of 2019.

9 The Court heard argument on the motion to re-
 10 open detention on December 5 of 2019. The Court was
 11 supposed to hear argument as to whether the defendant
 12 was entitled to a testimonial motion to suppress on the
 13 same date.

14 Ms. Lyons, in her capacity as standby
 15 counsel, communicated with the Court and asked that the
 16 Court hear only the motion to re-open detention on that
 17 date so that I believe the underlying rationale was to
 18 give Mr. Bronaugh the opportunity to fully focus on
 19 that one motion. The Court agreed to do that, and it
 20 re-listed the matter for today.

21 So the Court is prepared to hear oral
 22 argument today as to whether the defendant is entitled
 23 to a testimonial motion to suppress. I do note my
 24 understanding, the sole source of which is -- is my
 25 review of emails and information available on eCourts

1 that Mr. Bronaugh has sought leave to appeal the
 2 Court's order denying his motion to re-open the
 3 detention hearing.

4 I don't know anything besides the fact that
 5 he filed an application for leave to appeal. So if you
 6 folks have any additional information on that I'd be
 7 happy to receive that information. But in any event,
 8 Mr. Bronaugh is detained. He's entitled to have this
 9 motion heard. And I don't think the Appellate Court
 10 rules preclude the Court from moving forward while he
 11 seeks to have another order of this Court reviewed.

12 Anybody want to be heard on that first?

13 MR. PARAVECCHIA: I would just agree with
 14 Your Honor's -- I agree.

15 THE COURT: Okay.

16 Defense, have a position on that?

17 MS. LYONS: Do you want to say anything on
 18 that?

19 MR. BRONAUGH: I need my hands though.

20 THE COURT: Okay. If the officers have no
 21 problem with it you can free up his hand.

22 MR. BRONAUGH: Stand up here?

23 MS. LYONS: Yes.

24 THE COURT: Okay. Is there an issue with
 25 moving forward with this motion today based on the fact