

Solano County Courts

Minimum Transcript Format Standards

A licensed court reporter, when reporting for Solano County Superior Court, shall comply with the following transcript format standards when producing a transcript from a court proceeding:

1. There shall be no fewer than 28 typed text lines per page;
2. A full line of text shall be no less than 64 characters;
3. Font shall be Courier, 12 point;
4. Each question and answer shall begin on a separate line;
5. Text shall begin at the closest point to the left margin. "Left margin" is defined as the first character of a line text;
6. "Q" and "A" symbols shall appear within the first 3 spaces from the left margin;
7. Beginning text shall appear 2 spaces after "Q" and "A" symbols;
8. Carry-over "Q" and "A" lines shall begin at the left margin;
9. Colloquy and paragraphed material shall begin no more than 7 spaces from the left margin, with carry-over colloquy to begin at the left margin;
10. Speaker identification followed by "Q" shall be on the same line, for example, "Q. BY MS. SMITH:";
11. There shall be no blank lines on the first page of text, after appearance paragraphs.
12. Each page shall have a page number, including covers and certification page;
13. Using all capital letters is not allowed.