



COURT REPORTER – DESIGNATING PORTIONS OF DEPOSITION TRANSCRIPTS AS CONFIDENTIAL

APRIL 15, 2011

Court reporters have to be able to create CONFIDENTIAL and ATTORNEYS' EYES ONLY transcripts for attorneys when requested. This morning I am getting out an expedited CONFIDENTIAL deposition transcript that includes portions that are ATTORNEYS' EYES ONLY that was videotaped. Our firm requires court reporters to turn in a transcript with timecodes and a transcript without timecodes when the deposition is videotaped. Culling out the ATTORNEYS' EYES ONLY PORTION makes the process complicated.

Here is how I create the confidential/AEO transcripts:

1. Where the non-confidential/AEO transcript ends, I put in a parenthetical: (Non-Confidential portion of transcript ends.)
2. Leave the rest of the page blank with double slashes // on the last line of the page.
3. Go to the new page and put in a date line.

(sample date line: **APRIL 15, 2011 FRIDAY 9:34 A.M. SAN DIEGO, CALIFORNIA** (centered))

4. At the end of the confidential portion, put in parenthetical (Confidential portion of the transcript ends.)
5. Leave the rest of the page blank with double slashes // on the last line of the page.
6. Go to the new page and put in a date line.
7. Save the transcript with two covers, one for Confidential/AEO transcript and one for non-Confidential/AEO.
8. Cover with Confidential/AEO transcript should read:



DISCOVERY
CONFERENCE CENTRE

VIDEOTAPED DEPOSITION OF JOHN SMITH (Pages 1-245, 293-306)

CONFIDENTIAL – VIDEOTAPED DEPOSITION OF JOHN SMITH (Pages 246-292)

ATTORNEYS' EYES ONLY – VIDEOTAPED DEPOSITION OF JOHN SMITH (Pages 246-292)

I believe it is best for the reader of the transcript if the cover page spells out what pages are enclosed to help ensure the transcript not be given to someone who is not allowed to have the transcript because of its confidential nature.

When attorneys need a court reporter to designate certain portions of transcripts to be confidential, it takes extra thought and organization by the court reporter. Please share any tips or tricks you have when designating portions of transcripts CONFIDENTIAL.



DISCOVERY

CONFERENCE CENTRE

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