

## **Office of the Defender General**

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### **Deposition Transcript Format Guidelines**

The Office of the Defender General adheres to the National Court Reporters Association's Transcript Guidelines in the preparation of all transcripts, including depositions and interviews, which means that all pages carry 25 lines per page.

#### NCRA Transcript Format Guidelines

1. No fewer than 25 typed lines on standard 8-1/2 x 11 paper.
2. No fewer than nine or 10 characters to the typed inch.
3. Left-hand margin to be set at no more than 1-3/4 inches.
4. Right-hand margin to be set at no more than 3/8 inch.
5. Each question and answer to begin on a separate line.
6. Each question and answer to begin no more than five spaces from the left-hand margin with no more than five spaces from the Q and A to the text.
7. Carry-over Q & A lines to begin at the left-hand margin.
8. Colloquy material to begin no more than 15 spaces from the left-hand margin, with carryover colloquy to the left-hand margin.
9. Quoted material to begin no more than 15 spaces from the left-hand margin, with carry-over lines to begin no more than 10 spaces from the left-hand margin.
10. Parentheticals and exhibit markings to begin no more than 15 spaces from the left-hand margin, with carry-over lines to begin no more than 15 spaces from the left-hand margin.