

# **ATKINSON-BAKER, INC.**

## **COURT REPORTER GUIDELINES**

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December 28, 1994  
Revised January 2, 2012

### **SOME OF THE MORE COMMON PARENTHETICALS**

The following is the format for the more common parentheticals to be used in the following situations.

When the reporter reads back:  
(Record read.)

We do not reflect in the transcript what is read back by the reporter unless it is specifically requested by the attorney or attorneys. If this is requested, the format is as follows:

(The record was read as follows:  
“Q What time did you arrive home that night?  
“A Around 5:00 o’clock.  
“Q Was anyone there when you arrived?  
“A Nobody was home.”)

When a discussion is held off the record:  
(Discussion held off the record.)

When there is a period of waiting and there is nothing said, as when someone is thinking or reading a document:  
(Pause in proceedings.)

When there is an interruption of the proceedings because someone comes in the door:  
(Interruption at the door.)

When there is an interruption of the proceedings because the telephone rings:  
(Telephonic interruption.)

When someone leaves the room, find out their correct name and insert it in the parenthetical, i.e.:  
(Ms. Black leaves the room.)

When someone enters the room, find out their correct name and insert it in the parenthetical, i.e.:  
(Ms. Black enters the room.)

When the deponent has a discussion with his counsel during the questioning:  
(Discussion held between the deponent and his counsel, out of the hearing of the court reporter.)

When an exhibit is marked for identification:

(Exhibit 1 was marked for identification.)

OR

(Defendants' Exhibit 1 was marked for identification.)

Sometimes the attorneys will request that it be marked as a Counterclaimant's Exhibit or some other designation. The parenthetical should reflect whatever the request is, i.e.:

(Counterclaimant's Exhibit was marked for identification.)

Please note here that if there is one Plaintiff or one Defendant the parenthetical will read in the singular possessive, i.e.:

(Plaintiff's Exhibit 1 was marked for identification.)

If there is more than one Defendant or more than one Plaintiff, the parenthetical will read in the plural possessive, i.e.:

(Plaintiffs' Exhibit 1 was marked for identification.)

If there is more than one exhibit being marked, the word "exhibit" will appear in the plural form, i.e.:

(Plaintiff's Exhibits 2, 3, and 4 were marked for identification.)

Use the last line of the deposition transcript to indicate the end of the proceedings and the ending time:

(Ending time: 10:02 a.m.)

At the lunch hour break:

(At the hour of 12:30 p.m. the luncheon recess was taken, the proceedings to be resumed at 1:30 p.m.)

(At the hour of 1:45 p.m. the following proceedings were had at the same place with the same persons present:)

OR if one or more persons do not come back after the lunch break, the names of this person or these persons should be indicated, i.e.:

(At the hour of 1:45 p.m. the following proceedings were had at the same place with the same persons present with the exception of Mr. Thomas:)

If someone does not return after a recess this should be reflected in the transcript, i.e.:

(Recess taken.)

(Mr. Thomas does not return.)

When the witness is asked to do something, such as read a document or make a diagram, and does so:

(The witness complies.)

If the witness does not give a verbal response to a question:

(Witness moves head up and down.)

(Witness moves head side to side.)

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