YESLAW®

Introduction

The YesLaw Transcript Generator imports text/ASCII files exported from a court reporters' CAT software and produces full-featured, PDF-formatted transcript files that meet the California Appeals Court Transcript Requirements (CRC 8.144). Multiple individual transcript volumes can easily be consolidated into a single *Master Volume* for delivery to the Court of Appeals and California Appellate Project.

The Transcript Generator will automatically create a hyperlinked, master index based on the properly formatted indices of the individual volumes. The individual volumes should include a SESSIONS index, EXAMINATIONS – CHRONOLOGICAL index, and EXHIBITS index, each beginning on a separate page [CRC 8.144(b)(5)(C)]. The Transcript Generator will consolidate the items from the individual indices and add the EXAMINATIONS – ALPHABETICAL index. Documentation regarding the supported and unsupported index formats and layouts for the major CAT software (both at 26 and 28 lines-per-page) are available.

Number Every Page

The transcripts should follow the California Appeals Court published requirements. Every page of the transcripts should be numbered consecutively with Arabic numerals (1, 2, 3,...) beginning with the caption (first) page and ending with the certificate (last) page – no Roman or Romanette (lowercase) numerals or alternative pagination methods [CRC 8.144(b)(2)(D)]. And each volume should be numbered with an Arabic numeral not Roman numeral. Transcripts should not contain overlapping page numbers however block numbering and page gaps (e.g. extracted Marsden motions) are supported. *Every page should include a page number*.

Block Numbering

If your pages exceed your assigned block, number the transcript consecutively beyond you block maximum, and then enter a block maximum within the Transcript Generator software to correctly label the pages. The Transcript Generator will number the pages per code. For example if the maximum page number allocated for your block was 300 but you ended up with

more than 300 pages, the software would number the pages: 299, 300, 300-1, 300-2, 300-3,…
Of if your transcript only included 276 pages, the last certificate page would be "bridge
numbered" as 276-300. Do not bridge number your last page within your CAT software. Just
number the last page as 276 and let the YesLaw software handle the block page numbering.

Transcript Format and YesLaw

The Transcript Generator automation cannot support every possible transcript format. A
guideline for supported formats is available (*Transcript Format and YesLaw v5.pdf*).   Failure to
adopt the necessary changes that support the YesLaw automation and Appeals requirements
will make things more difficult on the lead reporter creating the Appeals master volume. Less
automation results in more manual work. Check your transcripts within the YesLaw software to
confirm the sessions, examinations and exhibits are all read properly and make any changes
required before supplying your transcript to the lead reporter. To check, import your ASCII file
into the YesLaw Transcript Generator, then click **Index Check…** above the transcript window.

Master Volume Production

Begin by gathering the different text/ASCII files from the different reporters within a single
folder within your YesLaw ASCIIs folder on your desktop. It is helpful to quickly inventory the
transcripts if the reporters implement a consistent file naming convention for the text/ASCII files
that includes the defendants name and the volume number.

Hint: A consistent text/ASCII file naming scheme will make it significantly easier for the lead court
reporter to inventory the transcripts received from other reporters. For example **Smith.Vol-
1.RT.030119.txt**. The lead reporter would know the defendant, volume, and date just from
reading the file name – no need to take the extra time and open the file. Make things easy for
the lead reporter – you may pull the short straw and be the lead reporter on the next appeal.
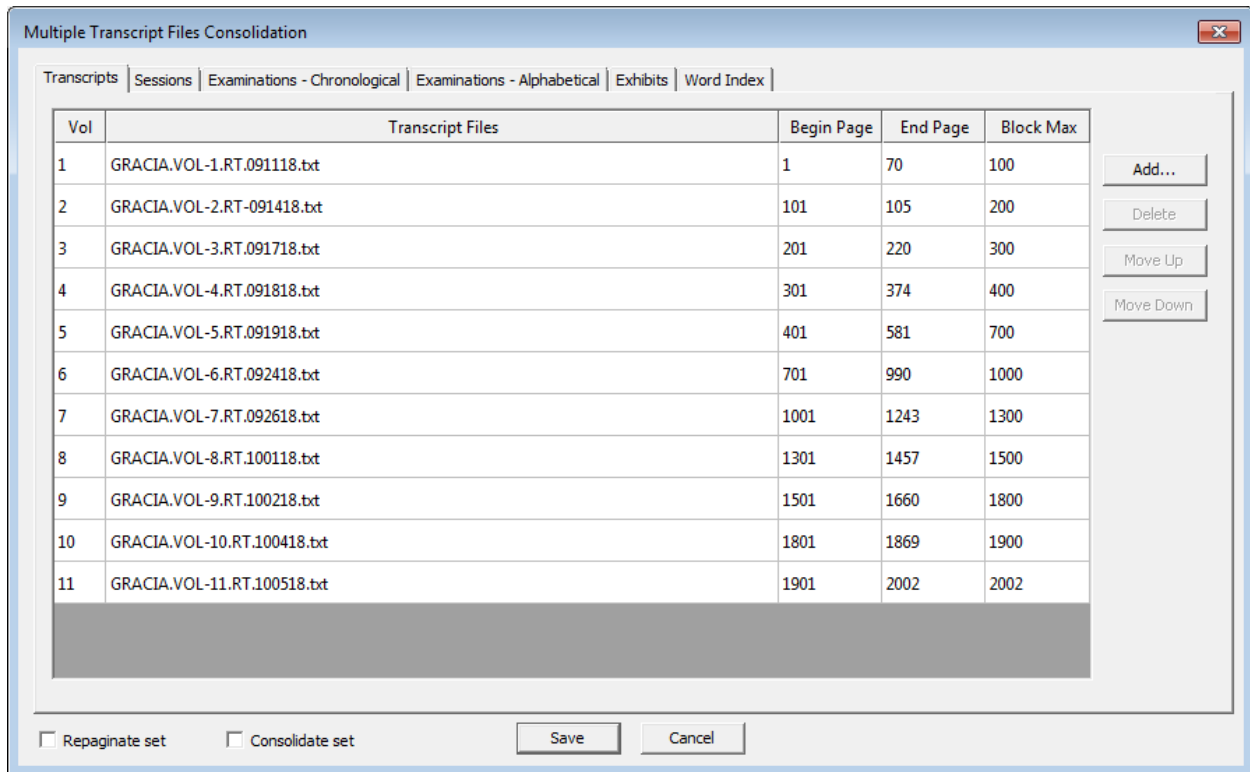
Within the Transcript Generator, browse to, select and open/import all of the transcripts at once.

Click the ⋯ button and then to select multiple transcripts, you may open the folder and type
Ctrl+A to select ALL, or click the first transcript then shift-click the last transcript to select the
first, last and all transcripts in between, or click to select the first transcript then Ctrl+click each
additional transcript, or click and drag over to select multiple transcripts.   The software will

respond (give it some time if you imported a lot of volumes) with the "Multiple Transcript Files Consolidation" window as shown below.

Multiple Transcript Files Consolidation Window – Transcripts Tab

Vol	Transcript Files	Begin Page	End Page	Block Max
1	GRACIA.VOL-1.RT.091118.txt	1	70	100
2	GRACIA.VOL-2.RT-091418.txt	101	105	200
3	GRACIA.VOL-3.RT.091718.txt	201	220	300
4	GRACIA.VOL-4.RT.091818.txt	301	374	400
5	GRACIA.VOL-5.RT.091918.txt	401	581	700
6	GRACIA.VOL-6.RT.092418.txt	701	990	1000
7	GRACIA.VOL-7.RT.092618.txt	1001	1243	1300
8	GRACIA.VOL-8.RT.100118.txt	1301	1457	1500
9	GRACIA.VOL-9.RT.100218.txt	1501	1660	1800
10	GRACIA.VOL-10.RT.100418.txt	1801	1869	1900
11	GRACIA.VOL-11.RT.100518.txt	1901	2002	2002

Add...   Delete   Move Up   Move Down

☐ Repaginate set   ☐ Consolidate set   Save   Cancel

Transcripts Tab

Each volume is listed in page number order with the volume number, transcript file name, beginning and ending page number, and a block maximum page number value. First confirm there is no overlapping page numbering. The software calculates the block maximum for each volume as the page number before the first page of the next volume. However the block maximum can be manually entered by clicking in the *Block Max* column.

Bridge Numbering

In the example provided, the first reporter filled 70 pages of the 100-page block. The software will automatically *bridge number* the certificate page of Volume 1 as page 70-100. Do not bridge number your certificate page within your CAT software or exported ASCII.

Block Numbering

If the first reporter (Volume 1) was assigned a block of 300 pages – page 1 through 300 – but ended their transcript at page 305, enter 300 into the *Block Max* for volume 1. Within the PDF

file, the Transcript Generator software will number the "over" pages as 300-1, 300-2, 300-3 up to 300-5.   Volume 2 will begin with page 301.   This numbering scheme follows the directions provided in the California Rules of Court shown for your reference below.

The last volume is not block numbered. There is no need to bridge number the Certificate page of the last volume.

If a volume ends with an excerpted Marsden Motion, the last page of the volume should not be bridge numbered as there are pages that follow the open court testimony. Bridge numbering would imply there were no such pages numbers. But in such situations, the block maximum for the volume should be entered as the last page of the open court testimony. The software will not bridge number the last page if the block max is set equal to the last page number.

If open court testimony proceeds and follows the excerpted Marsden Motion pages within the volume, no manually entry of block maximum is required.

California Rule of Court 8.144(f)(2)
If a segment exceeds the assigned number of pages, the reporter must number the additional pages with the ending page number, a hyphen, and a new number, starting with 1 and continuing consecutively.

Once you have reviewed the page numbering and entered any block maximums required, proceed to the SESSIONS tab. The values listed on the SESSIONS tab are included in the Master Index and Bookmarks of the PDF Master Volume to be produced.

Hint: If you exceed your block, do not try to make corrections within your CAT software – just allow that page numbers to count up sequentially beyond your assigned block maximum. A block maximum value can then be entered into the Transcript Generator to label the block-exceeding pages appropriately e.g. 300-1, 300-2, 300-3…

How to Squeeze in an Overlooked Volume with Block Numbering

Occasionally transcripts are produced and belatedly it is realized a volume was left out. Rather than redoing all of the volumes after the overlooked volume, we can use the block numbering to "squeeze in" the overlooked volume even if there is an insufficient page number gap.

So for our first example, Volume 1 included pages 1 through 38, but was assigned a block of 50 pages – pages 1 -50. Volume 2 begins on page 51. Belatedly we find we need to add a volume between Volumes 1 and 2. We'll produce this transcript as Volume 1a. Unfortunately Volume 1a will have more pages than will fit between Volumes 1 and 2. But with block numbering, this is not a problem. We begin Volume 1a with page 39 and page number normally through page 65. When you add the transcripts, Volume 1a will slot in between Volumes 1 and 2 and the Transcript Generator will automatically set the block maximum of Volume 1a as one less page number then the start of Volume 2. So the block maximum of Volume 1a will be set at 50. Volume 1a ages 51 through 65 will be numbered as 50-1, 50-2, 50-3…50-15.

In our second example, we are going to up the difficulty a bit. Volume 1 includes pages 1 through 38. Volume 2 begins on page 39 and continues. But we belatedly find a volume needs to be squeezed between Volumes 1 and 2. The added volume will be numbered Volume 1a. When Volume 1a is created we will number the first page as Volume 39 – yup the last page of Volume 1. Upon importing the transcripts, Volume 1 will automatically be given a block maximum of one less page than Volume 1a or a block maximum of 37. The last page of Volume 1 will be numbered 37-1. Volume 1a will be given a block maximum of one less than the first page of Volume 2 or 38. So Volume 1a will be numbered 38, 38-1, 38-2, 38-3… to the end. Volume 2 will then begin with page 39.

Sessions Tab

The Sessions tab of the Multiple Transcript Files Consolidation window provides a summary of the sessions and events included in each volume's Sessions Index. You can add or edit session entries directly through this page. In the example below, the reporter of Volume 1 provided a listing under the Morning Session of a Marsden Motion from page 5–17 with the normal transcript resuming on page 18. These Marsden Motion pages will not be included in the Appeals Master Volume so a bookmark or link to page 5 or 17 would not be appropriate as there is no such page included. Click in the box and edit the entry to indicate simply "Confidential Marsden Motion" and enter the page number as 4. This will link to the page that includes the "blurb" that pages 5 through 17 are a Marsden Motion and not included in this transcript.

Multiple Transcript Files Consolidation Window – Sessions Tab

These changes do not change the original transcript but rather only change the bookmarks and entries in the Master Index. Of course it would also be possible to have the reporter make the necessary changes to their transcript, re-export their ASCII file, and re-import the file into the Transcript Generator. You could start the project from scratch and re-import all the individual

transcripts again. Or you could **Delete** the transcript on the Transcripts tab and then click **Add** to re-add the updated transcript back.

After making the changes, the SESSIONS tab would appear as shown below. Continue to scan down the SESSION entries to check for any other changes required.

Multiple Transcript Files Consolidation Window – Sessions Tab with Marsden Motion Item *Correction*
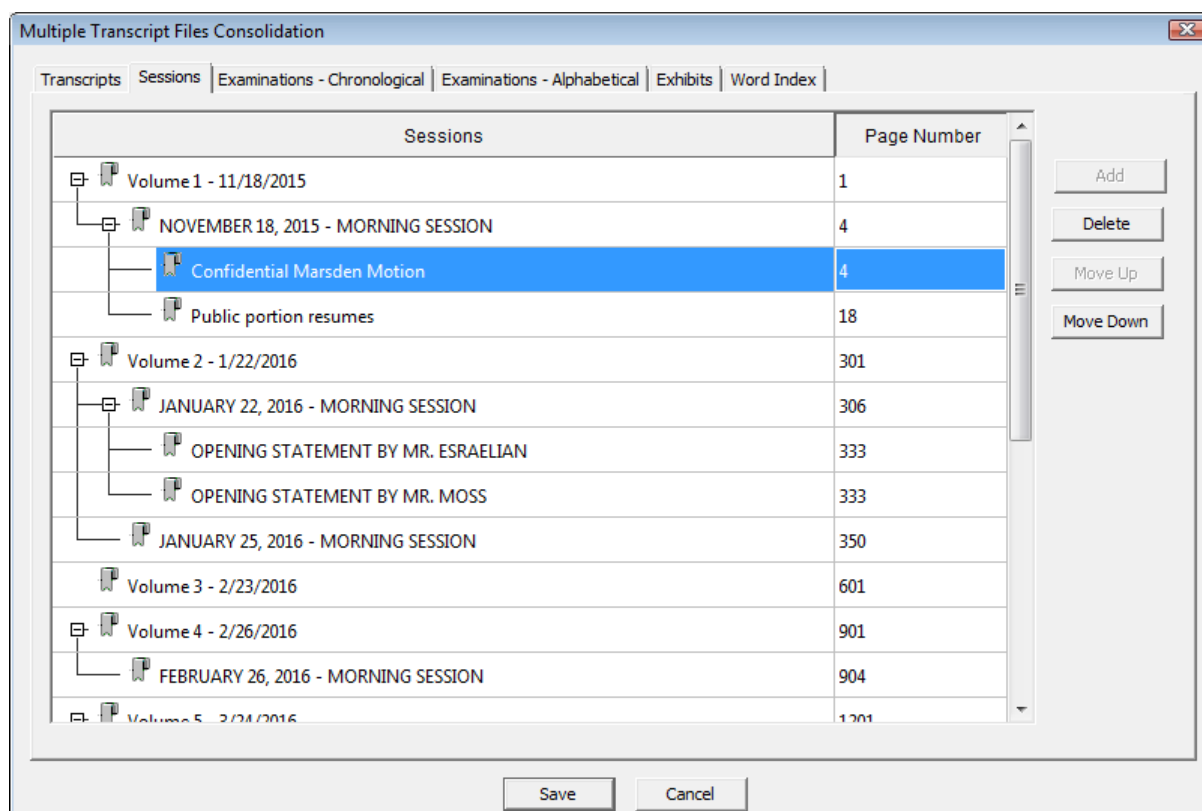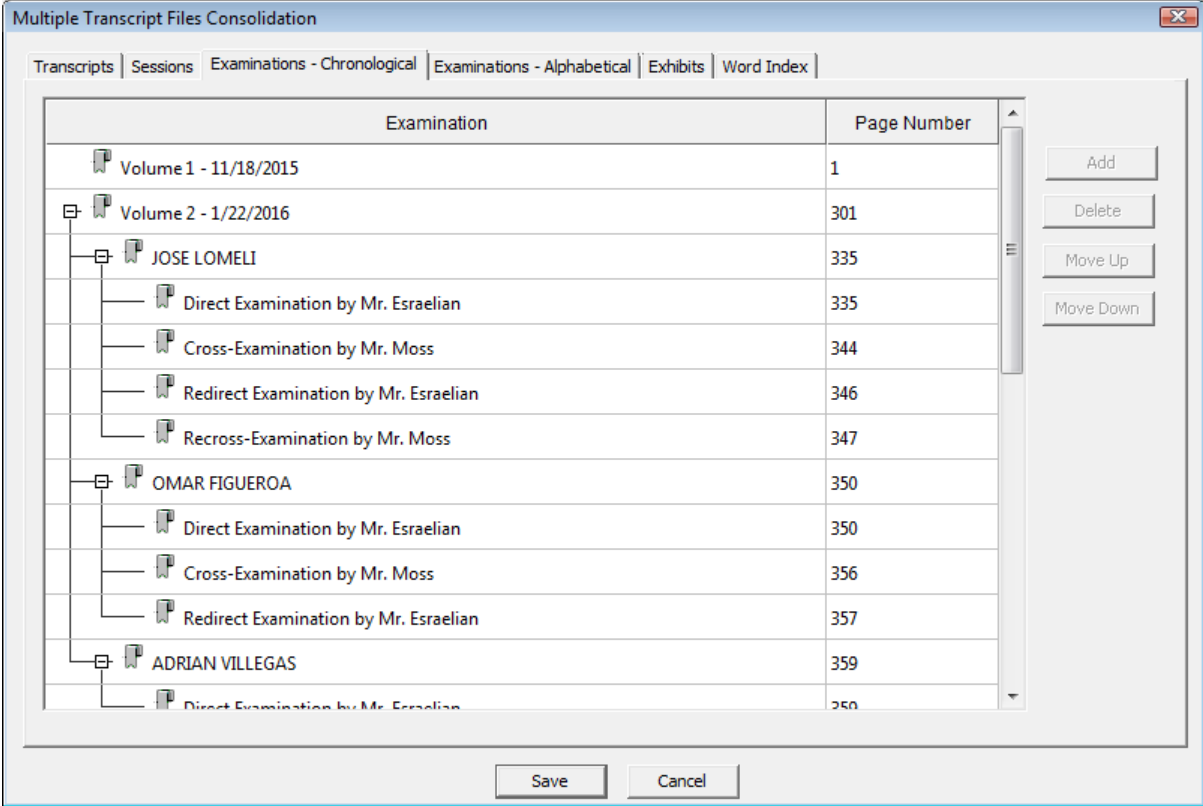

Once satisfied, continue to the next **Examinations - Chronological** tab as shown below.

Examinations - Chronological Tab

The **Examinations – Chronological** tab appears as shown below. If the individual volumes' indices are formatted correctly, each examination will be listed with the corresponding page number. If the Transcript Generator picks up additional unwanted words after the witness's name, it should be removed on this tab by clicking the box and editing the name value. If the additional word remains, the witness will be listed by this word within the resulting alphabetical listing.

Multiple Transcript Files Consolidation Window – Examinations Chronological

Examinations - Alphabetical Tab

The alphabetical examinations listing can be viewed by selecting the **Examinations – Alphabetical** tab as shown below. Do not make name and page number corrections on this tab, but rather on the **Examinations – Chronological** tab.

Use this page to look for witnesses entered with two different name spellings. The witness would be listed twice within the Master Index – once for each spelling. Or a witness may be entered once with a middle name and once without or once with the title "Detective" and once without. Again this single witness would be improperly listed under two entries within the master index. Do not make name or page number corrections on this tab, but rather on the **Examinations – Chronological** tab.

Multiple Transcript Files Consolidation Window – Examinations Alphabetical
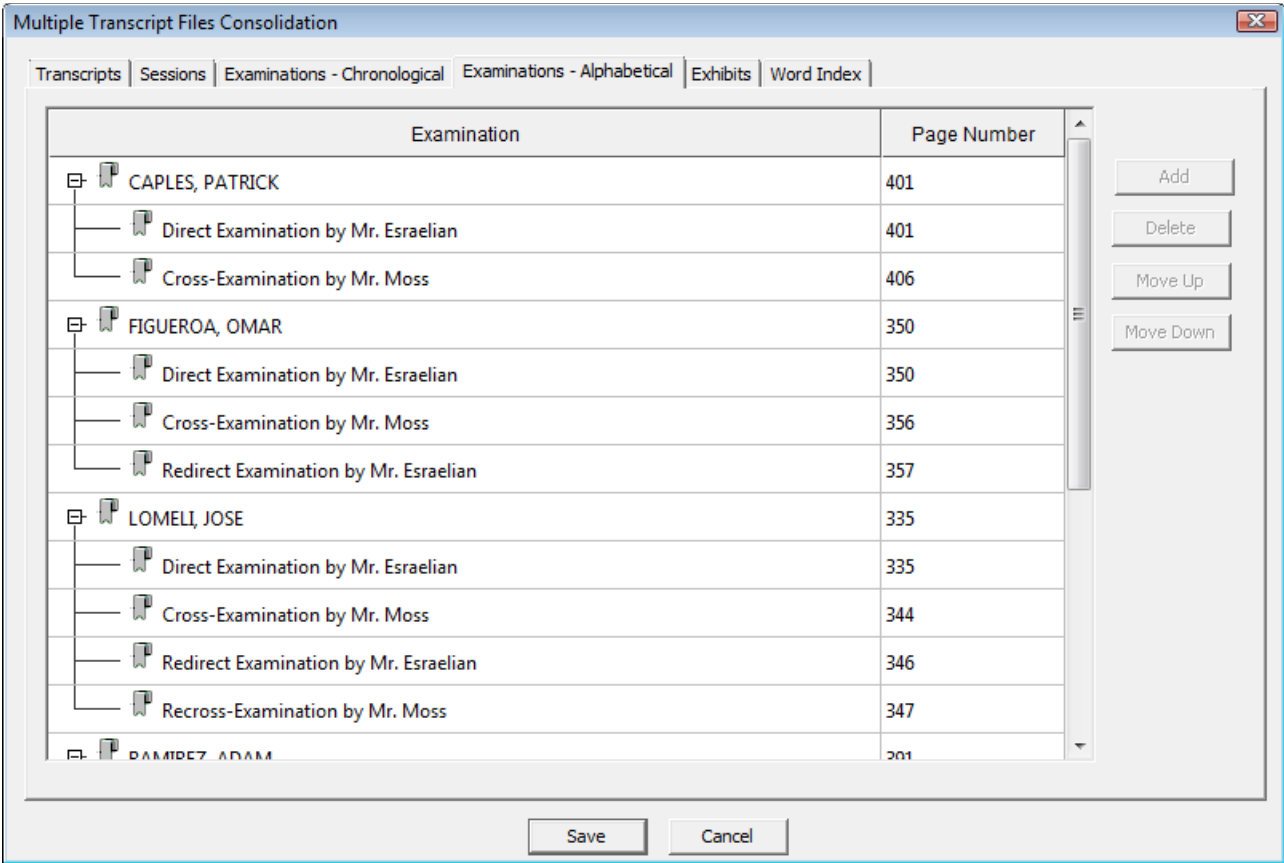
Exhibits Tab

Select the **Exhibits Tab** to view the list of exhibits by volume and corresponding page numbers. A separate column is provided for when an exhibit is marked for identification, received as evidence or refused/withdrawn. Corrections to the exhibit description and corresponding page number can be made directly on this tab by clicking the box to change.

Multiple Transcript Files Consolidation Window – Exhibits

Multiple Transcript Files Consolidation				
Transcripts | Sessions | Examinations - Chronological | Examinations - Alphabetical | Exhibits | Word Index				
Exhibits	**ID**	**EVD**	**RFSD**	
🔖 Volume 1 - 9/11/2018	1			Add
🔖 Volume 2 - 9/14/2018	101			Delete
🔖 Volume 3 - 9/17/2018	201			Move Up
⊟ 🔖 Volume 4 - 9/18/2018	305			Move Down
🔖 EXHIBIT 25 - Photo of victim Palomares'	344	348		
🔖 EXHIBIT 26 - Photo of victim Palomares'	345	348		
🔖 EXHIBIT 27 - Photo of victim Palomares'	345	348		
🔖 EXHIBIT 28 - Photo of victim Palomares'	346	348		
🔖 EXHIBIT 29 - Photo of victim Palomares'	346	348		
🔖 EXHIBIT 30 - Photo of victim Palomares'	332	332		
🔖 EXHIBIT 31 - Photo of victim Palomares'	347	350		
🔖 EXHIBIT 32 - Photo of victim Palomares'	333	334		
🔖 EXHIBIT 33 - Photo of bullet	347	348		

☐ Repaginate set   ☐ Consolidate set   Save   Cancel

Word Index Tab

Lastly select the Word Index tab. For each volume, click on the Index Start box and note within the transcript display the line highlighted with green. This will be the starting point within each volume for words included within the word index. The green-highlighted line can be changed by scrolling if necessary and double-clicking on another line. The green highlight will move to the double-clicked line.   Similarly for each volume, click on the Index End box and note the line highlighted in red. Double-clicking another line will move the red-highlighted end line for indexing to the double- clicked line.

Multiple Transcript Files Consolidation Window – Word Index

Vol	Transcript Files	Signature File			Signature	Index Start	Index End
1	GRACIA.VOL-1.RT.091118.txt	Denise M. Dedmon	▼	✔	70:14	4:1	69:26
2	GRACIA.VOL-2.RT-091418.txt	Heidi R. Benavides	▼	✔	105:15	104:1	104:26
3	GRACIA.VOL-3.RT.091718.txt	Denise M. Dedmon	▼	✔	220:14	206:1	219:26
4	GRACIA.VOL-4.RT.091818.txt	Heidi R. Benavides	▼	✔	374:14	306:1	373:26
5	GRACIA.VOL-5.RT.091918.txt	Denise M. Dedmon	▼	✔	581:14	407:1	580:26
6	GRACIA.VOL-6.RT.092418.txt	Denise M. Dedmon	▼	✔	990:14	707:1	989:26
7	GRACIA.VOL-7.RT.092618.txt	Heidi R. Benavides	▼	✔	1243:14	1008:1	1242:26
8	GRACIA.VOL-8.RT.100118.txt	Heidi R. Benavides	▼	✔	1457:14	1306:1	1456:26
9	GRACIA.VOL-9.RT.100218.txt	Denise M. Dedmon	▼	✔	1660:14	1507:1	1659:26
10	GRACIA.VOL-10.RT.100418.txt	Heidi R. Benavides	▼	✔	1869:14	1804:1	1868:26
11	GRACIA.VOL-11.RT.100518.txt	Denise M. Dedmon	▼	✔	2002:14	1904:1	2001:26

☐ Repaginate set   ☐ Consolidate set   Save   Cancel

The software will auto-select the reporter signature to add to each certificate page. The software will "read" the reporter's name from under the signature underline on the certificate page and look for a matching filename within the Signatures directory. Should the software not auto-find the signature, you may click the drop down menu for the volume and manually select the signature. You may click the signature column for each volume to view the placement of the signature on the certificate page. You may then either click in the transcript window to better place the signature, or click and drag the signature to the preferred position. The signature can be resized by clicking and dragging the small squares along the left and right

edges of the dashed box surrounding the signature.

The checkbox following the reporter's name enable/disable the placement of the reporter's signature on the transcript certificate page. This might be used for reporters doing "take" transcripts whereby the reporters take turns recording testimony and their partial transcripts are then combined into one. Their certificate page(s) would be included at the end of the combined transcript. But we may wish to identify the reporter taking each page by including their name in the footer. We would use the reporter entry to identify the reporter for the pages, but not include their signature within their transcript portion as it would be included at the end of the completed, combined transcript.

Word Index Starting Point – Highlighted by Green Line

You can move back and forth between the tabs to confirm all the items are correct. Click the **Save** button at the bottom of the window when satisfied.

Place Transcript Stamp

Back on the YesLaw Transcript Generator main window, in the upper left corner, the box that displays the text file name now includes a pulldown menu control (see downward facing arrow) to allow selection of each individual transcript by file name. Use the control to select the first (volume 1) transcript and then click the Stamp Location Place button. Position the "SAMPLE" stamp on the first transcript page such that it does not obscure any transcript text. The stamp can be resized using the small square box controls positioned left and right vertical center of the stamp dashed line outline.   Click and drag one of the boxes toward the center of the graphic to make the graphic smaller.   Click and drag one of the boxes away from the center of the graphic to make the graphic larger.

Transcript Generator Main Window

Each transcript volume can be seen by selecting the transcript file using the dropdown file selector. The position of the reporter signature graphic can be viewed by clicking the Signature Graphic File Place button.   Reposition the signature graphic by clicking within the dashed line around the signature and dragging. The index start and end lines for each transcript can be

seen by selecting the transcript and clicking the Index Start View (green highlighted line) and Index End View (red highlighted line).

Selecting Individual Transcripts with Multiple Imported Transcripts
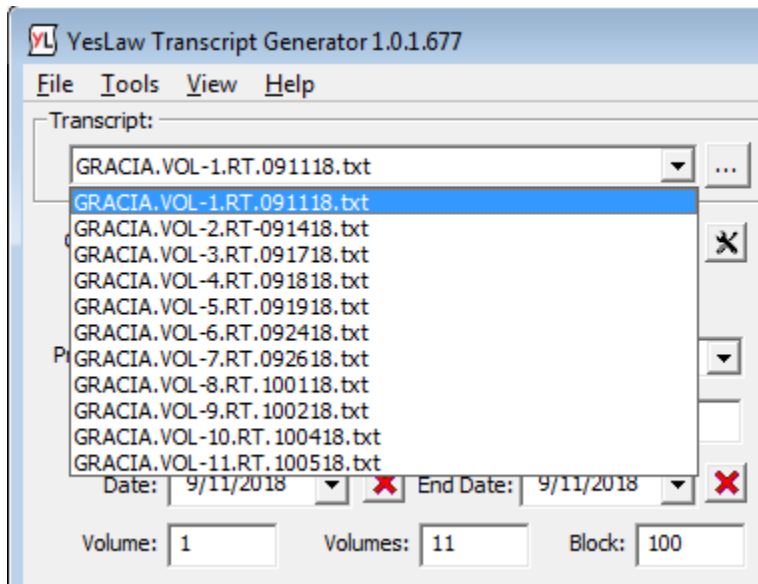
Proceed to Publish

Once the stamps and signature graphics have been place, you may proceed to publish the Master Volume transcript as you normally do to Appeals, the Superior Court, legal partners, and private attorneys.