

## NOTICE OF INTENT

### Department of Economic Development Board of Examiners of Certified Shorthand Reporters

#### Transcript Format Guidelines (LAC 46:XXI.1101)

Under authority of R.S. 37:2551 and with the provisions of the Administrative Procedure Act, R.S. 49:950, et seq., notice is hereby given that the Board of Examiners of Certified Shorthand Reporters is amending Part XXI of the Louisiana Administrative Code. This rule amends the established transcript format guidelines.

#### Title 46

### PROFESSIONAL AND OCCUPATIONAL STANDARDS

#### Part XXI. Certified Shorthand Reporters

#### Chapter 11. Court Reporting Procedures

#### §1101. Transcript Format Guidelines (Freelance Reporters)

A. Every freelance certified reporter shall use the following transcript format rules on every deposition transcript prepared by that reporter:

1. Transcripts shall contain no fewer than 25 typed lines on standard 8½ x 11 paper exclusive of page numbers and footers.

2. Transcripts shall contain no fewer than eight characters to the typed inch.

3. The distance between the left and right margins shall be no less than 6¾ inches.

4. Each question and answer shall begin on a separate line.

5. Either of the following may be used:

a. Each question and answer shall begin no more than five spaces from the left-hand margin. The text shall begin no more than five spaces following the question and answer. Carryover question and answer lines shall begin at the left-hand margins.

b. Block Version. Each question and answer shall begin at the left-hand margin. The text shall begin no more than five spaces following the question and answer. Carryover question and answer lines shall begin no more than six spaces from the left-hand margin.

6. Either of the following may be used:

a. Colloquy material shall begin no more than 15 spaces from the left-hand margin, with carryover lines commencing no more than 10 spaces from the left-hand margin.

b. Colloquy material shall begin with the speaker ID on a separate line no more than 10 spaces from the left-hand margin. The actual text shall begin on the next line 15 spaces from the left-hand margin, with carryover lines no more than 12 spaces from the left-hand margin.

7. Quoted material shall be treated in the same manner as either question and answer (options 5a or 5b) or colloquy

material (options 6a or 6b). Quoted material shall be single spaced or double spaced.

8. Parentheticals and exhibit markings shall begin no more than 15 spaces from the left-hand margin with carryover lines commencing no more than 15 spaces from the left-hand margin.

9. There shall be no numbered lines that are blank on a transcript page, excluding the last page of a transcript, title page, contents page, appearance page, stipulation page and certificate pages.

B. The board recognizes that technological advances in the court reporting profession may from time to time require the board to render advisory interpretations of the foregoing transcript format guidelines or may require modification of them in response to innovations and the evolving technology in court reporting. Technological advances are desirable and should be encouraged. The board needs a mechanism to accommodate technological changes while also maintaining enforceable standards to protect the profession from abuses in court reporting. The board hereby acknowledges its authority to issue advisory opinions on a case-by-case basis in response to petitions for declaratory orders and rulings in order to take account of technological innovation, customary practices, and unanticipated questions or ambiguities in the application of the foregoing transcript format guideline. Any interested person may petition the board for a declaratory order or ruling in writing no less than 30 days prior to a board meeting. If timely filed, the matter will be placed on the agenda for discussion at the board's next meeting and will be finally disposed of by the board within 90 days after the meeting. Further review of such final disposition by the board may be sought in the same manner as review of agency decisions or orders in adjudicated cases, as provided in R.S. 49:962.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:2551.

HISTORICAL NOTE: Promulgated by the Department of Economic Development, Board of Examiners of Certified Shorthand Reporters, LR 21:548 (June 1995), amended LR 22:

Interested persons may submit written or oral comments to Gay M. Pilié, Executive Director, Board of Examiners of Certified Shorthand Reporters, 325 Loyola Avenue, Suite 306, New Orleans, LA 70112, (504) 523-4306. Comments will be accepted through the close of business on October 10, 1996.

Gay M. Pilié  
Executive Director

#### FISCAL AND ECONOMIC IMPACT STATEMENT FOR ADMINISTRATIVE RULES

##### RULE TITLE: Transcript Format Guidelines

I. ESTIMATED IMPLEMENTATION COSTS (SAVINGS) TO STATE OR LOCAL GOVERNMENTAL UNITS (Summary)

There will be a one time cost of \$100 to the Certified Shorthand Reporters' Board to publish the rule in the *Louisiana Register*.

II. ESTIMATED EFFECT ON REVENUE COLLECTIONS OF STATE OR LOCAL GOVERNMENTAL UNITS (Summary)

There will be no anticipated effect on revenue to state governmental units.

III. ESTIMATED COSTS AND/OR ECONOMIC BENEFITS TO DIRECTLY AFFECTED PERSONS OR NONGOVERNMENTAL GROUPS (Summary)

This rule will amend the transcript format guidelines and may correct the reduction of income that was made with the original rule. This rule will increase the number of pages in the transcript slightly by changing the pitch and margins, therefore making the transcript more legible. It also may reduce the loss of income for court reporters that the original rule caused and may increase the costs of the transcript for attorneys. Since the rule requires a uniform transcript for all freelance transcripts, this will allow the attorney to shop around for lower prices and not allow misrepresentation since the price per page will represent a uniform product.

IV. ESTIMATED EFFECT ON COMPETITION AND EMPLOYMENT (Summary)

There will be no anticipated effect on competition or employment due to the proposed rule.

Gay Pilié  
Executive Director  
9609#001

John R. Rombach  
Legislative Fiscal Officer