

Providing Appellate Division With Transcripts on Computer Diskettes (Rule 2:5-3(e))

Directive # 3-00 March 21, 2000

(Supersedes Directive #12-99))

Issued by:

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Administrative Director

Rule 2:5-3(e) requires individuals preparing a transcript or appeal to file, along with the transcript, a computer diskette or diskettes containing a copy of that transcript. The diskettes submitted with the transcripts must meet the following requirements:

- \$ The diskette copy of the transcript must be in WordPerfect, WordPerfect-compatible, ASCII, or ASCII-compatible format.
- \$ Each diskette must contain as many complete days of a case as possible.
- \$ Diskettes must be in 8-1/2 x 11 inch plastic media sheet holders, with a single sheet having a maximum capacity of four diskettes. Sheet holders are available at office supply stores.
- \$ Each diskette must be labeled with the following information: (1) case name, (2) Appellate Division docket number, and (3) dates of the proceeding.
- \$ When multiple days of a proceeding are being prepared by more than one court reporter or typist, complete dates should be combined onto a single diskette, to the extent possible.
- \$ The court reporter or transcriber may charge the party ordering the transcript \$2.50 for each diskette.
- \$ The court reporter or transcriber may charge the party ordering the transcript the relevant copy rate for each page contained on the computer diskette(s) provided to the Appellate Division. This is in addition to the cost for the paper copy provided to the Appellate Division.

Any questions that you might have regarding the implementation of this requirement should be directed to Reporting and Technical Services at (609) 292-2644.

EDITOR-S NOTE

This directive supersedes Directive #12-99 which has been deleted from this compilation. The final paragraph has been edited to delete the contact person's name.