

## ROUGH DRAFT GUIDELINES

**Important:** Please include a rough draft disclaimer as the first page of your rough draft. See next page for sample disclaimer language.

### Formatting

- ✓ Do **NOT** include the following in your rough draft:
  - title page(s)
  - appearance page(s)
  - index page(s)
  - reporter certificate
  - tech read-on
- ✓ Review your Job Assignment Sheet for proper jurisdictional requirements governing lines per page and characters per line
- ✓ No fewer than 50 characters per line
- ✓ Spell check
- ✓ **Remove:**
  - single spacing
  - timestamps
  - headers/footers on numbered lines

### Standards & Expectations

- ✓ **NO** untranslates
- ✓ Scope the first 10 pages to audio
  - Verify videographer read-on for accurate translation of:
    - case name and number
    - attorney appearances
    - Planet Depos
    - names of court reporter and videographer

### Submission

- ✓ Upload rough drafts in ASCII format via the [Planet Portal](#) with the following naming convention: **Rough Draft of [NAME OF WITNESS] taken [DATE OF JOB] – [NAME OF CASE]**.
  - Do **NOT** send rough drafts directly to clients
- ✓ Due four (4) hours after conclusion of proceedings
  - Communicate any delay to [clientservices@planetdepos.com](mailto:clientservices@planetdepos.com)

## 1 N O T I C E

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3 This transcript is an UNCERTIFIED ROUGH  
4 DRAFT. It is understood by the recipient  
5 receiving a realtime feed and/or rough draft that:

6 This transcript contains raw output from the  
7 court reporter's software. It may contain  
8 untranslated outlines, mistranslations (wrong  
9 words), and misspellings. These and any other  
10 errors will be corrected in the final transcript.

11 This rough draft is intended to assist in  
12 case preparation. It is not to be cited and may  
13 not be filed with the Court.

14 The court reporter and the court reporting  
15 agency will not assume responsibility for any  
16 errors and will not be responsible for any  
17 variance of this draft from the final transcript.

18 A realtime feed and/or rough draft transcript  
19 will be provided only when a certified copy is  
20 purchased, and there will be separate charges for  
21 each realtime feed, rough draft, and certified  
22 copy.

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