



American Association of
Electronic Reporters & Transcribers, Inc.

Best Practices in E-Reporting For Judges:

- Identify case.
- State date and start time.
- Request parties to state appearances.
- Permit attorneys to remain seated during proceedings -- but if you prefer that they stand when speaking, the E-Reporter can easily conform by adjusting counsel table microphones accordingly.
- Discourage overlapping questions and answers or colloquy.
- Discourage wandering around the courtroom -- examination should occur from the podium or counsel table.
- Hold on-the-record sidebar conversations at the sidebar microphone.
- It is best to leave your microphone turned on while in session to ensure all your remarks will be clearly recorded.



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Best Practices in E-Reporting For Attorneys:

- Avoid moving microphones.
- Remain within arm's reach of a microphone.
- Avoid tapping on or striking the table or microphone.
- Use mute button (*if available*) while consulting with your client; be sure the microphone is toggled back on before proceeding.
- Use clock times to pinpoint search points, rather than keywords as a sole reference.
- When at sidebar, avoid blocking the microphone with documents, and speak one at a time into the sidebar microphone.
- E-Recording separates speakers onto different audio channels, so all statements are recorded; however, for the benefit of the written record, try to avoid speaking simultaneously with witnesses or other counsel.



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Best Practices in E-Reporting For Reporters:

- Maintain a **checklist** which includes:
- Test the recording quality of **each** microphone / channel by speaking into each in turn, then **listening to the recorded result on each channel** individually.
- Place microphone at each speaker's position following this guide:

Channel Assignment Guide

- | | |
|---------------|---|
| 1 | Judge — <i>always keep separate from both podium AND witness microphones</i> |
| 2 | Witness — <i>always keep separate from podium microphone</i> |
| 3 or 4 | Podium |
| 3 | Plaintiff's counsel |
| 4 | Defendant's counsel |

Best Practices in E-Reporting **For Reporters:**

- Map microphones for maximum channel-to-channel voice separation for all parties who will speak --- *including interpreter, if any.*
- Note case name, number, and venue.
- Note date and starting time.
- Note attorney appearances.
- Create a speaker log.
- Monitor recording through headphones, using **Confidence Monitoring** to ensure proceedings are being adequately and intelligibly recorded.
- Note unusual names, spellings, and terminology.
- Monitor sidebar conversations and adjust recording gain if necessary.
- If an attorney mutes a microphone to confer, make sure it gets turned back on.
- Provide notes and diskette (*or tape[s], if analog*) to transcriber or file, as directed.
- Follow manufacturer's directions for regular equipment cleaning and maintenance.