

Checklist to Ensure Clerk-Compliant Transcripts

- Every transcript must contain at least two volumes.
 - VOLUME 1: must always and only contain the table of contents for the transcript. It must not contain anything else, including a table of contents for the exhibits.
 - VOLUME 2 (and so on, if applicable): the remainder of the transcript begins in Volume 2 and may be split into additional volumes if the volumes reach the 250-page or 25 MB limit.
 - Each volume of transcript contains only transcript, never exhibits also. Instead, exhibits must be placed in a separate volume.
- EXHIBITS: if there are exhibits, an index of the exhibits must be prepared and placed at the front of the first volume of exhibits, but not separately in its own volume. Otherwise, the exhibits volumes are prepared in the same manner as the transcript volumes.
- Every volume must be a separate PDF or PDF/A file.
- Every volume must have its own cover page.
- The cover page of every volume must be labeled as page 1 of the volume.
- Every volume starts over at page 1, even if it is a continuation of transcript or exhibits from the previous volume.
- Every volume ends at page 250 or less.
- CONFIDENTIAL VOLUMES: if a volume of transcript contains some (but not all) confidential information, you must create a public access version and a not-for-public-access version. The version will be numbered and paginated exactly the same.