

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

12

1 THE COURT: Sustained.  
2 MS. BRAUN: No further questions.  
3 THE COURT: Anything further, Mr. Smith?  
4 MR. SMITH: No. That concludes our sur-rebuttal,  
5 your Honor.  
6 THE COURT: Do both sides rest?  
7 MS. BRAUN: The People rest, your Honor.  
8 MR. SMITH: Before the defense rests, your Honor, I  
9 would like to make one motion outside the presence of the  
10 jury.  
11 THE COURT: The jury will now be in recess while I  
12 hear counsel's motion.  
13 (The following proceedings were held in  
14 open court out of the presence of the jury:)  
15 MR. SMITH: Your Honor, we ask the Court to dismiss  
16 Count 1 of the Information in the interest of justice.  
17 \* \* \* \*  
18 THE COURT: Bring the jury back in, please.  
19 (Whereupon, the following was held in open  
20 court in the presence of the jury.)  
21 \* \* \* \*  
22 THE COURT: Swear the bailiff.  
23 THE CLERK: You do solemnly swear that you will  
24 take charge of the jury and keep them together unless  
25 otherwise ordered by the Court. You will not speak to them  
26 yourself or allow anyone else to speak to them on any  
27 matter connected with this case except on order of the  
28 Court. When they have agreed upon a verdict, you will

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

13

1 return them into court, so help you God?  
2 THE BAILIFF: I do.  
3 THE COURT: Swear the bailiff to take charge of the  
4 alternate juror.  
5 THE CLERK: You do solemnly swear that you will  
6 take charge of the alternate juror and keep him apart from  
7 the jury herein until further order of Court, so help you  
8 God?  
9 THE BAILIFF: I do.  
10 THE COURT: You may retire to the jury room to  
11 deliberate.  
12 (Whereupon, at 11:40 a.m. the jury  
13 retired to commence deliberations.)  
14 (Whereupon, at 3:30 p.m. the jury  
15 returned to the courtroom, and the  
16 following proceedings were held:)  
17 THE COURT: Let the record reflect the defendant  
18 and counsel are present, and the jurors are in the box.  
19 Have you elected a foreperson?  
20 THE FOREPERSON: Yes, your Honor.  
21 THE COURT: Are you the foreperson, Juror No. 3?  
22 THE FOREPERSON: Yes.  
23 THE COURT: Have you reached a verdict in this  
24 matter?  
25 THE FOREPERSON: Yes, we have.  
26 THE COURT: Will you hand it to the bailiff,  
27 please.  
28 Ms. Clerk, will you read the verdict.

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

14

1 THE CLERK: (Reading:)  
2 "In the Superior Court of the State of  
3 California, in and for the County of San  
4 Bernardino.  
5 "The People of the State of California,  
6 Plaintiff, versus Willie Wiseman, Defendant.  
7 "We, the jury in the above-entitled action,  
8 find the defendant, Willie Wiseman, guilty of  
9 violation of Section 459 of the Penal Code of  
10 the State of California, a felony, as charged  
11 in Count 2 of the Information.  
12 "This 3rd day of March, 1999.  
13 "Juror No. 3, Foreperson."  
14 THE COURT: Members of the jury, is that your  
15 verdict?  
16 (Whereupon, the jury answered collectively  
17 in the affirmative.)  
18 THE COURT: Do you desire to have the jury polled?  
19 MR. SMITH: I waive \*polling of the jurors.  
20 THE COURT: Ladies and gentlemen, I want to thank you  
21 for your service in this case. You have fulfilled your duty  
22 and are discharged at this time.  
23 (Whereupon, at 3:45 p.m. the jury was  
24 excused and the following proceedings  
25 were held:)  
26 MR. SMITH: The defendant waives time for sentencing and  
27 requests permission to file a written application for  
28 \*NOTE: If polling is not waived, polling of the jury is transcribed.)

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 probation.

2 THE COURT: The matter will be referred to the  
3 probation department. It will be set for pronouncement of  
4 judgment on September 26, 2008, at 8:30 in this department.

5 We will be in recess.

6 (Whereupon, at 3:45 p.m. the foregoing  
7 proceedings were concluded.)  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1	SUPERIOR COURT OF CALIFORNIA		
2	COUNTY OF SAN BERNARDINO		
3			
4	THE PEOPLE OF THE STATE	)	
5	OF CALIFORNIA,	)	
6	Plaintiff,	)	No. FSB-012345
7		)	Reporter's Certificate
8	-vs-	)	
9	JOHN HENRY DOE,	)	
	Defendant.	)	
10	STATE OF CALIFORNIA	)	
11	COUNTY OF SAN BERNARDINO	)	SS
12			
13	I, JUDY A. DOE, C.S.R., Official Reporter of		
14	the above-entitled court, do hereby certify:		
15	That I am a Certified Shorthand Reporter of the		
16	State of California, duly licensed to practice; that I did		
17	report in stenotype oral proceedings had upon hearing of the		
18	aforementioned cause at the time and place herein before set		
19	forth; that the foregoing pages numbered 1 to 832, inclusive,		
20	constitute to the best of my knowledge and belief a full,		
21	true, and correct transcription from my said shorthand notes		
22	so taken for the dates of November 8, 13, 14, 15, 16, 17, 27,		
23	29, December 5, 6, 7 and 8, 2000.		
24	Dated at San Bernardino, California, this 13th day		
25	of December, 2000.		
26			
27	_____ Official Reporter, C.S.R. No. 1234		
28			

Page 6 of 6 EXAMPLE 41

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

TRANSCRIPT SAMPLE - INSTRUCTIONS & SAMPLES FOR VARIOUS TRANSCRIPT SETUPS

1 CRIMINAL AND CIVIL TRANSCRIPTS

2 SAMPLES OF MARGINS AND INDENTATIONS

3 MARGINS AND TABS - STANDARD (mandatory)

4 Q and A begins on column 4 (3 spaces in from margin.)

5 Text of question or answer begins at column 7 (6 spaces in.)

6 EXAMPLE Q AND A

7 Q Would you say that this was one of those times?

8 A No. I would say it was like a time that he just  
9 didn't acknowledge.

10 SPEAKER IDENTIFICATION

11 Begins at column 10 (9 spaces in from margin.)

12 THE COURT: Please speak up so everyone can hear.

13 PARAGRAPH

14 Begins at column 10 (9 spaces in from margin.)

15 It is important that the last juror in the box hear  
16 everything that is said.

17 QUOTED Q AND A

18 Begins at column 14 (13 spaces in from the margin.)

19 "Q What is your name?

20 "A Gwynne Ann Barrett."

21 QUOTED Q AND A WITH PARAGRAPH

22 "Q Did you at any time note any  
23 hemorrhaging yourself?

24 "A No. There wasn't any hemorrhage there,  
25 nor was there any -- there wasn't any blood clot.

26 "At that point there wasn't any blood.

27 Since we are on that point . . ."

28 NOTE: Indent right margin six spaces for quoting.

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 SAMPLE OF MARGINS AND INDENTATIONS (CONT'D)

2 QUOTED SPEAKER IDENTIFICATION

3 "THE COURT: Please speak up so everyone can

4 hear you.

5 "MR. JONES: Yes.

6 "THE WITNESS: I will try."

7 PARENTHETICAL (NOTE: SEE FURTHER EXAMPLES ON PAGE 18 OF THIS EXAMPLE)

8 Begins at column 10 (9 spaces in from margin.)

9 (The record was read.)

10 (The requested portion was reread.)

11 (The noon recess was taken at 11:58 a.m.

12 until 1:30 p.m. of the same day.)

13 (The noon recess was taken.)

14 (The foregoing proceedings

15 were concluded for the day.)

16 SETTING UP EXAMINATION TYPE

17 DIRECT EXAMINATION (Centered)

18 BY MR. ABACHERLI:

19 Q What is your name?

20 EXAMPLES OF EXAMINATION TYPES

21 DIRECT EXAMINATION (Can be bold type)

22 CROSS-EXAMINATION

23 REDIRECT EXAMINATION

24 RECROSS-EXAMINATION

25 FURTHER REDIRECT EXAMINATION

26 (Note: If more redirect, it's just FURTHER REDIRECT, etc.)

27 DIRECT EXAMINATION REOPENED

28 CROSS-EXAMINATION RESUMED

Page 2 of 23

EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 SAMPLES OF MARGINS AND INDENTATIONS (CONT'D)  
2 SETTING UP OF A WITNESS  
3  
4 JOHN MICHAEL SMITH, (centered)  
5 called as a witness . . .  
6 NOTE: ALWAYS INCLUDE OATH (CRIMINAL OR CIVIL)  
7 EXAMPLE SET UP WITH OATH  
8 MR. ROTH: People call Valerie Foster.  
9 THE CLERK: Please raise your right hand.  
10 Do you solemnly state that the evidence you shall  
11 give in this matter shall be the truth, the whole truth and  
12 nothing but the truth, so help you God?  
13 THE WITNESS: I do.  
14 THE CLERK: Please be seated. State your full  
15 name, spelling your last name for the record.  
16 THE WITNESS: Valerie Nicole Foster, F-o-s-t-e-r.  
17 THE COURT: You may inquire.  
18  
19 VALERIE NICOLE FOSTER,  
20 called as a witness by the People, was sworn and testified  
21 as follows:  
22  
23 SAMPLE WITNESS SETUPS  
24 WHEN WITNESS IS DEFENDANT  
25 RITA M. CORTINAS,  
26 the Defendant herein, called as a witness on her  
27 (his) own behalf, was sworn and testified as follows:  
28

Page 3 of 23 EXAMPLE 42



**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 SAMPLES OF MARGINS AND INDENTATIONS (CONT'D)

2 WITNESS RECALLED

3 DENISE N. BEARD,

4 recalled as a witness by the People (Defendant) (Plaintiff),

5 having been previously sworn, testified further as follows:

6

7 DIRECT EXAMINATION REOPENED

8 BY MS. HARRIS:

9 Q \* \* \* \*

10 WITNESS RESUMES THE STAND

11 LORI K. HARTON,

12 called as a witness by the People, (Plaintiff) (Defendant),

13 having previously been sworn, resumed the stand and

14 testified further as follows:

15

16 ADVERSE WITNESS - EVIDENCE CODE SECTION 776

17 BARBARA K. ROELLE,

18 the Defendant herein, called as a witness by the Plaintiff

19 under the provisions of Evidence Code Section 776, was

20 sworn and testified as follows:

21

22 ADVERSE WITNESS - EVIDENCE CODE SECTION 776

23 PREVIOUSLY SWORN AND CALLED AS A WITNESS FOR THE PLAINTIFF

24 ISOLDE STODELLE,

25 called as a witness by the Defendant, having been previously

26 sworn, testified further under Section 776 of the Evidence

27 code as follows:

28

Page 5 of 23

EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 SAMPLES OF MARGINS AND INDENTATIONS (CONT'D)  
2 WITNESS SETUPS (CONT'D)  
3 ADVERSE WITNESS - EVI. CODE SECTION 776 RESUMED THE STAND  
4 JUDITH MORRIS,  
5 resumed the stand and testified further under Section 776 of  
6 the Evidence Code as follows:  
7  
8 DIRECT EXAMINATION  
9 BY MR. HARRIS:  
10 Q \* \* \* \*  
11 ADVERSE WITNESS - EVIDENCE CODE SECTION 776  
12 CALLED AS OWN WITNESS AFTER 776 TESTIMONY  
13 MR. JONES: That's all the questioning I have under  
14 776, your Honor.  
15 THE COURT:.. Counsel. You may examine.  
16 MR. THOMPSON: I would like to call her as my own  
17 witness.  
18 THE COURT: Very well.  
19  
20 RITA M. CORTINAS,  
21 on the stand, having been called and testified under 776 of  
22 the Evidence Code, was then called in her own behalf and  
23 testified further as follows:  
24  
25 DIRECT EXAMINATION  
26 BY MR. HARRIS:  
27 Q \* \* \* \*  
28

Page 6 of 23

EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 SAMPLES OF MARGINS AND INDENTATIONS (CONT'D)  
2 WITNESS SETUPS (CONT'D)  
3 VOIR DIRE OF WITNESS BY COUNSEL DURING EXAMINATION  
4 MR. HARRIS: May I take the witness on voir dire,  
5 your Honor?  
6 THE COURT: You may.  
7 MR. HARRIS: Thank you.  
8  
9 VOIR DIRE EXAMINATION  
10 BY MR. HARRIS:  
11 Q \* \* \* \*  
12  
13 DIRECT EXAMINATION RESUMED  
14 BY MR. HARRIS:  
15 Q Where did you say you lived?  
16 A 406 8th Street.  
17 Q Now, do you have an opinion on --  
18 MR. GREEN: Objection, your Honor.  
19 THE COURT: Overruled.  
20 MR. HARRIS: Thank you, your Honor.  
21 Q (BY MR. HARRIS:) Now, do you have an opinion . . .  
22  
23 WITNESS ON STAND AT TIME OF EVENING ADJOURNMENT RESUMED THE  
24 STAND THE FOLLOWING COURT DAY  
25 CHRISTIE MATHES,  
26 having been previously sworn, resumed the stand and  
27 testified further as follows:  
28

Page 7 of 23

EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 **A.M. AND P.M. APPEARANCE HEADINGS**  
2 **A.M. SESSION (NOTE: Starts on Line 1)**  
3 **NOTE:** First page of transcript, Page No. 1,  
4 contains heading of dateline, court number,  
5 judge, and appearances of parties. It  
6 follows the title page and index.)  
7  
8 BARSTOW, CALIFORNIA; MONDAY, MARCH 29, 2002  
9  
10 A.M. SESSION **NOTE:** Can use actual time,  
11 i.e., 10:25 A.M.  
12 DEPARTMENT B-4 HONORABLE JAMES M. DORR, JUDGE  
13  
14 APPEARANCES:  
15  
16 The Defendant with his Counsel, GEORGE  
17 THOMPSON, \*Deputy Public Defender of  
18 San Bernardino County; MARI BRAUN, Deputy  
19 District Attorney of San Bernardino  
20 County representing the People of the  
21 State of California.  
22 (Jane Doe, C.S.R.,  
23 Official Reporter, CSR-6221)  
24 THE COURT: Let's go on the record in People . . .  
25  
26 **NOTE:** \* If private attorney use" Attorney at Law."  
27  
28 **NOTE:** In subsequent headings, if appearances remain unchanged use:  
29 (Appearances as heretofore noted.)  
30  
31 **P.M. SESSION (NOTE: Starts on line 1)**  
32  
33 BARSTOW, CALIFORNIA; MONDAY, MARCH, 29, 1999  
34  
35 P.M. SESSION **NOTE:** Can use actual time,  
36 i.e., 1:30 P.M.  
37 DEPARTMENT B-4 HONORABLE JAMES M. DORR, JUDGE  
38 (Appearances as heretofore noted.)  
39  
40 THE COURT: People of the State of California . . .

Page 8 of 23 EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 A.M. AND P.M. SESSION HEADINGS (CONT'D)

2 COURTHOUSE DEPARTMENT DESIGNATIONS FOR HEADINGS

3

4 Barstow is B-1, B-2, etc.

5 Big Bear is H-1

6 Central (San Bernardino) is S-1, S-2, etc.

7 Child Support (San Bernardino) CS-1, CS-2

8 Chino is C-1, C-2, etc.

9 Fontana is F-1, F-2, etc.

10 Joshua Tree (Morongo) M-1, etc.

11 Juvenile is J-1, J-2, etc.

12 Needles is N-1

13 Rancho is R-1, R-2, etc.

14 Redlands is E-1, E-2, etc.

15 Victorville is V-1, V-2, etc.

16

17

18

19

20

21

22

23

24

25

26

27

28

Page 9 of 23

EXAMPLE 42



**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**



**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 JURY INFORMATION CONT'D  
2 JURY VOIR DIRE IF TRANSCRIBED CONT'D  
3 the panel, whether in the jury box or not, so pay attention to  
4 my questions, because for you to do so, may save some time in  
5 the event that some or all of you are later called to the jury  
6 box.  
7 \* \* \* \*  
8 Do any of you have members of your immediate family who  
9 are nurses or laboratory technicians or who perform any other  
10 duties in the treatment of the sick?  
11 MRS. SOLLARS: My husband is associate project director  
12 of prosthetics education at UCLA.  
13 \* \* \* \*  
14 THE COURT: Let us get a little individual information,  
15 if I may be personal, and I trust you will realize it is not  
16 just curiosity on my part. Counsel want to know these matters,  
17 and we should have them.  
18 Mrs. Frances Stefano.  
19 MRS. FRANCES STEFANO  
20 BY THE COURT:  
21 Q \* \* \* \*  
22 THE COURT: You may examine, Mr. Roth.  
23 MR. ROTH: Thank you, your Honor.  
24 BY MR. ROTH:  
25 Q Are you acquainted with my client, ma'am?  
26 A \* \* \* \*  
27 MR. ROTH: And now, 122XXXXXXXXXX, if I may ask you a  
28 few questions. (Note: Use redaction if criminal)

Page 12 of 23 EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 JURY INFORMATION CONT'D  
2 JURY VOIR DIRE IF TRANSCRIBED CONT'D  
3 22XXXXXXXXXXXX (Note: Use redaction setup  
4 BY MR. ROTH: if criminal)  
5 Q \* \* \* \*  
6 MR. ROTH: We will pass for cause.  
7 THE COURT: You may examine, Mr. Sullivan.  
8 MR. SULLIVAN: Thank you, your Honor.  
9 As I understand from listening to the questions posed  
10 by His Honor and Mr. Roth, Mr. Nelson, Mr. Smith, Mrs. Stefano,  
11 Mrs. Doe, have served on juries before, but other than that,  
12 everyone else has not.  
13 Let me start with you, Mr. Johnson.  
14 PHIL JOHNSON  
15 BY MR. SULLIVAN:  
16 Q \* \* \* \*  
17 Note: It may be necessary to do the entire jury voir dire in  
18 colloquy in some instances, since not all jury voir dire  
19 follows the same pattern. Reporters must determine which  
20 format best fits his or her needs.  
21 JURY SWORN - TRANSCRIPTION OF OATH  
22 THE CLERK: Do each of you understand and agree  
23 that you will well and truly try the cause now pending  
24 before this court, and a true verdict render according only to  
25 the evidence presented to you and to the instructions of the  
26 Court?  
27 (The jury panel answered in the affirmative.)  
28

Page 13 of 23 EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 JURY INFORMATION CONT'D

2 ALTERNATE SWORN - TRANSCRIPTION OF OATH

3 THE CLERK: Do you (each of you) understand and agree

4 that if called upon as a trial juror, you will well and truly

5 try the cause now pending before this Court, and a true verdict

6 render according only to the evidence presented to you and to

7 the instructions of the Court?

8 (The alternate juror{s} answered in the

9 affirmative.)

10 JUROR IDENTIFICATION DURING TRIAL

11 JUROR NO. 12: I did not hear that last answer.

12 ALTERNATE JUROR NO. 1: I did not hear it either.

13 NOTE: For criminal follow the instructions for redaction of

14 trial jurors' names using their original juror number.

15 JUROR NO. 56: I did not hear that last answer.

16 JURY INSTRUCTIONS TRANSCRIBED

17 Each instruction should be set apart by skipping a line and

18 indented as quoted material. The reporter may use the written

19 instructions in the file as a guide for said spacing and

20 paragraphing. Example:

21 JURY INSTRUCTIONS

22 THE COURT: (Reading:)

23 Ladies and Gentlemen of the jury:

24 It is my duty to instruct you in the law

25 that applies to this case and you must follow

26 the law as I state it to you.

27 As jurors it is your exclusive duty to

28 decide all questions of fact submitted to you

and for that purpose to determine the effect

Page 14 of 23

EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 JURY INFORMATION CONT'D  
2 JURY INSTRUCTIONS TRANSCRIBED CONT'D  
3 and value of the evidence. In performing this  
4 duty, you must not be influenced by pity for a  
5 defendant or by passion or prejudice against  
6 him. You must not be biased against a  
7 defendant because he has been arrested for this  
8 offense, or because a charge has been filed  
9 against him, or because he has been brought to  
10 trial.  
11 In determining whether the defendant is  
12 guilty or not guilty, you must be governed  
13 solely by the evidence received in this trial  
14 and the law as stated to you by the Court.  
15 You must not be governed by mere sentiment,  
16 conjecture, sympathy, passion, prejudice,  
17 public opinion or public feeling. Both the  
18 People and the defendant have a right to  
19 expect that you will conscientiously consider  
20 and weigh the evidence and apply the law of  
21 the case, and that you will reach a just  
22 verdict regardless of what the consequences  
23 of such verdict may be.  
24 NOTE: Skipped line indicating  
25 different instruction.  
26 If the Court has repeated any rule,  
27 direction or idea, or stated the same in  
28 varying ways, no emphasis was intended and  
you must not draw any inference therefrom.  
\* \* \* \*

Page 15 of 23 EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 JURY INFORMATION CONT'D

2 BAILIFF SWORN BEFORE DELIBERATIONS - TRANSCRIBED - CIVIL

3 THE COURT: You may swear the bailiff.

4 THE CLERK: You do solemnly swear that you will keep

5 this jury together in some quiet and convenient place until at

6 least three-fourths of them agree upon a verdict or are

7 discharged by the Court; that you will not suffer any

8 communication to be made to them, nor make any yourself, except

9 to ask them if they or three-fourths of them have agreed upon

10 a verdict; that you will not before the verdict is rendered,

11 communicate to any person the state of their deliberations or

12 the verdict agreed upon, so help you God?

13 THE BAILIFF: I do.

14 BAILIFF SWORN BEFORE DELIBERATIONS - TRANSCRIBED - CRIMINAL

15 THE COURT: You may swear the bailiff.

16 THE CLERK: You do solemnly swear that you will keep

17 this jury together in some quiet and convenient place, and not

18 permit any person to speak to or communicate with them, nor do

19 so yourself, unless by order of the Court or to ask them whether

20 or not they have agreed upon a verdict, and to return them to

21 court when they have agreed, or when so ordered by the Court,

22 so help you God?

23 THE BAILIFF: I do.

24 JURY RETIRES TO DELIBERATE

25 (The jury retired to commence deliberations.)

26 JURY RETURNS TO COURTROOM

27 (The jury returned to the courtroom, and

28 the following proceedings were held:)

Page 16 of 23

EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1     **JURY INFORMATION CONT'D**

2             THE COURT:  Members of the jury, I have received a

3 note from you.  Who is the foreman of the jury?

4             THE FOREPERSON:  I am.

5             THE COURT:  Would you please indicate what portion of

6 Mrs. Grett's testimony you wish to have read.

7     **JURY RETIRES FOR FURTHER DELIBERATIONS**

8             (The jury returned to the courtroom, and

9             the following proceedings were held:)

10            THE COURT:  Ladies and gentlemen of the jury, have you

11 arrived at a verdict?

12            THE FOREPERSON:  We have.

13            THE COURT:  Will the clerk please read the verdict.

14            THE CLERK:  (Reading:)

15                    "We, the jury in the above-entitled matter,

16                    find for the plaintiff, Jane Smith, and assess

17                    her damages in the amount of \$5,000.

18                    "This 17th day of October, 2003.

19                    "Joe Dean, Foreman."  NOTE: Redact name if criminal.

20            THE COURT:  Ladies and gentlemen of the jury, is this

21 your verdict?

22                    (The jurors answered collectively in the

23                    affirmative.)

24     **JURY POLLING - TRANSCRIBED**

25            THE CLERK:  Ladies and gentlemen of the jury, as I call

26 your name, will you answer "yes" if this is your verdict or

27 answer "no" if this is not your verdict.

28    \* \* \* \*

Page 17 of 23    EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 JURY INFORMATION CONT'D

2 JURY EXCUSED - PROCEEDINGS FOLLOWED

3 (The jury was excused and the following

4 proceedings were held:)

5 \* \* \* \*

6 PARENTHETICALS - Begin parentheticals on a new line. Do not

7 leave any blank lines between parenthetical and next line of text.

8 CONFERENCES

9 AT BENCH

10 (The following proceedings were held at the

11 bench:)

12 (Proceedings were held at the bench out

13 of the hearing of the jurors, not reported.)

14 IN CHAMBERS

15 (The following proceedings were held in

16 chambers:)

17 AFTER CONFERENCE (CHAMBERS OR BENCH) IN OPEN COURT

18 (The following proceedings were resumed in open

19 court in the presence of the jury:)

20 (The following proceedings were held in open

21 court out of the presence of the jury:)

22 JURY EXCUSED - OPEN COURT

23 (The following proceedings were held in

24 open court after the jury left the courtroom:)

25 CONFERENCE NOT REPORTED

26 (A conference was held at the bench.

27 It was not reported.)

28 (A conference was held in chambers.

Page 18 of 23

EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1	<u>PARENTHETICALS CONT'D</u>
2	<u>CONFERENCE NOT REPORTED</u>
3	It was not reported.)
4	<u>CONFERENCE REPORTED BUT NOT TRANSCRIBED</u>
5	(A conference was held at the bench. It
6	was reported but not transcribed herein.)
7	(A conference was held in chambers. It
8	was reported but not transcribed herein.)
9	<u>RECESSES AND ADJOURNMENTS</u>
10	<u>RECESS</u>
11	(A recess was taken.)
12	(A recess was taken at 10:15 a.m. until
13	20:30 a.m.)
14	<u>NOON RECESS</u>
15	(At 12:03 p.m. a recess was taken until
16	1:30 p.m.)
17	(Whereupon, the noon recess was taken.)
18	<u>ADJOURNMENT FOR THE DAY</u>
19	(The foregoing proceedings were concluded
20	for the day.)
21	<u>CONCLUSION OF PROCEEDINGS</u>
22	(Proceedings in the above-entitled matter
23	were concluded.)
24	<u>CONCLUSION OF PROCEEDINGS FOR THE DAY-PROCEEDINGS NOT COMPLETED</u>
25	(The foregoing proceedings were concluded
26	for the day.)
27	(Proceedings in the above-entitled matter
28	were concluded for the day.)

Page 19 of 23 EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 **PARENTHETICALS CONT'D**  
2 **EXHIBITS MARKED FOR IDENTIFICATION OR IN EVIDENCE**  
3 (Court's Exhibit No. 12, a handgun,  
4 was marked for identification.)  
5 (Court's Exhibit Numbers 1 through 7  
6 were admitted into evidence.)  
7 **READBACK REQUESTS**  
8 (The requested portion of the record  
9 was read by the reporter.)  
10 (The question and answer were read.)  
11 **INDICATE SPECIFIC PORTION READ IF NOT CLEAR WHAT WAS READ**  
12 THE COURT: Would the reporter please read the  
13 beginning of the question back.  
14 (The reporter read the record as follows:  
15 "Q Isn't it a fact, Miss Harris, that  
16 you have been convicted of burglary on  
17 several -- )  
18 THE COURT: That's fine. You may continue.  
19 **PLAYING VIDEOTAPES AND AUDIOTAPES**  
20 (A portion of the videotape/audiotape,  
21 Exhibit 6 in evidence, was played, not reported.)  
22 (The videotape, Exhibit 6, was played.)  
23 (The playing of the videotape, Exhibit 6,  
24 was concluded.)  
25 **OFF THE RECORD**  
26 (Discussion was held off the record between  
27 defense counsel and the Defendant.)  
28 (Discussion between counsel held off the record.)

Page 20 of 23 EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 PARENTHETICALS CONT'D

2 OFF THE RECORD

3 (Proceedings were held off the record

4 at the direction of the Court.)

5 (Discussion concerning an unrelated matter

6 was held off the record.)

7 (Bail motion discussion was held off the

8 record upon order of the Court.)

9 (Bench conference held off the record at

10 the direction of the Court.)

11 OPENING STATEMENTS

12 (Opening statement by Mr. Sullivan was

13 taken down but not transcribed herein.)

14 PHYSICAL INDICATIONS (NOTE: Use all physical indications sparingly.)

15 WHEN USED IN MIDDLE OF SENTENCE:

16 (demonstrating)

17 (marking)

18 (indicating)

19 (pointing) (Cap and add period

20 (drawing) if used alone.)

21 (illustrating)

22 (handing)

23 EXAMPLES OF PHYSICAL INDICATIONS

24 A The man twisted like so (demonstrating). He could not

25 have seen me.

26 Q Indicate to the jury just where that is on the diagram.

27 A (Marking.)

28 Q You say he traveled the length of the room from here to

Page 21 of 23

EXAMPLE 42



**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**

1 QUOTED MATERIAL

2 QUOTE FROM BRIEF

3 THE COURT: The first question I want to ask is this:

4 In your opening brief on page 1, you state:

5 "On August 14, 2002, plaintiff executed

6 an acknowledgment of receipt of the contract."

7 QUOTE SPLIT BY INTERPOLATION

8 MR. SULLIVAN: (Reading:)

9 "Energy absorption is a very generalized

10 term" -- and then continues -- "and I don't

11 understand how you want me to relate the very

12 general term to a specific phenomenon."

13 QUOTE WITH PORTIONS DELETED BY SPEAKER

14 The ellipses (three dots) shows deletion of a portion of the

15 quoted material. The period and ellipses (four dots) show

16 deletion at the end of the quoted sentence.

17 "The governing board of a school district

18 shall prescribe written rules and regula-

19 tions ... which shall be printed ...."

20 QUOTE - INCOMPLETE

21 THE COURT: What about 13549, which says:

22 "The governing board of a school district

23 shall prescribe written rules and regulations

24 covering the personnel management of the

25 classified service, which shall be printed

26 and made available ... "

27 and so on and so forth.

28

Page 23 of 23

EXAMPLE 42

**EXHIBIT A4: SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO  
COURT REPORTERS MANUAL - CONDENSED VERSION**