

Court Reporter Guide to Filing a Transcript of Deposition or 2004 Exam

Revised: May 14, 2013

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All court reporters must **electronically file transcripts together with any exhibits** of a 2004 examination or a deposition. Transcript pages must be one to one, not four to one.

CONVERTING DOCUMENT TO PDF.

The **transcript and any exhibits** must be converted to a PDF document prior to filing electronically in CM/ECF. Make sure to include the /s/signature of the court reporter. If you have saved it in Word or WordPerfect, use the following instructions.

Open the transcript you have prepared in Word or WordPerfect

Click on File

Print

Change your Printer Name to: Adobe PDF

Click on Print

Navigate to the folder where you will be saving your PDF documents, example:

Save in: C:\My Documents\ECF Images*(your name)*

File name: *(name your document)*

Click on Save

ELECTRONIC FILING.

www.sdb.uscourts.gov

Click on CM/ECF

Click on Live Database

Login:

Password:

Click on Utilities

Click on File a Transcript

Enter the bankruptcy case number or the adversary proceeding number. If in question, please call the Clerk's office in Pierre or Sioux Falls.

Click Next

Click on Transcript (For Depositions and 2004 Exams Only)

Click Next

Click Browse to navigate to the drive, folder, or file where you have named and saved your PDF document (**the transcript and any exhibits**).

To make certain you are selecting the correct PDF document, while the name of the file is highlighted, right click with your mouse and select Open.

After you have viewed and verified the document you are about to file, close or minimize the Adobe application. While the name of the PDF document is still highlighted, double click or click Open in the File Upload box.

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The Filename field now contains the name of the PDF of the transcript being filed.

Date filed 5/14/2013

Filename
N:\CM-ECF Images\TRAIN - Forms\Trans

Attachments to Document: No Yes

If there are exhibits to this transcript, click Yes to Attachments to Document, and click Next.

Attach the PDF image of any exhibit to this transcript in three steps: (1) Select one or more attachments; (2) pick "Exhibit" from the Category drop down box; and (3) Add to List. Repeat for each exhibit.

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

2) Fill in the fields below.

Category *and/or* **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

Click Next.

Enter the type "Deposition" or "2004 Examination"

Enter the name of the deponent

Enter the date (mm/dd/yyyy) of the deposition or 2004 examination

Next

Next

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Final docket text screen displays (example):

Transcript of the Deposition of Joseph L. Smith held on 02/09/2013 filed. The transcript is not available electronically. **(Attachment: #(1) Exhibit)** (pbeck, Court Reporter)
(Entered: 03/12/2013)

Next

The Notice of Electronic Filing displays providing the filing information such as the bankruptcy case number and/or the adversary proceeding number, and the document number assigned to the transcript.