

**Court Reporter Guide to Filing a Deposition or 2004 Examination Transcript**  
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**October 28, 2019**

The transcript of a deposition or a 2004 examination must be filed electronically by the court reporter.

**REQUIREMENTS.**

- Transcript pages must be one to one (i.e., not four pages condensed to one page);
- The transcript must contain the original signature or /s/ signature of the court reporter.

**CONVERTING DOCUMENT TO PDF.**

The transcript and any exhibits must be converted to a PDF document prior to filing electronically in CM/ECF. Use the following instructions to convert a transcript saved in Word or WordPerfect to PDF format.

Open the transcript you have prepared in Word or WordPerfect.

Click on File.

Click on Print.

Change your printer destination name to Adobe PDF.

Click on Print.

Navigate to the folder where you will be saving your PDF documents.

File name: name your document.

Click on Save.

**ELECTRONIC FILING.**

Go to the Court's website [www.sdb.uscourts.gov](http://www.sdb.uscourts.gov).

Click on E-Filing (CM/ECF).

Click on the District of South Dakota - Document Filing System link.

You will be redirected to PACER to enter your Username and Password.

Select Login.

Click on Utilities.

Click on File a Transcript.

Enter the bankruptcy case number or the adversary proceeding number. If you are unsure which number to enter, please call the Clerk's office in Sioux Falls at (605) 357-2400 or in Pierre at (605) 945-4460.

Click on Next.

Click on the event "Transcript (Depositions and 2004 Exams Only)."

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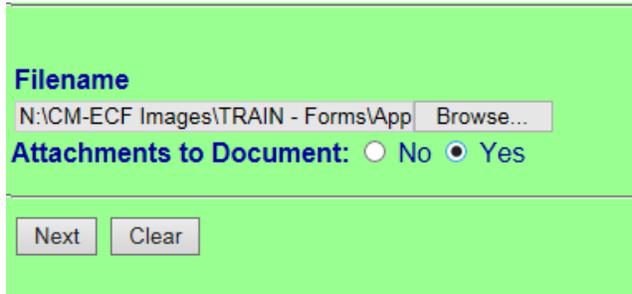
Click on Next.

Click Browse to navigate to the folder where you have saved the transcript and any exhibits in PDF format.

On the "Choose File to Upload" screen, select the file name of the transcript in PDF format and click on Open.

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

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



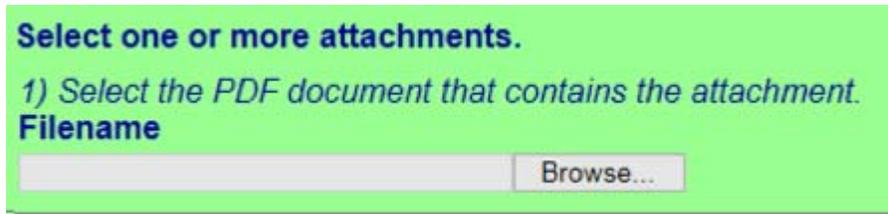
**Filename**  
N:\ICM-ECF Images\TRAIN - Forms\App Browse...

**Attachments to Document:**  No  Yes

Next Clear

Attach the PDF image of any exhibit to this transcript in three steps:

1. Browse and find the PDF document of the exhibit.



**Select one or more attachments.**

*1) Select the PDF document that contains the attachment.*

**Filename**  
Browse...

2. Select "Exhibit" from the dropdown list under Category.



*2) Fill in the fields below.*

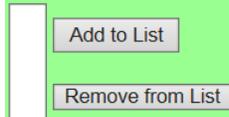
**Category** and/or **Description**

Category Description

3. Select Add to List.

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*3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.*



The screenshot shows a white vertical list box on the left. To its right are two buttons: 'Add to List' on top and 'Remove from List' on the bottom. The background is a light green color.

Repeat the three steps for each exhibit PDF you wish to attach.

When all of the exhibits have been attached, click on Next.

Enter the transcript type "Deposition" or "2004 Examination."

Enter the Name of Deponent.

Enter the date (MM/DD/YY) the deposition or the 2004 examination was taken.

Click on Next.

Click on Next again.

The final docket text screen displays (example):

Transcript of the Deposition of Joseph L. Smith held on 02/09/2018 filed. The transcript is not available electronically. (Attachment: #(1) Exhibit) (Court Reporter) (Entered: 03/12/2018)

Click on Next.

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