

[Forms](#)[Court Directory](#)[Opinions](#)[Rules](#)[Courts](#)[Programs & Organi](#)[Courts Home](#) > [Court Rules](#)

Rules of Appellate Procedure

RAP 9.2

VERBATIM REPORT OF PROCEEDINGS

(a) Transcription and Statement of Arrangements. If the party seeking review intends of proceedings, the party should arrange for transcription of and payment for an original report of proceedings within 30 days after the notice of appeal was filed or discretionary party seeking review must file with the appellate court and serve on all parties of record reporters or authorized transcriptionists a statement that arrangements have been made for report and file proof of service with the appellate court. The statement must be filed with the appeal was filed or discretionary review was granted. The party must indicate the date proceedings was ordered, the financial arrangements which have been made for payment of the cost of each court reporter or authorized transcriptionist preparing a verbatim report of proceedings and the trial court judge. If the party seeking review does not intend to provide a verbatim statement to that effect should be filed in lieu of a statement of arrangements within 30 days after the appeal was filed or discretionary review was granted and served on all parties of record.

(b) Content. A party should arrange for the transcription of all those portions of the proceedings necessary to present the issues raised on review. A verbatim report of proceedings expense should not include the voir dire examination or opening statements unless the party believes those sections are relevant to the appeal or they are requested by the client for additional grounds. If the party seeking review intends to urge that a verdict or finding of the evidence, the party should include in the record all evidence relevant to the dispute. If the party seeking review intends to urge that the court erred in giving or failing to give an instruction, the party should include in the record all of the instructions given, the relevant instructions proposed, the objections to the instructions given, and the court's ruling on the objections. Unless the party's bill will not be filed under RAP 14.2, the party claiming indigency on appeal should include in the record all portions of the trial court proceedings relating to all trial court decisions on indigency and trial court decisions on the offender's current or likely future ability to pay discretionary obligations.

(c) Notice of Partial Report of Proceedings and Issues. If a party seeking review requests the verbatim report of proceedings, the party should include in the statement of arrangements the issues the party intends to present on review. Any other party who wishes to add to the verbatim proceedings should do so within 10 days after service of the statement of arrangements is filed and the court reporter or authorized transcriptionist a supplemental statement of arrangements for additional parts of the verbatim report of proceedings and file proof of service with the party seeking review. If the party seeking review refuses to provide the additional parts of the verbatim report of proceedings, the additional parts may be provided at the party's own expense or the party seeking review may apply to the trial court for an order requiring the party seeking review to pay for the additional parts of the verbatim report of proceedings.

(d) Payment of Expenses. If a party fails to make arrangements for payment of the cost of

of proceedings at the time the verbatim report of proceedings is ordered, the party may be provided in rule 18.9.

(e) Title Page and Table of Contents. The court reporter or other authorized transcriber beginning of each volume of the verbatim report of proceedings a title page and a table of contents.

(1) The title page should include the following:

(A) Case name,

(B) Trial court and appellate cause numbers,

(C) Date(s) of hearings,

(D) Trial court judge(s),

(E) Names of attorneys at trial,

(F) Name, business address and telephone number of each court reporter or transcriber.

(2) The table of contents shall follow the title page and shall indicate, under the headings, the pages where the following appear:

(A) Proceedings. The beginning of each proceeding and the nature of that proceeding.

(B) Testimony. The testimony of each witness, the page where it begins, and the page where it ends, i.e., direct, cross, re-direct, re-cross, and the page where the plaintiff rests and the defendant rests.

(C) Exhibits. The admission into evidence of exhibits and depositions;

(D) Argument. The pages where opening statements occur, except as otherwise provided, for verbatim reports of proceedings provided at public expense, and the pages where closing arguments occur.

(E) Instructions. All instructions proposed and given. Any other events shall be indicated by a suitable heading which would help the reviewing court locate separate parts of the verbatim report.

(F) Multiple Days. If a volume includes hearings from more than one day, the table of contents shall show the pages for each day.

(f) Form.

(1) Generally. The verbatim report of proceedings shall be on 8 1/2- by 11-inch lined paper with 1 3/8 inches from the left and 5/8 inches from the right side of each page. Indent margin should be: 1 space for "Q" and "A"; 5 spaces for the body of the testimony; 8 spaces for a paragraph; and 10 spaces for quoted authority. Typing should be double spaced except that quotations should be single spaced. The page should have 25 lines of type. Type must be pica type or more than 10 characters an inch.

(A) Witnesses Designated/Examination. Indicate at the top or bottom of each page the name of each witness and whether the examination is on direct, cross, re-direct, re-cross, or rebuttal.

(B) Jury In/Out. Indicate when the jury is present, when the jury leaves, and when the jury is deliberating.

(C) Bench/Side Bar Conferences. Designate whether a bench/side bar conference is recorded.

(D) Chamber Conferences. If the conference is recorded, note the presence of participants in chamber conferences.

(E) Speaker/Event Identification. Identify speakers and events that occur in capital letters centered on the appropriate line. For example: recess/court reconvene examination, re-direct examination, re-cross examination, plaintiff rests; defendant's examination, re-direct examination, re-cross examination, defense rests; instructions: for plaintiff, for defense, and rebuttal.

(2) Volume and Pages.

(A) Pages in each volume of the verbatim report of proceedings shall be numbered and arranged in chronologic order by date of hearing(s) requested in the statement of arrangements.

(B) Each volume of the verbatim report of proceedings shall include no more than 250 pages. The first volume should start with page 1 and continue to 250, as needed, regardless of the number of pages. In the second volume of the verbatim report of proceedings, page numbers should start with the next page number in sequence where the previous volume ended. Each volume should be either bound or fastened securely.

(3) Copies. The verbatim report of proceedings should be legible, clean and reproducible.

References

Form 15, Statement of Arrangements; Title 6, Acceptance of Review.

[Adopted effective July 1, 1976; amended effective July 2, 1976; September 1, 1985; September 1, 1993; September 1, 1994; September 1, 1998; December 24, 2002; September 1, 2017; September 1, 2018.]

[Click here](#) to view in a PDF.

RECORDS

Case Records
Caseload Reports
Court Dates
Judicial Information System (JIS)
JIS LINK
Odyssey Portal
Records Requests

RESOURCES

Civic Learning
Court News
Court Program Accessibility
Jury Duty
Procurement Opportunities
Resources, Publications, and Reports
Self Help
State Law Library

QUICK LINKS

Court Closures
Court Forms
Court Opinions
Court Rules
Domestic Violence Forms
Emergency Procedures
eService Center
Pattern Jury Instructions

TRANSLATIONS

中文形式/Chinese
한국어서류/Korean
Русский/Russian
Español/Spanish
Tiếng Việt/Vietnamese

[Whistleblower Policy](#)



[Privacy and Disclaimer Notices](#) [Sitemap](#)

© Copyright 2018. Washington State Administrative Office of the Courts.



S3