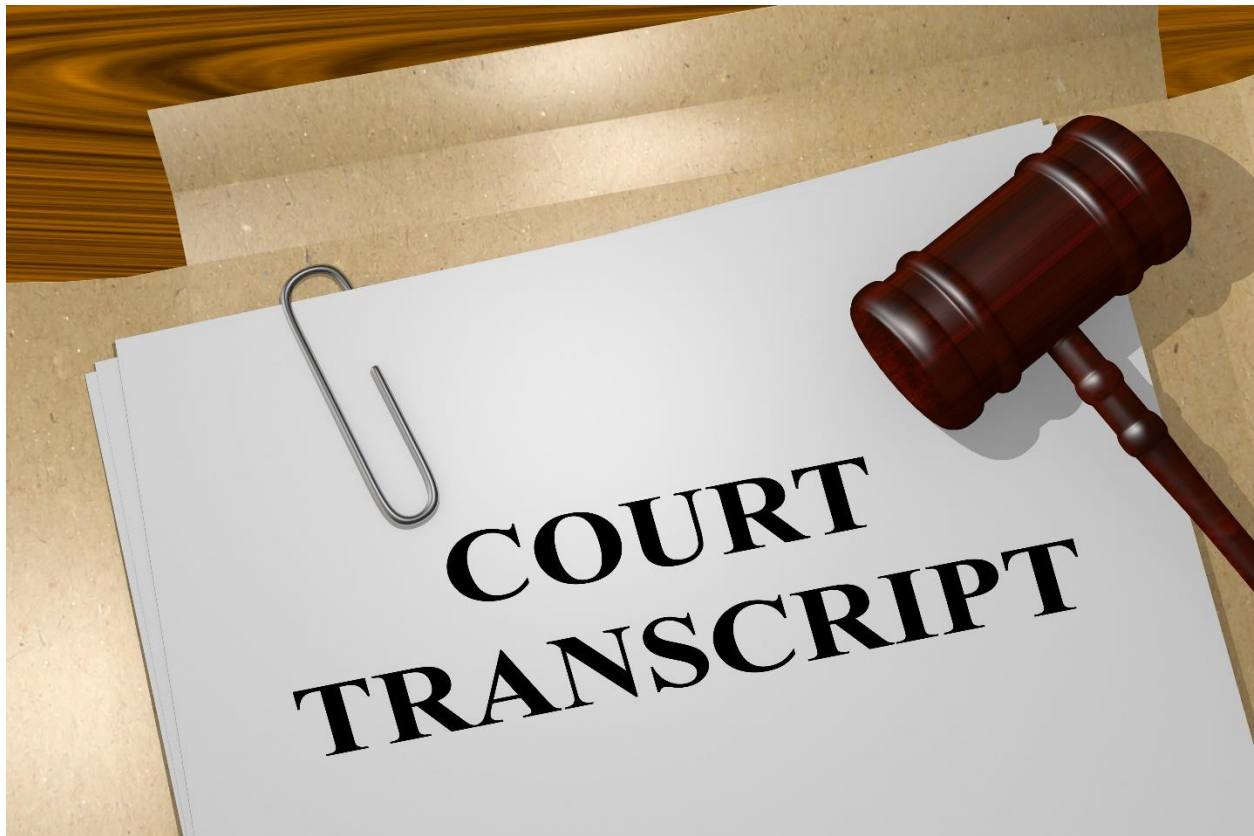


MANDATORY STANDARDS FOR TRANSCRIPT PRODUCTION



**COURT REPORTING SERVICES
EMPLOYEES OF ILLINOIS**

July 1, 2024

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FORMBOOK CONTACT INFORMATION

We are committed to keeping this formbook updated on a yearly basis.

We welcome your input as fellow Court Reporting Services Employees of the State of Illinois. This is "OUR" formbook.

Questions, concerns, future suggestions or comments can be directed to any of the following Court Reporting Services Employees:

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FORMAT

Pursuant to page 20 of the Administrative Regulations for Court Reporting Services in the Illinois Courts dated July 1, 2023, the format of transcripts shall meet the following minimum standards:

(1) Type size shall not be less than nine characters per inch and consistent with local requirement, if any.

(2) A page shall be 8½ x 11 inches and contain a minimum of 24 lines of type.

(3) Lines shall be double spaced, pre-numbered on the left-hand margin.

(4) The left margin shall be 1½ inch and the right margin shall be ¾ inch from the edge of the paper to the text (**NOT the text box**). Unnecessary indentations and blank spaces shall be avoided.

(5) There should be no more than five spaces before Q or A, and no more than 10 spaces before a new paragraph.

An index page on a transcript shall only be required if there are witnesses or exhibits within the transcript.

When provided in a printed format, transcripts shall follow the following guidelines. If the entire transcript will not exceed 250 pages, it may be bound as one volume. If the transcript exceeds 250 pages, it shall be bound into two or more volumes of approximately equal size, not exceeding 250 pages each. Each volume will have a sturdy front and rear cover. The front cover shall contain the title and number of the case, the name of the judge who entered the order being appealed from, if any, the name and title of the CRS employee(s) who prepared the transcript, license or restricted license number(s), if applicable, and a notation indicating the volume number and pages contained therein (e.g. "Volume 1 of 2 volumes, page 1 through 250; "Volume 2 of 2 volumes, pages 251 through 500").

1 Transcripts may be bound on the left margin or on top
2 depending on local customs. The covers and binding
3 material may vary depending upon local customs.
4 Transcripts being sent to the Department of Corrections
5 are exempt from front and rear cover requirements unless
6 it may be accomplished without metal components.

7 At the request of any party, a standard page in
8 compliance with these format regulations may be reduced to
9 a condensed format. The employee shall be entitled to the
10 per page rate for each standard page, regardless of the
11 number of pages that are condensed on a single page.

12 Upon the written request of any party, a CRS employee
13 may also provide a keyword index; except when billed to
14 the state or the county, the employee may charge up to the
15 allowed page rate for the index. All efforts should be
16 made to eliminate common words to keep the fees reasonable
17 for this service.

18 All orders for condensed versions or keyword indexes
19 should be in writing and acknowledged by the CRS employee
20 upon receipt.

21 All transcripts which will be provided to the Clerk
22 of the Circuit Court must be in electronic format and/or
23 printed on white or lightly colored paper. Security
24 paper, or any other paper which would prevent legible
reproduction, is prohibited. Likewise, any electronic
transcript file submitted to the Clerk of the Circuit
Court for the purpose of appeal shall not be
password-protected in any manner.

TRANSCRIPTS IN ELECTRONIC FORMAT

1
2 Transcripts in Electronic File Format (e-filing)
3 pursuant to the Illinois Supreme Court's mandatory
4 electronic filing (e-filing) initiative, effective July 1,
5 2017, CRS employees must be able to transmit an electronic
6 copy of the report of proceedings to the Clerk of the
7 Circuit Court for the purpose of appeals in PDF format. A
8 party or attorney may also request, for his or her own
9 use, a transcript in electronic file format. A
10 certification page with an embedded digital or electronic
11 signature may be provided in lieu of an original
12 signature.

13
14 The amount charged by the employee for a transcript
15 of court proceedings shall conform to the page rate as
16 directed by the Uniform Schedule of Charges for
17 Transcripts.
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ADDITIONAL MANDATORY REQUIREMENTS

1
2 Text Box - In order to maintain a professional
3 appearance for the transcript, it is required that a text
4 box be used on each page.

5 Page Numbering - Page numbers should be included on
6 all pages, starting with page 1 on title page, outside of
7 box and upper right-hand corner.

8 Proceeding Type - Under case number and bolded (See
9 Case Types).

10 Excerpt Language - Indicate, EXCERPT OF REPORT OF
11 PROCEEDINGS on title page and certificate page when only
12 partial proceedings are transcribed.

13 Timestamps - No timestamps.

14 Index Page - Shall ONLY be included if there are
15 witnesses or exhibits within the transcript.

16 Caption - Use complete caption as filed, do NOT use,
17 et al.

18 Consecutive days - Use consecutive page numbering, if
19 possible, when transcribing consecutive days of a trial.

20 No Footers - Reporter/Transcriber identifying
21 information on title and certificate pages only.
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SUGGESTED CAPTIONS FOR TYPES OF PROCEEDINGS

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402 CONFERENCE
ADJUDICATORY HEARING
APPEARANCE
ARRAIGNMENT
BENCH TRIAL
CASE MANAGEMENT CONFERENCE
CHANGE OF PLEA
CONTINUANCE
DETAINMENT
DETENTION HEARING
DISPOSITIONAL HEARING
GRAND JURY
HEARING
JURY TRIAL
MOTION HEARING
PERMANENCY REVIEW
PLEA
POST-CONVICTION PETITION/HEARING
PRELIMINARY HEARING
PRETRIAL CONFERENCE
PROVE-UP HEARING
DIVORCE PROVEUP

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SENTENCING HEARING
SHELTER CARE HEARING
STATUS
TERMINATION OF PARENTAL RIGHTS

1 IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
2 WINNEBAGO COUNTY, ILLINOIS

3 THE PEOPLE OF THE)
4 STATE OF ILLINOIS,)
5)
6 Plaintiff,)
7 vs.) NO. 24 CF 0000
8)
9 JOHN DOE,)
10)
11 Defendant.) **[TYPE OF HEARING]**

12
13 REPORT OF PROCEEDINGS of the [hearing/trial] before
14 the Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
15 **[DAY], [YEAR].**

16 APPEARANCES:

17 ATTORNEY WAYNE MORRIS,
18 Assistant State's Attorney,
19 for the People of the State of Illinois;

20 ATTORNEY ERIC J. DIRNBECK,
21 for the Defendant.

22 - OR -

23 JOHN DOE,
24 Pro se.

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Janice Doe, CSR, RPR
Official Court Reporter
IL License No. 084-000000

1 IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
2 WINNEBAGO COUNTY, ILLINOIS

3 THE PEOPLE OF THE)
4 STATE OF ILLINOIS,)
5 Plaintiff,)
6 vs.) NO. 24 CF 0000
7 JOHN DOE,)
8 Defendant.) **[TYPE OF HEARING]**

9 REPORT OF PROCEEDINGS of the [hearing/trial] before
10 the Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
11 **[DAY], [YEAR].**

12
13 APPEARANCES:

14 ATTORNEY WAYNE MORRIS,
15 Assistant State's Attorney,
16 for the People of the State of Illinois;

17 ATTORNEY ERIC J. DIRNBECK,
18 for the Defendant.

19 - OR -

20 JOHN DOE,
21 Pro se.

22 RECORDING TRANSCRIBED BY:
23 Janice Doe
24 Court Specialist/Official Court Reporter

1 IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
2 WINNEBAGO COUNTY, ILLINOIS

3 THE PEOPLE OF THE)
4 STATE OF ILLINOIS,)
5)
6 Plaintiff,)
7)
8 vs.) NO. 24 CF 0000
9)
10 JOHN DOE,)
11)
12 Defendant.) **[TYPE OF HEARING]**

13 REPORT OF PROCEEDINGS of the [hearing/trial] before
14 the Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
15 **[DAY], [YEAR].**

16 APPEARANCES:

17 ATTORNEY WAYNE MORRIS,
18 Assistant State's Attorney,
19 for the People of the State of Illinois, and

20 **MR. JOHN Q. STUDENT,**
21 **Pursuant to Supreme Court Rule 711,**
22 **for the People of the State of Illinois;**

23 ATTORNEY ERIC J. DIRNBECK,
24 for the Defendant.

- OR -

JOHN DOE,
Pro se.

Janice Doe, CSR, RPR
Official Court Reporter
IL License No. 084-000000

1 IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
2 WINNEBAGO COUNTY, ILLINOIS

3 THE PEOPLE OF THE)
4 STATE OF ILLINOIS,)
5)
6 Plaintiff,)
7)
8 vs.) NO. 24 CF 0000
9)
10 JOHN DOE,)
11)
12 Defendant.) [TYPE OF HEARING]

13 REPORT OF PROCEEDINGS of the [hearing/trial] before
14 the Honorable JUDGE [NAME-ALL CAPS], commencing on [MONTH]
15 [DAY], [YEAR].

16 APPEARANCES:

17 ATTORNEY WAYNE MORRIS,
18 Assistant State's Attorney,
19 for the People of the State of Illinois, and

20 **MR. JOHN Q. STUDENT,**
21 **Pursuant to Supreme Court Rule 711,**
22 **for the People of the State of Illinois;**

23 ATTORNEY ERIC J. DIRNBECK,
24 for the Defendant.

- OR -

JOHN DOE,
Pro se.

RECORDING TRANSCRIBED BY:
Janice Doe
Court Specialist/Official Court Reporter

1 IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
2 OGLE COUNTY, ILLINOIS

3 CAROLYN DAY and REX DAY,)
4)
5) Petitioners,)
6)
7) vs.) NO. [CASE NO.]
8)
9) FRANKLIN HOSPITAL, DISTRICT,)
10) d/b/a FRANKLIN HOSPITAL,)
11) Respondent.) [TYPE OF HEARING]

12
13 REPORT OF PROCEEDINGS of the [hearing/trial] before
14 the Honorable JUDGE [NAME-ALL CAPS], commencing on [MONTH]
15 [DAY], [YEAR].

16 APPEARANCES:

17 ATTORNEY R. COURTNEY HUGHES,
18 for the Petitioner(s);

19 - AND/OR -

20 CAROLYN DAY,
21 Pro se;

22 ATTORNEY KEVIN M. MILLER and
23 ATTORNEY ADAM P. CHADDOCK,
24 for the Respondent.

Janice Doe, CSR, RPR
Official Court Reporter
IL License No. 084-000000

1 IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
2 OGLE COUNTY, ILLINOIS

3 CAROLYN DAY and REX DAY,)
4)
5 Petitioners,)
6)
7 vs.) NO. [CASE NO.]
8)
9 FRANKLIN HOSPITAL DISTRICT,)
10 d/b/a FRANKLIN HOSPITAL,)
11)
12 Respondent.) **[TYPE OF HEARING]**

13 REPORT OF PROCEEDINGS of the [hearing/trial] before
14 the Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
15 **[DAY]**, **[YEAR]**.

16 APPEARANCES:

17 ATTORNEY R. COURTNEY HUGHES,
18 for the Petitioner(s);

19 - **AND/OR** -

20 CAROLYN DAY,
21 Pro se;

22 ATTORNEY KEVIN M. MILLER and
23 ATTORNEY ADAM P. CHADDOCK,
24 for the Respondent.

RECORDING TRANSCRIBED BY:

Janice Doe
Court Specialist/Official Court Reporter

1 IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT
2 DUPAGE COUNTY, ILLINOIS

3 IN THE INTEREST OF:)
4 ANGELA DOE,) NO. 24 JA 0000
5 a Minor.) [TYPE OF HEARING]

7 REPORT OF PROCEEDINGS of the hearing before the
8 Honorable JUDGE [NAME-ALL CAPS], commencing on [MONTH]
9 [DAY], [YEAR].

11 APPEARANCES:

12 ATTORNEY WAYNE MORRIS,
13 DuPage County Assistant State's Attorney,
14 for the State of Illinois;

15 ATTORNEY ERIC J. DIRNBECK,
16 Guardian ad Litem,
17 for the Minor;

18 ATTORNEY GREGORY ANDERSON,
19 for the Mother;

20 ATTORNEY JANET ROE,
21 for the Department of Children and
22 Family Services.

23 Janice Doe, CSR, RPR
24 Official Court Reporter
IL License No. 084-000000

1 IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
2 WINNEBAGO COUNTY, ILLINOIS

3 THE PEOPLE OF THE)
4 STATE OF ILLINOIS,)
5)
6 Plaintiff,)
7)
8 vs.) NO. 24 JD 0000
9)
10 JOHN DOE,)
11)
12 Defendant.) **[TYPE OF HEARING]**

13 REPORT OF PROCEEDINGS of the hearing before the
14 Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
15 **[DAY]**, **[YEAR]**.

16 APPEARANCES:

17 ATTORNEY WAYNE MORRIS,
18 Assistant State's Attorney,
19 for the People of the State of Illinois;
20 ATTORNEY ERIC J. DIRNBECK,
21 for the Minor.

22
23 Janice Doe, CSR, RPR
24 Official Court Reporter
IL License No. 084-000000

1 IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
2 WINNEBAGO COUNTY, ILLINOIS

3 THE PEOPLE OF THE)
4 STATE OF ILLINOIS,)
5)
6 Plaintiff,)
7)
8 vs.) NO. 24 JD 0000
9)
10 JOHN DOE,)
11)
12 Defendant.) [TYPE OF HEARING]

13 REPORT OF PROCEEDINGS of the hearing before the
14 Honorable JUDGE [NAME-ALL CAPS], commencing on [MONTH]
15 [DAY], [YEAR].

16 APPEARANCES:

17 ATTORNEY WAYNE MORRIS,
18 Assistant State's Attorney,
19 for the People of the State of Illinois;
20 ATTORNEY ERIC J. DIRNBECK,
21 for the Minor.

22 RECORDING TRANSCRIBED BY:
23 Janice Doe
24 Court Specialist/Official Court Reporter

1 IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
2 COLES COUNTY, ILLINOIS

3 IN RE THE MARRIAGE OF:)
4 JOHN DOE,)
5 Petitioner,)
6 vs.) NO. 24 D 0000
7 MARY DOE,)
8 Respondent.) **[TYPE OF HEARING]**

9
10 REPORT OF PROCEEDINGS of the hearing before the
11 Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
12 **[DAY], [YEAR]**.

13
14 APPEARANCES:

15 ATTORNEY R. COURTNEY HUGHES,
16 for the Petitioner;

17 - OR -

18 MARY DOE,
19 Pro se;

20 ATTORNEY KEVIN M. MILLER,
21 for the Respondent.

22
23 Janet Smith, CSR, RPR
24 Official Court Reporter
IL License No. 084-000000

1 IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
2 COLES COUNTY, ILLINOIS

3 IN RE THE MARRIAGE OF:)
4 JOHN DOE,)
5)
6) Petitioner,)
7)
8) vs.) NO. 24 D 0000
9)
10) MARY DOE,)
11)
12) Respondent.) **[TYPE OF HEARING]**

13
14 REPORT OF PROCEEDINGS of the hearing before the
15 Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
16 **[DAY], [YEAR].**

17 APPEARANCES:

18 ATTORNEY R. COURTNEY HUGHES,

19 for the Petitioner;

20 - OR -

21 MARY DOE,

22 Pro se;

23 ATTORNEY KEVIN M. MILLER,

24 for the Respondent.

RECORDING TRANSCRIBED BY:

Janet Smith
Court Specialist/Official Court Reporter

1 IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
2 COLES COUNTY, ILLINOIS

3 IN RE THE MARRIAGE OF:)
4 JOHN DOE,)
5)
6) Petitioner,)
7)
8 vs.) NO. 24 D 0000
9)
10) MARY DOE,)
11)
12) Respondent.) **IN CAMERA INTERVIEW**

13
14 TRANSCRIPT OF IN CAMERA INTERVIEW before the
15 Honorable JUDGE [NAME-ALL CAPS], commencing on [MONTH]
16 [DAY], [YEAR].

17 APPEARANCES:

18 ATTORNEY R. COURTNEY HUGHES,

19 for the Petitioner;

20 - OR -

21 MARY DOE,

22 Pro se;

23 ATTORNEY KEVIN M. MILLER,

24 for the Respondent.

Janet Smith, CSR, RPR
Official Court Reporter
IL License No. 084-000000

1 (The following proceedings were held in
2 chambers/a closed courtroom, outside the
3 presence of the parties.)

4 (Excerpt begins.)

5 WITNESS,
6 called to be interviewed by the Court, was examined and
7 interviewed as follows:

8 EXAMINATION

9 BY THE COURT:

10 Q.

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1 (The following proceedings were held in
2 chambers/a closed courtroom, outside the
3 presence of the parties.)

4 (Excerpt begins.)

5 WITNESS,
6 called to be interviewed by the Court, was examined and
7 interviewed as follows:

8 EXAMINATION

9 BY THE COURT:

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BEFORE THE GRAND JURY
WINNEBAGO COUNTY, ILLINOIS

THE PEOPLE OF THE)	
STATE OF ILLINOIS,)	
)	
Plaintiff,)	
)	
vs.)	NO. [GENERAL NO.]
)	
JOHN DOE,)	
)	
Defendant.)	GRAND JURY

TESTIMONY OF [WITNESS NAME] taken before the Grand
Jury of Winnebago County, commencing on **[MONTH] [DAY],**
[YEAR].

APPEARANCES:

ATTORNEY WAYNE MORRIS,
Assistant State's Attorney,
for the People of the State of Illinois.

Janice Doe, CSR, RPR
Official Court Reporter
IL License No. 084-000000

1 IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
2 WINNEBAGO COUNTY, ILLINOIS

3 ANGELIKA JONES,)
)
4 Petitioner,)
)
5 vs.) NO. 24 OP 01
)
6 JEFFREY JONES,)
)
7 Respondent.)

8 JEFFREY JONES,)
)
9 Petitioner,)
)
10 vs.) NO. 24 OP 02
)
11 ANGELIKA JONES,)
)
12 Respondent.) **[TYPE OF HEARING]**

13
14 REPORT OF PROCEEDINGS of the [hearing/trial] before
15 the Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
16 **[DAY], [YEAR]**.

17 APPEARANCES:

18 ATTORNEY JOHN THOMAS,
19 for the Petitioner/Respondent;
20 ATTORNEY CYNTHIA CRIPE,
21 for the Respondent/Petitioner.
22

23 Janice Doe, CSR, RPR
24 Official Court Reporter
IL License No. 084-000000

1 IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
2 WINNEBAGO COUNTY, ILLINOIS

3 ANGELIKA JONES,)
4)
5) Petitioner,)
6)
7) vs.) NO. 24 OP 01
8)
9) JEFFREY JONES,)
10)
11) Respondent.)

12 JEFFREY JONES,)
13)
14) Petitioner,)
15)
16) vs.) NO. 24 OP 02
17)
18) ANGELIKA JONES,)
19)
20) Respondent.) **[TYPE OF HEARING]**

21 REPORT OF PROCEEDINGS of the [hearing/trial] before
22 the Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
23 **[DAY], [YEAR]**.

24 APPEARANCES:

ATTORNEY JOHN THOMAS,
for the Petitioner/Respondent;
ATTORNEY CYNTHIA CRIPE,
for the Respondent/Petitioner.

RECORDING TRANSCRIBED BY:

Janice Doe
Court Specialist/Official Court Reporter

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IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT
UNION COUNTY, ILLINOIS

IN THE MATTER OF:)
)
ANGELA DOE,) NO. 24 MH 0000
)
Respondent.) **[TYPE OF HEARING]**

REPORT OF PROCEEDINGS of the hearing before the
Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
[DAY], [YEAR].

APPEARANCES:
ATTORNEY DORIS SMITH,
for the Respondent.

Janice Doe, CSR, RPR
Official Court Reporter
IL License No. 084-000000

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IN THE CIRCUIT COURT OF THE FIRST JUDICIAL CIRCUIT
UNION COUNTY, ILLINOIS

IN THE MATTER OF:)
)
ANGELA DOE,) NO. 24 MH 0000
)
Respondent.) **[TYPE OF HEARING]**

REPORT OF PROCEEDINGS of the hearing before the
Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
[DAY], **[YEAR]**.

APPEARANCES:
ATTORNEY DORIS SMITH,
for the Respondent.

RECORDING TRANSCRIBED BY:
Janice Doe
Court Specialist/Official Court Reporter

**** UNCERTIFIED ROUGH DRAFT ****

IMPORTANT NOTICE

*** PLEASE READ BEFORE USING REALTIME ROUGH DRAFT ***

**AGREEMENT OF PARTIES
WORKING WITH REALTIME ROUGH DRAFTS**

We, the parties working with realtime and rough draft transcripts, understand that if we choose to use the realtime rough drafts screen, or the printout, that we are doing so with the understanding the rough draft is an uncertified copy.

We further agree not to share, give, copy, scan, fax, or in any way distribute this realtime rough draft in any form (written or any other type of digital media) to any party. However, our own experts, co-counsel, and staff may have limited internal use of same with the understanding that we agree to destroy our realtime rough draft and/or any other type of digital media form, if any, and replace it with the final transcript upon its completion.

CASE: Plaintiff vs. Defendant

WITNESS:

DATE:

REPORTER'S NOTE:

Since this proceeding is in realtime and is in rough draft form, please be aware that there may be a discrepancy regarding page and line number when comparing the realtime screen, the rough draft, rough draft file, and the final transcript.

Also please be aware that the realtime screen and the uncertified rough draft transcript may contain untranslated steno, reporter's notes to self, misspelled proper names, incorrect or missing Q/A symbols or punctuation, and/or nonsensical English word combinations. All such entries will be corrected on the final certified transcript.

(A copy of Agreement page should be given to ordering parties along with the uncertified rough draft.)

Janice Doe, CSR, RPR
Official Court Reporter
IL License No. 084-000000

1 IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
2 WINNEBAGO COUNTY, ILLINOIS

3	THE PEOPLE OF THE)	
	STATE OF ILLINOIS,)	
4)	
	Plaintiff,)	
5)	
	vs.)	NO. 24 CF 0000
6)	
	JOHN DOE,)	
7)	
	Defendant.)	[TYPE OF HEARING]

9 REPORT OF PROCEEDINGS of the [hearing/trial] before
10 the Honorable JUDGE [NAME-ALL CAPS], commencing on **[MONTH]**
11 **[DAY]**, **[YEAR]**.

13 APPEARANCES:

14 ATTORNEY WAYNE MORRIS,
15 Assistant State's Attorney,
16 for the People of the State of Illinois;

17 ATTORNEY ERIC J. DIRNBECK,
18 for the Defendant.

19 - OR -

20 JOHN DOE,
21 Pro se.

22
23 Janice Doe, CSR, RPR
24 Official Court Reporter
IL License No. 084-00000

Case Category Descriptions

Family & Juvenile:

Category Code	Category Title	Category Description
DC	Dissolution with Children	Dissolution of marriage or civil union, declaration of invalidity (annulment), petitions for legal separation, or separate maintenance as defined in 750 ILCS 5/303 when at the time of filing there are minor children
DN	Dissolution without Children	Dissolution of marriage or civil union, declaration of invalidity (annulment), petition for legal separation, or separate maintenance as defined in 750 ILCS 5/303 when at the time of filing there are no minor children
JD	Juvenile Delinquent	Addicted minors as defined by the Substance Use Disorder Act (20 ILCS 301/1-1 et seq.) in the Juvenile Court Act of 1987 (705 ILCS 405/4-1 et seq.) or delinquent minors as defined by the Juvenile Court Act of 1987 (705 ILCS 405/5-101 et seq.)
JA	Juvenile Abuse & Neglect	Dependent, neglected or abused minor as defined by 705 ILCS 405/2-1, et seq. of the Juvenile Court Act of 1987
JV	Juvenile	Minors requiring authoritative intervention as defined by 705 ILCS 405/3-1 et seq. of the Juvenile Court Act of 1987 or to any other proceedings initiated under 705 ILCS 405/1-1 et seq. of the Juvenile Court Act of 1987
FA	Family	Proceedings to establish the parent-child relationship, notice to putative fathers, and certain actions relating to child support
AD	Adoption	Cases filed pursuant to 750 ILCS 50/0.01 et seq

Criminal & Quasi-Criminal:

Category Code	Category Title	Category Description
CF	Criminal Felony	Complaint, information, or indictment is filed in which at least one count charges a felony as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.) (Class M, X, 1, 2, 3, or 4)
CM	Criminal Misdemeanor	most serious charge carries a penalty of less than one-year imprisonment, limited to Class A, B or C offenses as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.)
DV	Domestic Violence	Violation of domestic battery under Section 12-3.2 of the Criminal Code (720 ILCS 5/12-3.2).
DT	Driving Under the Influence (DUI)	charging a violation of a statute, ordinance, or regulation governing driving or operating under the influence of alcohol, other drug, or combination thereof under Section 11-501 of the Illinois Vehicle Code (625 ILCS 5/11-501), Section 5-7 of the Snowmobile Registration and Safety Act (625 ILCS 40/5-7), and Section 5-16 of the Boat Registration and Safety Act (625 ILCS 45/5-16) and not classified as a felony
MT	Major Traffic	Class A, B, or C as defined by Supreme Court Rule 501(f)(1)(i), except DUI cases.
TR	Minor Traffic	Class P or B as defined by Supreme Court Rule 501(f)(1)(ii)
OV	Ordinance Violation	violation of a local ordinance is charged, other than a traffic ordinance
QC	Quasi-Criminal	Any offense classified as Petty or Business as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.), which is not otherwise defined as a DT, MT, TR, or CV case
CV	Conservation	As defined by Supreme Court Rule 501(c)

Case Category Descriptions

Civil:

<u>Category Code</u>	<u>Category Title</u>	<u>Category Description</u>
ED	Eminent Domain	Proceedings involving compensation to an owner for property taken for public use
FC	Foreclosure	Residential or commercial foreclosure proceedings
LA	Law	Tort, contract, and a variety of other actions in which the damages sought are greater than \$50,000
CH	Chancery	Complaints for equitable relief in matters such as contract actions, trusts, and title to real property
PR	Probate	Estates of decedents and missing persons
AR	Arbitration	Arbitration-eligible cases are defined by Supreme Court Rules 86 - 95
GC	Governmental Corporation	Petition seeking consideration by the court on new matters not included in the permanent case containing such matters as organization, appointment of officers, approval of bonds, and routine orders confirming annexation
LM	Law Magistrate	Tort, contract, and a variety of other actions in which the damages sought are \$50,000 or less
MR	Miscellaneous Remedy	Review of administrative decisions (other than of a tax commission) and a variety of other actions that include change of name, demolition, and corporation dissolution
EV	Eviction	Commercial or residential eviction proceedings and for any proceeding for ejection
MH	Mental Health	Proceedings involving hospitalization, discharge, or restoration to legal status
SC	Small Claims	Tort or contract for money not in excess of \$10,000, exclusive of interest and costs (defined in Supreme Court Rule 281)
TX	Tax	Annual tax sale, petitions for tax deed, objections, and a variety of other actions relating to the collection of taxes
GR	Guardianship	Guardianship of a minor, person with a disability, or an estate of any person under the Probate Act of 1975, as amended

Other:

<u>Category Code</u>	<u>Category Title</u>	<u>Category Description</u>
CC	Contempt of Court	Direct or indirect contempt of court, for charges initiated against a person who is not a party to the action in which the contemptuous conduct allegedly occurred, including a juror who has been impeached
OP	Order of Protection	Any petition for an order of protection, petition for stalking no contact order, firearms restraining order, or civil no contact order
CL	Civil Law	Civil law violations as defined in Supreme Court Rule 585
MX	Miscellaneous Criminal	Variety of actions for civil processes relating to criminal proceedings such as search warrants, grand jury proceedings, statutory summary suspensions (when no DT case exists), probationer transfers, eavesdropping, seized property, sealing and expungement petitions (when no criminal case exists), habeas corpus and administrative subpoenas

CASE PARTICIPANTS

The following are suggested terminology to indicate on whose behalf a witness may be called in general witness setup.

Plaintiff - to be used in trials, post-trial motions.

Defendant - to be used in trials, post-trial motions.

People - to be used in trials, post-trial motions.

Petitioner - to be used in pretrial motions, dissolutions, probate, mental health or juvenile.

Respondent - to be used in pretrial motions, dissolutions, probate, mental health or juvenile.

Petitioner/Counter Respondent - to be used in dissolutions, law cases.

Respondent/Counter Petitioner - to be used in dissolutions, law cases.

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IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OGLE COUNTY, ILLINOIS

I, JANE DOE, an Official Court Reporter for the
Fifteenth Judicial Circuit of Illinois, do hereby certify
that the foregoing Report of Proceedings was reported in
machine shorthand by me and is a true, correct, and
complete transcript of my machine shorthand notes so taken
at the time and place hereinabove set forth to the best of
my ability.

JANE DOE
Official Court Reporter
IL License No. 084-000000

Dated this _____ day of _____, 2024.

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IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OGLE COUNTY, ILLINOIS

I, JANE DOE, an **Official Court Reporter/Court Specialist** for the Fifteenth Judicial Circuit of Illinois, do hereby certify that the foregoing Report of Proceedings was electronically recorded and is a true, correct, and complete transcript so taken at the time and place hereinabove set forth to the best of my ability based on the quality of the electronic recording.

JANE DOE
Official Court Reporter/
Court Specialist

Dated this _____ day of _____, 2024.

1 IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
2 OGLE COUNTY, ILLINOIS

3 I, JANE DOE, an Official Court Reporter for the
4 Fifteenth Judicial Circuit of Illinois, do hereby certify
5 that the foregoing Report of Proceedings was reported in
6 machine shorthand by me and is a true, correct, and
7 complete transcript of my machine shorthand notes so taken
8 at the time and place hereinabove set forth to the best of
9 my ability based on the quality of the Zoom audio.
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 JANE DOE
 Official Court Reporter
 IL License No. 084-000000

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Dated this _____ day of _____, 2024.

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(This should be where the case was heard)
 IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
 WINNEBAGO COUNTY, ILLINOIS

I, JANE DOE, an **Official Court Reporter/Court Specialist** for the (This should be the circuit you are employed in) Eighteenth Judicial Circuit of Illinois, having been assigned via Cross-Circuit Agreement to transcribe the electronic recording, do hereby certify that the foregoing Report of Proceedings is a true, correct, and complete transcript so taken at the time and place hereinabove set forth to the best of my ability based on the quality of the electronic recording.

JANE DOE
 Court Specialist/
 Official Court Reporter

Dated this _____ day of _____, 2024.

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IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT
WINNEBAGO COUNTY, ILLINOIS

I, JANE DOE, an Official Court Reporter for the
Seventeenth Judicial Circuit of Illinois, do hereby
certify that former Official Court Reporter
_____ reported in shorthand the proceedings
had in the above-entitled cause; that to the best of my
ability, I thereafter caused the foregoing to be
transcribed from his/her stenographic notes, with the
assistance of Computer-Aided Transcription software and
his/her dictionary, which I further certify to be a true,
correct, and complete transcript of the proceedings based
on the quality of former official court reporter's notes
and dictionary.

JANE DOE
Official Court Reporter
IL License No. 084-000000

Dated this _____ day of _____, 2024.

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IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OGLE COUNTY, ILLINOIS

THE PEOPLE OF THE)	
STATE OF ILLINOIS,)	
)	
Plaintiff,)	
)	
vs.)	24 CF 0000
)	
RANDY SMITH,)	
)	
Defendant.)	AFFIDAVIT

I, _____, an Official Court Reporter,
do hereby certify that:

1. On the ____ day of _____, 2024, I was
assigned to JUDGE _____.

2. I have searched through my stenographic
notes, computer files, and all call sheets and found no
proceedings reported on that day.

 JANE DOE
 Official Court Reporter
 IL License No. 084-000000

Dated this _____ day of _____, 2024.

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IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OGLE COUNTY, ILLINOIS

THE PEOPLE OF THE)	
STATE OF ILLINOIS,)	
)	
Plaintiff,)	
)	
vs.)	NO. 24 CF 00
)	
RANDY SMITH,)	
)	
Defendant.)	AFFIDAVIT

I, _____, an Official Court Reporter/Court Specialist for the Fifteenth Judicial Circuit of Illinois, being assigned to produce transcripts of the electronically recorded proceedings in the above-entitled cause, do hereby certify that upon reviewing the electronic recording for the date of _____, 2024, have found nothing taken of record in the above-entitled cause.

JANE DOE
Court Specialist/
Official Court Reporter

Dated this _____ day of _____, 2024.

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IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
OGLE COUNTY, ILLINOIS

THE PEOPLE OF THE)	
STATE OF ILLINOIS,)	
)	
Plaintiff,)	
)	
vs.)	NO. 24 CF 0000
)	
RANDY SMITH,)	
)	
Defendant.)	AFFIDAVIT

I, _____, an Official Court Reporter for the Fifteenth Judicial Circuit of Illinois, being assigned to transcribe the stenographic notes of former Official Court Reporter _____ in the above-entitled cause, do hereby certify that there are no transcribable stenographic notes or digital media archives for _____ for the date of _____, 2024, and, therefore, no record is available in the above-entitled cause for said date.

JANE DOE
Official Court Reporter
IL License No. 084-000000

Dated this _____ day of _____, 2024.

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CORRECTIONS/AMENDMENTS TO CERTIFIED TRANSCRIPT

When the court reporter/court specialist acknowledges there was an error made, these suggestions are made to correct the transcript:

AMENDED OR CORRECTED TITLE PAGE

Use when the error was only on the Title page (date, case number, etc.)

THE PEOPLE OF THE)	
STATE OF ILLINOIS,)	
)	
vs.)	NO. 24 CF 0000
)	
PAUL JONES,)	AMENDED TITLE PAGE

REPORT OF PROCEEDINGS had at the hearing in the . . .

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AMENDED OR CORRECTED PAGE(S)

When the reporter acknowledges an error was made on a page or pages in the transcript, do a new title page with Amended (or Corrected) Page X on the line for type of hearing, and attach the corrected page(s) and a new certificate with the language: "which I hereby certify to be a true and accurate Amended Page X (in place of the word 'transcript') of the proceedings . . ."

THE PEOPLE OF THE)
STATE OF ILLINOIS,)
vs.) NO. 24 CF 0000
PAUL JONES,) **AMENDED PAGES 1, 3 and 6**

REPORT OF PROCEEDINGS had at the hearing in the . . .

For errors made on appeal transcripts, attach/re-file the entire transcript not just the corrected pages.

ADDITIONAL FORMATTING

In addition to the Administration Regulations Format Section, hereinafter Mandatory Standards, the following are from the previous formbook committee (2008) and are herein accepted as requirements:

COLLOQUY: Indent 5 spaces (two spaces after the colon before text).

QUESTION AND ANSWER:

Q.

A. Indent 5 spaces (**all formats for Q&A created by CAT software are acceptable**).

NEW PARAGRAPH: Indent 10 spaces.

PARENTHETICALS: Indent 15 spaces.

Also, where there are an insufficient number of lines on a page to accommodate the entire witness setup, examination setup, or parenthetical, blank lines should be inserted and the entirety of the setup or parenthetical should be placed on the following page.

ACKNOWLEDGMENT RECEIPT

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I have received a copy of the **Mandatory Standards for Transcript Production, Court Reporting Services Employees of Illinois, July 1, 2024**, and have been given the opportunity to read it in detail.

I understand the contents of the Mandatory Standards, and I agree to abide by its contents and any future revisions and/or additions therein.

Signature

Employee's Printed Name

Date

Circuit

TO BE SIGNED AND RETURNED TO YOUR COURT REPORTING SUPERVISOR OR ADMINISTRATOR

GUIDELINES FOR TRANSCRIPT PRODUCTION



**COURT REPORTING SERVICES
EMPLOYEES OF ILLINOIS**

July 1, 2024

1 **WITNESS SETUPS**

2 There are seven probable, basic witness setups in a
3 report of proceedings:

- 4 1) general witness setup;
5 2) litigant or party takes the stand on his/her own
6 behalf;
7 3) witness recalled;
8 4) adverse witness;
9 5) court's witness;
10 6) witness resuming the stand;
11 7) rebuttal and surrebuttal witness.

12 The reporter should rely upon the preceding colloquy
13 in the actual report of proceedings in order to ascertain
14 which party is calling the witness and which type of setup
15 applies.

16 The distinct categories being self-explanatory, all
17 examination commences with direct examination and follows
18 with cross, redirect, recross, redirect, recross, et
19 cetera, except adverse witness, Court's witness, and
20 possible witness resuming stand.

21 *****

22 **GENERAL WITNESS SETUP**

23 JOHN CLARK,

24 called as a witness on behalf of the ^People ^Plaintiff
^Defendant ^Petitioner ^Respondent, being first duly
sworn, was examined and testified as follows:

DIRECT EXAMINATION

BY MR. SMITH:

Q.

1 *****

2 **LITIGANT/PARTY TAKES THE STAND ON OWN BEHALF**

3 JOE SMITH,

4 the ^Plaintiff ^Defendant ^Petitioner ^Respondent herein,
5 called as a witness on ^his ^her own behalf, being first
6 duly sworn, was examined and testified as follows:

7 DIRECT EXAMINATION

8 BY MR. SMITH:

9 Q.

10 *****

11 **WITNESS RECALLED**

12 JOHN CLARK,

13 recalled as a witness on behalf of the ^People ^Plaintiff
14 ^Defendant ^Petitioner ^Respondent, having been previously
15 duly sworn (or being first duly sworn), was examined and
16 testified as follows:

17 DIRECT EXAMINATION

18 BY MR. SMITH:

19 Q.

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1 *****

2 **ADVERSE WITNESS**

3 MARTY JONES,

4 called as a witness by the ^Plaintiff ^Defendant
5 ^Petitioner ^Respondent pursuant to 735 ILCS 5/2-1102,
6 being first duly sworn, was examined and testified as
7 follows:

8 EXAMINATION

9 BY MR. JONES:

10 Q.

11 Use "EXAMINATION" for all adverse witness testimony
12 regardless of what is stated on the record. Do not
designate as direct, cross, redirect, recross, et cetera.

13 *****

14 A Court's witness is normally called in the following
15 type cases: Dissolution, criminal, probate, civil (hostile
witness), and sometimes when minors are called to testify.

16 **COURT'S WITNESS**

17 SHIRLEY JONES,

18 called as a witness herein, being first duly sworn, was
19 examined and testified as follows:

20 EXAMINATION

21 BY THE COURT:

22 Q.

23

24

1 Following the Court's examination of its witness,
2 cross-examination is conducted by the various counsel
involved in the case, and this is indicated:

3 CROSS-EXAMINATION

4 BY MR. JONES:

5 Q.

6 *****

7 A witness is shown as resuming the stand only if his
8 testimony was interrupted during the proceedings, such as
for a noon recess or adjournment.

9 WITNESS RESUMING THE STAND

10 JOHN CLARK,

11 resumed the stand, having been previously duly sworn, was
12 further examined and testified as follows:

13 CROSS-EXAMINATION

14 BY MR. SMITH

15 Q.

16 However, if a witness resumes the stand and continues
17 direct, cross, redirect, or recross-examination, which was
18 being conducted prior to the interruption of that
examination, indicate:

19 JOHN CLARK,

20 resumed the stand, having been previously duly sworn, was
21 further examined and testified as follows:

22 DIRECT EXAMINATION (CONTINUED)

23 BY MR. SMITH:

24 Q.

REBUTTAL AND SURREBUTTAL WITNESS

JOHN CLARK,

called (recalled) as a (rebuttal or surrebuttal) witness
on behalf of the ^People ^Plaintiff ^Defendant ^Petitioner
^Respondent, ^having been previously duly sworn (or being
first duly sworn) was examined and testified as follows:

DIRECT EXAMINATION

BY MR. SMITH:

Q.

VOIR DIRE OF AN EXPERT WITNESS

VOIR DIRE EXAMINATION

BY MR. JONES:

Q.

At the conclusion of the voir dire exam of the
expert, use:

DIRECT EXAMINATION (CONTINUED)

BY MR. SMITH:

Q.

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2 QUESTIONING BY THE COURT

3 EXAMINATION

4 BY THE COURT:

5 Q.

6 If lengthy, use above then return to Redirect, et
7 cetera. If only a few questions, use colloquy and then
8 return to Redirect, et cetera.

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INDEX PAGE

Each transcript should have an index page showing witnesses' names, the nature of the testimony and page numbers. The index page immediately follows the title page. **If your circuit requires**, the index should also indicate where exhibits have been marked for identification and introduced into evidence.

The reporter should strive to limit the index page to one sheet, or when absolutely necessary, to two. It is permissible to deviate on the index page only from double-line spacing to single-line spacing in order to place the entire index on one page.

The following are two sample index pages. As a reminder, an index page on a transcript shall only be included if there are witnesses and exhibits within the transcript.

EXAMINATIONS

<u>WITNESSES</u>	<u>DIRECT</u>	<u>CROSS</u>	<u>REDIRECT</u>	<u>REXCROSS</u>
MARY SMITH	49	53		
JUDY JONES	53			
SAM MYERS	64	90	94	99

EXHIBITS

<u>NUMBER</u>	<u>MARKED</u>	<u>RECEIVED</u>
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P-X-2	146	153

CAT SOFTWARE GENERATED**INDEX**

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EXHIBITS

<u>NUMBER</u>		<u>PAGE</u>
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1 VOIR DIRE OR JURY SELECTION

2 If voir dire examination of prospective jurors is
3 transcribed, it may be typed in colloquy form. Jurors are
4 identified in colloquy as "PROSPECTIVE JUROR JONES:" in
5 the transcript. When feasible, prospective jurors are set
6 up in the transcript for examination by the Court or
7 counsel as indicated.

8 VOIR DIRE EXAMINATION SETUP

9 THE COURT: Do any members of your immediate family
10 work in law enforcement?

11 PROSPECTIVE JUROR JONES: No.

12 - OR -

13 JOHN JONES,

14 a prospective juror, was examined as follows:

15 EXAMINATION

16 BY THE COURT:

17 Q. What is your name?

18 A. John Jones.

19 - OR -

20 In jurisdictions where the prospective jurors are
21 identified by number and not name:

22 THE COURT: Do any members of your immediate family
23 work in law enforcement?

24 PROSPECTIVE JUROR NO. 1103: Yes.

1 **VOIR DIRE NOT REPORTED/RECORDED**

2 (The voir dire examination was not
3 reported/recorded.)
4

5 **VOIR DIRE REPORTED/RECORDED BUT NOT TRANSCRIBED**

6 (The voir dire examination was conducted
7 and reported/recorded but not transcribed.)
8

9 **PROSPECTIVE JURORS SWORN - VOIR DIRE TRANSCRIBED**

10 (Prospective jurors sworn to answer
11 questions.)
12

13 **VOIR DIRE CONCLUDED - JURY SWORN**

14 (The jury was sworn to try the issues.)
15

16 **PROCEEDINGS CONDUCTED IN THE PRESENCE OF THE VENIRE**

17 (The following proceedings were had in the
18 presence of the prospective jurors.)
19

20 **ALL PROSPECTIVE JURORS ANSWER QUESTION (YES)**

21 THE PROSPECTIVE JURORS: (Respond affirmatively.)
22

23 **ALL PROSPECTIVE JURORS ANSWER QUESTION (NO)**

24 THE PROSPECTIVE JURORS: (Respond negatively.)

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ONE PROSPECTIVE JUROR

A PROSPECTIVE JUROR: Yes.

1 **PARENTHETICALS**

2 Parentheticals are placed in a transcript to explain
3 what is happening in the court proceedings. A
4 parenthetical is enclosed in parentheses and is typed on
5 the transcript page beginning at 15 spaces from the left
6 margin. Please note that the period always goes inside of
7 the parentheses.

8 Q. What is your address?

9 A. 1234 Salem Street.

10 (Discussion held off the record.)

11 Among the more important parentheticals are those
12 indicating proceedings within or outside the presence
13 and/or hearing of the jury.

14 **EXHIBITS MARKED FOR IDENTIFICATION**

15 (People's Exhibit No. ____ was marked for
16 identification.)

17 - OR -

18 (Plaintiff's Exhibit Nos. ____ through ____,
19 inclusive, were marked for identification.)

20 **EXHIBITS RECEIVED IN EVIDENCE**

21 (People's Exhibit No. ____ was received in
22 evidence.)

23 - OR -

24 (Defendant's Exhibit Nos. ____ and ____ were
received in evidence.)

1 **EXHIBITS MARKED BY COUNSEL BEFOREHAND**

2 (Petitioner's Exhibit No. ___ was previously
3 marked by counsel for identification.)
4

5 **PROCEEDINGS HELD OUTSIDE THE PRESENCE OF THE JURY**

6 **IN COURTROOM**

7 (The following proceedings were had outside
8 the presence of the jury.)
9

10 **PROCEEDINGS HELD OUTSIDE THE PRESENCE OF THE JURY**

11 **IN CHAMBERS**

12 (The following proceedings were had in
13 chambers outside the presence of the jury.)
14

15 **PROCEEDINGS HELD AT THE BENCH WITH JURY IN THE BOX**

16 (The following proceedings were had at the
17 bench.)
18

19 **A PROCEEDINGS AT CONCLUSION OF BENCH CONFERENCE**

20 (The following proceedings were had in open
21 court.)
22

23 **PROCEEDINGS HELD IN THE PRESENCE OF JURY**

24 (The following proceedings were had in the
presence of the jury.)

1 **SIDEBAR**

2 (Whereupon a sidebar discussion was had
3 between the Court and counsel, outside the
4 hearing of the jury and defendant as
5 follows:)

6
7 **SIDEBAR ENDS**

8 (End of sidebar discussion.)

9
10 **WITNESS SWORN**

11 (Witness sworn.)

12 - OR -

13 (Witnesses sworn.)

14 - OR -

15 (Oath administered.)

16
17 **WITNESS EXCUSED**

18 (Witness excused.)

19
20 **RECESS TAKEN**

21 (A recess was taken.)

22 - OR -

23 (The noon recess was taken.)

24

1 **OFF THE RECORD**

2 (Discussion held off the record.)

3 - OR -

4 (Conference held off the record.)

5
6 **RECORD READ BACK**

7 (The reporter read back the question.)

8 - OR -

9 (Record read back by the reporter.)

10 - OR when necessary -

11 (The reporter read back the following:

12 "<quoted material>.")

13
14 **VIDEO PLAYED IN OPEN COURT**

15 (Whereupon a videotape/audiotape was
16 played in open court, after which the
17 following further proceedings were had
18 herein:)

19
20 **PHYSICAL INDICATION BY WITNESS**

21 A. (Indicating.)

22 A. (Nodding.)

23 A. (Shaking head.)

24 A. (No response.)

1 A. (No audible response.)

2 A. (Indiscernible response.)

3 **PORTION OF PROCEEDINGS REPORTED/RECORDED BUT NOT**
4 **TRANSCRIBED**

5 (The opening statements were
6 reported/recorded but not transcribed.)

7 - OR -

8 (The closing arguments were
9 reported/recorded but not transcribed.)

10 - OR -

11 (The jury instructions were read to the
12 jury by the Court and reported/recorded
13 but not transcribed.)

14 **PORTION OF PROCEEDINGS NOT REPORTED/RECORDED AND NOT**
15 **TRANSCRIBED**

16 (The opening statements were neither
17 reported/recorded nor transcribed.)

18 - OR -

19 (The closing arguments were neither
20 reported/recorded nor transcribed.)

21 - OR -

22 (The jury instructions were read to the
23 jury by the Court but neither
24 reported/recorded nor transcribed.)

1 **PROCEEDINGS HELD IN OTHER CASES NOT TRANSCRIBED**

2 (Whereupon proceedings were had in other
3 cases.)

4 **EXCERPTS OF PROCEEDINGS**

5 (The following is an excerpt of the report
6 of proceedings.)

7 On the Last Line:

8 (End of excerpt.)

9
10 **PORTIONS NOT TRANSCRIBED IN THE MIDDLE OF AN EXCERPT**

11 (Motion arguments were reported/recorded
12 but not transcribed.)

13
14 **CONTINUANCE TO CERTAIN DATE**

15 (The trial was continued to 10:00 a.m.,
16 September 1, 2023.)

17 - OR -

18 (The hearing was continued to 10:00 a.m.,
19 September 1, 2023.)

20
21 **ADJOURNMENT AT END OF DAY'S PROCEEDINGS**

22 (The trial was adjourned to 10:00 a.m.,
23 September 1, 2023.)

24 - OR -

1 (The hearing was adjourned to 10:00 a.m.,
2 September 1, 2023.)

3

4 **CONCLUSION OF ENTIRE PROCEEDINGS**

5 (End of proceedings.)

6

7 **(ENDING PARENTHETICAL SHOULD NEVER**
8 **BE ON A PAGE BY ITSELF.)**

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INTERPRETER

A unique situation is created for the reporter when an interpreter is used to translate for a non-English speaking witness or hearing impaired witness.

Prior to the appropriate witness setup, an interpreter setup should be used, as well, indicating that the interpreter was sworn to translate all questions and answers and statements by the witness, court, and counsel.

The normal Q and A format is followed eliminating the foreign language questions and answers and showing the English translation answer as if the witness answered in English.

If the interpreter deviates from a literal translation and says, "He said his name is Jose Rodriguez," indicate the interpreter speaking rather than the witness by indicating:

THE INTERPRETER: He said his name is Jose Rodriguez.

When first person answers resume, return to Q and A.

If the witness answers in English, indicate the witness speaking in English:

Q. Did you go to the store?

THE WITNESS: Yes, I did.

THE INTERPRETER: Yes, I did.

INTERPRETER SETUP

MARIA GOMEZ,

official court interpreter, was duly sworn to translate for Jose Rodriguez, ^ Petitioner ^Respondent ^Plaintiff ^Defendant, from English to ^sign ^Spanish and from ^sign ^Spanish to English to the best of ^his^her ability.

INTERPRETER-WITNESS SETUP

JOSE RODRIGUEZ,

called as a witness on behalf of the People, being first
duly sworn, was examined and testified through a
^Spanish-language interpreter ^sign interpreter as
follows:

DIRECT EXAMINATION

BY MR. BROWN:

Q. What is your name?

A. Jose Rodriguez.

Q. Where do you live?

THE INTERPRETER: He says he lives in Guadalajara,
Mexico.

BY MR. BROWN:

Q. Where do you live now?

A. In Chicago, Illinois.

THE INTERPRETER: He was confused.

MR. BROWN: Okay.

BY MR. BROWN:

Q. How old are you?

A. 25.

QUOTED MATERIAL

1
2 When an attorney is reading Questions and Answers
3 from a deposition into the record, it is recommended that
4 the quoted material be surrounded by quotes and each line
be indented 15 spaces.

5 Q. And were you asked this question and did you give
6 this response at that time:

7 "Question: Did you see him immediately
8 following the accident?

9 "Answer: Yes, I did."

10 - OR -

11 MR. JONES: Well, Your Honor, in his deposition he
12 gave the following response to the question:

13 "Question: Did you see him immediately
14 following the accident?

15 "Answer: Yes, I did."

16 If the attorney does not read the words "Question"
17 and "Answer" but merely reads the material in paragraph
18 form, it is recommended that this material not be indented
but transcribed as part of the Question or colloquy,
whichever may apply.

19 Q. And were you asked this question and did you give
20 this response at that time: "Did you see him immediately
21 following the accident? Yes, I did."?

22 - OR -

23 MR. JONES: Well, Your Honor, in his deposition, and I
24 quote, the question and answer was: "Did you see him

1 immediately following the accident? Yes, I did.”

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IN THE CIRCUIT COURT FOR THE SEVENTH JUDICIAL CIRCUIT
SANGAMON COUNTY, ILLINOIS

THE PEOPLE OF THE)	
STATE OF ILLINOIS,)	
)	
Plaintiff,)	
)	
vs.)	NO. 24 CF 0000
)	
JOHN J. SMITH,)	
)	
Defendant.)	JURY TRIAL

REPORT OF PROCEEDINGS in the jury trial before the
Honorable JUDGE JOHN Q. JUSTICE, commencing on April 2,
2024.

APPEARANCES:

ATTORNEY WILLIAM BLOOM and ATTORNEY SUSAN SUMMERS,
Sangamon County Assistant State's Attorneys,
for the People;

ATTORNEY GEORGE RAY,
for the Defendant.

J.W. REPORTER, CSR
Official Court Reporter
IL License No. 084-000000

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DIRECT EXAMINATION BY MR. BLOOM	5
JOHN SMITH	
DIRECT EXAMINATION BY MR. RAY	8
CROSS-EXAMINATION BY MR. BLOOM	10

EXHIBITS

People's Exhibit 1	RECEIVED:
	6

1 (The following proceedings were had in
2 open court in the presence of the
3 venire.)

4 THE COURT: The Court calls the case of People versus
5 John J. Smith, No. 24 CF 0000, for jury trial. Are the
6 People ready?

7 MR. BLOOM: Yes, Your Honor.

8 THE COURT: Is the defense ready?

9 MR. RAY: Yes, Judge.

10 THE COURT: We will now commence the jury selection.

11 (The voir dire examination was conducted
12 and reported (or recorded) but not
13 transcribed.)

14 THE COURT: Swear the jury to try the issues.

15 (Jury sworn.)

16 THE COURT: Mr. Bloom, you may make an opening
17 statement on behalf of the People.

18 MR. BLOOM: Thank you, Your Honor.

19 Very briefly, ladies and gentlemen of the jury,
20 the State will prove to you beyond a reasonable doubt that
21 the defendant knowingly, without authority, entered the
22 building owned by Joe Jones, being his residence located
23 at 2112 North 12th Street, Springfield, Sangamon County,
24 Illinois, with the intent to commit therein a theft and

1 that this occurred on January 1st, 1979.

2 THE COURT: Thank you, Mr. Bloom.

3 Mr. Ray, do you wish to make an opening
4 statement?

5 MR. RAY: No, Your Honor. We will reserve our
6 opening statement until the start of our case.

7 THE COURT: Mr. Bloom, you may call your first
8 witness.

9 MR. BLOOM: Thank you, Your Honor.

10 Call Mr. Franks to the stand.

11 THE COURT: You are Mr. Franks?

12 MR. FRANKS: Yes, sir.

13 THE COURT: Please raise your right hand to be sworn.

14 (Witness sworn.)

15 THE COURT: Please have a seat in the witness stand.
16 Please keep your voice up good and loud for us.

17 THE WITNESS: Yes, sir.

18 FRED FRANKS,

19 called as a witness on behalf of the People, being first
20 duly sworn, was examined and testified as follows:

21 DIRECT EXAMINATION

22 BY MR. BLOOM:

23 Q. State your name and address, please.

24 A. Fred Franks, 106 North Third Street, Springfield,

1 Illinois.

2 Q. On the January 1, 1999, did you have a
3 conversation with the defendant relating to a burglary of
4 the residence of Joe Jones located at 2112 North 12th
5 Street, Springfield, Sangamon County, Illinois, which had
6 occurred earlier that day?

7 MR. RAY: I object to the question. It's leading.

8 MR. BLOOM: I think it's preliminary, Your Honor.

9 THE COURT: Objection overruled.

10 You may answer.

11 BY THE WITNESS:

12 A. Yes, I did.

13 Q. Would you point to the person with whom you had
14 this conversation?

15 A. (Indicating.)

16 Q. Would you describe something he is wearing?

17 A. The one with the red tie and pink shirt.

18 THE COURT: The record will indicate the witness has
19 identified the defendant.

20 MR. BLOOM: Thank you, Your Honor.

21 BY MR. BLOOM:

22 Q. Did the defendant admit to you that he committed
23 the burglary at the time and place in your conversation
24 with him?

1 A. Yes, he did.

2 MR. BLOOM: I will ask the reporter to mark this
3 document as People's Exhibit 1 for identification.

4 (People's Exhibit 1 marked for
5 identification.)

6 BY MR. BLOOM:

7 Q. Is this the written statement he gave to you at
8 the time and signed and as witnessed by you?

9 A. Yes.

10 MR. BLOOM: Thank you, Mr. Franks.

11 Move that People's Exhibit 1 for identification
12 be received in evidence.

13 MR. RAY: No objection.

14 THE COURT: It will be received.

15 (People's Exhibit 1 received into
16 evidence.)

17 MR. BLOOM: That is all the questions on direct, Your
18 Honor.

19 THE COURT: Cross-examination, Mr. Ray?

20 MR. RAY: No questions.

21 THE COURT: You are excused, Mr. Franks.

22 (Witness excused.)

23 THE COURT: Let's take a short recess.

24 (Jury exits.)

1 (Recess taken.)

2 (The following proceedings were had
3 outside the presence of the jury.)

4 THE COURT: Before we bring the jury back in, do you
5 have any motions, Mr. Ray?

6 MR. RAY: Yes, Your Honor. I understand the People
7 are resting their case at this time.

8 Is that correct, Mr. Bloom?

9 MR. BLOOM: Yes, we rest.

10 MR. RAY: I will make a motion for directed verdict at
11 the close of the People's case.

12 THE COURT: Do you wish to argue?

13 MR. RAY: No.

14 THE COURT: The motion for directed verdict at the
15 close of the People's case is denied.

16 Bring in the jury, Mr. Bailiff.

17 (Jury enters.)

18 (The following proceedings were had in
19 the presence of the jury.)

20 THE COURT: Ladies and gentlemen of the jury, the
21 People have rested their case, and the defense will now
22 present its case.

23 Mr. Ray, you may make your opening statement.

24 MR. RAY: Your Honor, I will waive the opening

1 statement and call the defendant to the stand.

2 THE COURT: Step forward, please, to be sworn.

3 (Witness sworn.)

4 THE COURT: Please have a seat in the witness box to
5 your right.

6 JOHN SMITH,

7 called as a witness on behalf of the Defendant, being
8 first duly sworn, was examined and testified as follows:

9 DIRECT EXAMINATION

10 BY MR. RAY:

11 Q. State your name.

12 A. John Smith.

13 Q. Are you the defendant in this cause?

14 A. Yes, I am.

15 Q. Mr. Smith, showing you what has been marked and
16 received in evidence as People's Exhibit 1, will you look
17 at it, please?

18 A. (Viewing document.)

19 Q. Is that your written statement?

20 A. No.

21 Q. Have you seen it before?

22 A. No.

23 Q. Did you have a conversation with Mr. Franks on
24 January 1, 1999, regarding a burglary on that day of Joe

1 Jones' residence located at 2112 North 12th here in
2 Springfield?

3 A. No, I didn't.

4 Q. Let me read a few of the questions and answers in
5 this statement and ask if you were not asked those
6 questions and if you did not give those answers.

7 Question by Mr. Franks: "Did you burglarize
8 Joe Jones' residence on January 1st, 1999?"

9 Answer by you: "Yes."

10 "Question: Was anyone with you at the
11 time?

12 "Answer: No.

13 "You were there by yourself?

14 "Yes."

15 Are you still saying that you did not make those
16 statements that appear on this People's Exhibit 1?

17 A. I never saw Mr. Franks before, and I didn't
18 make those statements.

19 MR. RAY: No further questions.

20 THE COURT: You may cross, Mr. Bloom.

21 CROSS-EXAMINATION

22 BY MR. BLOOM:

23 Q. You say you never saw Mr. Franks before today?

24 A. That's right.

1 Q. Haven't you known him for years and even known
2 his wife?

3 A. No.

4 MR. BLOOM: No further questions.

5 MR. RAY: No questions.

6 THE COURT: You're excused.

7 (Witness excused.)

8 MR. RAY: The defense rests.

9 THE COURT: Ladies and gentlemen of the jury, we have
10 some matters to take up outside your presence. When you
11 return, the attorneys will make the closing arguments and
12 the Court will give you the law that applies to this case,
13 and then you will retire to consider your verdict.

14 Mr. Bailiff, take the jury.

15 (Jury exits.)

16 (The following proceedings were had in
17 chambers outside the presence of the jury.)

18 MR. RAY: Your Honor, I wish to make a motion now at
19 the close of all the evidence, and I do not care to argue
20 the motion.

21 THE COURT: The motion is denied.

22 We will now proceed to our jury instruction
23 conference.

24 MR. RAY: Your Honor, Mr. Bloom has prepared all of

1 the instructions applicable to this case, and I have
2 read them and have no objection to any of them.

3 THE COURT: Show People's Instructions Nos. 1
4 through 20 given without objection.

5 You do not have any instructions to offer, Mr.
6 Ray?

7 MR. RAY: No, Your Honor. Mr. Bloom has offered all
8 of the instructions applicable to this case.

9 THE COURT: Are you ready to argue the case to the
10 jury?

11 MR. BLOOM: Yes.

12 MR. RAY: Yes.

13 (The following proceedings were had in
14 open court in the presence of the jury.)

15 THE COURT: Mr. Bloom, you may make the closing
16 argument for the People.

17 MR. BLOOM: Thank you, Your Honor.

18 (The closing arguments were reported (or
19 recorded) but not transcribed.)

20 THE COURT: Ladies and gentlemen of the jury, I will
21 now read the instructions of law to you.

22 Mr. Reporter, you do not have to take down the
23 reading of the instructions.

24 (The jury instructions were read to the

1 jury by the Court but not reported (or
2 recorded) nor transcribed.)

3 (Jury exits and deliberations begin at
4 5:15 p.m.)

5 (Jury returns at 6:00 p.m.)

6 THE COURT: Mr. Foreman, have you reached a verdict?

7 THE FOREPERSON: We have, Your Honor.

8 THE COURT: Would you hand the verdict to the bailiff,
9 and the bailiff will hand it to the Court.

10 The Court will read the verdict:

11 "We, the jury, find the defendant, John J.
12 Smith, guilty of burglary."

13 Is that your verdict?

14 THE FOREPERSON: Yes, Your Honor.

15 THE COURT: Do you want the jury polled?

16 MR. RAY: No, Your Honor.

17 THE COURT: Judgment is entered on the verdict. The
18 jury is excused.

19 (Jury excused.)

20 THE COURT: This matter will be set for sentencing on
21 May 2nd, 1999, at 2:00 p.m.

22 That is all for now. The defendant will be
23 remanded to the custody of the sheriff.

24 (End of proceedings.)

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IN THE CIRCUIT COURT OF THE SEVENTH JUDICIAL CIRCUIT
SANGAMON COUNTY, ILLINOIS

I, J.W. REPORTER, an Official Court Reporter for the
Seventh Judicial Circuit of Illinois, do hereby certify
that the foregoing Report of Proceedings was reported in
machine shorthand by me and is a true, correct, and
complete transcript of my machine shorthand notes so taken
at the time and place hereinabove set forth to the best of
my ability.

J.W. REPORTER
Official Court Reporter
IL License No. 084-000000

Dated this _____ day of _____, 2024.