Provide transcripts in the secure, universal format preferred by the courts

Use RB9's PDF Transcript Creator to generate customized PDF transcripts with attachments, linked exhibits, & digital signatures

RB-PDF Transcripts:

Secure

Retain original appearance

Device and platform independent

Archival

Include case information

Customizable

Hyperlinked exhibits

Digitally signed

Released in 2006, RB PDF-Transcripts were the first digital transcripts that use the universal format type, Adobe Portable Document Format (.pdf). RB-PDF Transcripts were developed because other transcript formats had problems ranging from security flaws, which prevented them from being accepted through most computer firewalls, to proprietary formats, which limited their usefulness for documents of record meant to be stored for long periods of time or indefinitely.

PDF retains the appearance of the original ASCII transcript, but is more secure than a text document. Due to its security, original-document-appearance preservation, and archival features, PDF became the standard for the federal courts and is widely used in law offices nationwide. According to the U.S. Courts website,* their Case Management & Electronic Case Files system only accepts and stores case and related info in the PDF format. As of July 2020, over 41 million cases and 500 million documents were on CM/ECF systems, and more than 700,000 attorneys across the country were filing documents electronically.

RB PDF-Transcripts were also the first digital transcripts to be integrated into a court reporting firm's production and billing software. As an integrated part of the workflow, RB digital transcripts already "know" a lot of the related information, such as case information, that other transcript solutions do not. As a result, RB offices do not have to re-enter information from their database into transcripts, which saves time and reduces errors.

RB PDF-Transcripts include many customization options, from margins, borders, and fonts to custom cover pages, PDF archival formats, and transcript stamps. You can provide full-size and condensed transcripts, plus include word lists/indexes, file attachments, hyperlinked exhibits, and digital signatures.

*https://www.uscourts.gov/courtrecords/electronic-filing-cmecf/faqs-case-management-electronic-case-files-cmecf

Feature of

Reporterbase
Business Management Systems

Why PDF?

When OMTI was developing a transcript solution for RB users, PDF quickly became the obvious format. Released by Adobe in 1993, it was a safe, stable, and widely accepted format by the mid-2000s, and was fast becoming ubiquitous in legal settings.

Top reasons why it's RB-**PDF** Transcripts:

Retains original appearance

PDFs won't reformat your pages or change your page and line breaks.

Device & platform independent

PDFs can be viewed on any computer or mobile device through a browser or with the free Adobe Reader, Adobe Acrobat Pro, or third-party PDF readers.

Universal format

PDFs have no problems like proprietary formats that firewalls and email programs reject.

Preferred format for the courts

Not only preferred, but often mandated as the only file format for legal filings with the courts.

Attachments

PDFs can have file attachments, making them a natural choice for transcripts and their related exhibits and other files.

Archival

PDF/A formats are suitable for long-term storage because they are 100% self-contained, i.e. they embed everything in the file they need to display the document the way it was created. They are ideally suited to use for legal documents that must be preserved indefinitely.

Security & authentication options

PDFs can be encrypted, requiring a password to open the file.

Transcript features

Create PDF transcripts (including 2- and 4-page per sheet condensed versions) with word lists, word indexes, hyperlinked exhibits, cover pages, and errata sheets.

Apply free digital signatures and stamps, such as "original" and "certified copy."

Create Master Word Lists for multiple jobs on a case.

Generate PDF/A transcripts for archival purposes.

They can be set to restrict end users' actions, such as printing and editing. They can also be authenticated with digital signatures.

Open format

No worries about licensing, royalties, or end user fees like with proprietary formats.

Part of your RB9 package

RB-PDF Transcripts are included in RB9 business management software for court reporting agencies and other legal support businesses. You can provide RB-PDF Transcript to clients via snail mail, email, or online through RB Connect.

Set security levels for any transcript

You can set several levels of security in an RB-PDF Transcript if you want to restrict access to the transcript and/or what the user can do with the transcript.

You can encrypt a transcript with 128-bit encryption that requires your client to enter a password in order to open the transcript.

You can also set a password that restricts what your client can do with a transcript. With this second type of password, you set which actions are allowed. You can prohibit your client from printing, editing, copying, or adding comments to the transcript.

Transcripts in court-preferred PDF format

RB-PDF Transcript unique features

Includes case information

RB-PDF Transcripts automatically include job and case information from your RB9 database.

Customizable

RB-PDF Transcripts include extensive customization options, from margins and borders to cover pages and errata sheets, and everything in-between. Set up custom profiles to meet specific clients' needs.

Hyperlinked exhibits

In addition to attaching exhibits, you can automatically hyperlink exhibits to RB-PDF Transcripts.

Free digital IDs

RB-PDF Transcripts can be signed with Reporterbase digital IDs. Neither you nor your reporters have to pay for digital signatures.

Condensed transcripts

Create condensed transcripts

with two or four transcript pages on each sheet of paper.

Word lists & word indexes

Generate word indexes and word lists from transcripts. Create master word lists for reporters working on jobs on on-going cases.

Include errata sheets

Optionally attach errata sheets to transcripts.

RB-PDF Transcript customization features

- Several standard paper size options, plus custom

- Margin size on each edge can be set individually; and margins can be different for full-size, condensed, word list, and index

- Optional borders with different styles and line thicknesses

- Optional dividing line between content and line numbers

- Font and bolding options for text

- Boldface fonts and set colors to differentiate Q & A in several ways, such as the words only or entire paragraphs

- Line numbers can be placed outside text boxes

- Time stamp location

- Attach original ASCII and/or AMICUS file

- PDF or an archival PDF format (PDF/A-1a, PDF/A-2a, PDF/A-3a)

- Style headers and footers separately from main content — different fonts, sizes, weights, and styles. Include database information, such as the case name, witness, date, etc.

- Create and customize the appearance of transcript stamps, such as "original" and "certified copy"

- Include word indexes and word lists and style them separately. Plus set columns per page, and whether to attach, append, or leave as separate documents

- Optionally show word count in word lists

- Specify which words to exclude from word indexes and lists

- Include a hyperlinked word index in the transcript's Bookmark tab for navigation

- Condensed transcripts can use different fonts and border treatments from full-size transcripts. Scale font size consistently through the whole document, or as large as possible on each page. With 4 pages per sheet of paper, choose vertical or horizontal orientation. Append or attach word indexes or word lists, which can have different margin spacing than the condensed transcripts

- Choose what type of information is included in basic file properties, such as the title, author, subject, and keywords

- Create different cover pages for different clients or other uses

Transcripts in court-preferred PDF format

RB-PDF Transcript features for your clients

Lawyers receiving RB PDF-Transcripts can take advantage of built-in PDF features, such as Boolean and proximity searches, document commenting, metadata removal, and true redaction capability.

They can open RB PDF-Transcripts in Windows, Mac, and Android operating systems.

If they don't use Acrobat Pro for their own document creation, they can still read, search and print RB PDF-Transcripts from a browser (if they cannot install software on their computer) or the free Acrobat Reader.

Because PDF is a standard format for legal documents, law firms' firewalls and email programs accept them with no problems.

Because PDF retains the appearance of the original document, lawyers can rely on the accuracy of their page and line breaks.

They can click hyperlinks to view exhibits within RB-PDF Transcripts.

If lawyers want to save paper on print-outs, you can provide condensed versions of their transcripts customized to their specifications.

RB-PDF Transcripts can be digitally signed by reporters and your agency.

You can provide RB-PDF Transcripts in archival formats required by the courts for long-term storage.

If you have RB Connect, they can view or download their RB-PDF Transcripts whenever they like from their online case repository. You can also provide them with Transcript Packages, which are

designed for viewing in browsers or on mobile devices and which they can export PDF transcripts and other files from, such as condensed transcripts or AMICUS.

For your reporters

Give reporters a master word list for jobs on on-going cases, instead of access to all of the previous transcripts in a case for their preparation.

Related services

RB Digital Signature Proxy digital signatures

Transcript Packages feature in RB9

RB Connect online offices plug-in to RB9

RB Connect Mobile plug-in for accessing RB Connect on mobile devices

Try it for yourself

The RB-PDF Transcript Creator is included in only the RB9 business management system. It is not available in RB Lite. RB9 is subscription based: you can customize as needed, and cancel at any time without further obligation. RB9 is backed by an unconditional, 30-day, money-back guarantee, so you can try it risk-free.

If you are interested in trying out RB9 before making a commitment, we have an RB9 demo site you can explore. To access the site, contact OMTI Sales to request a user account.

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