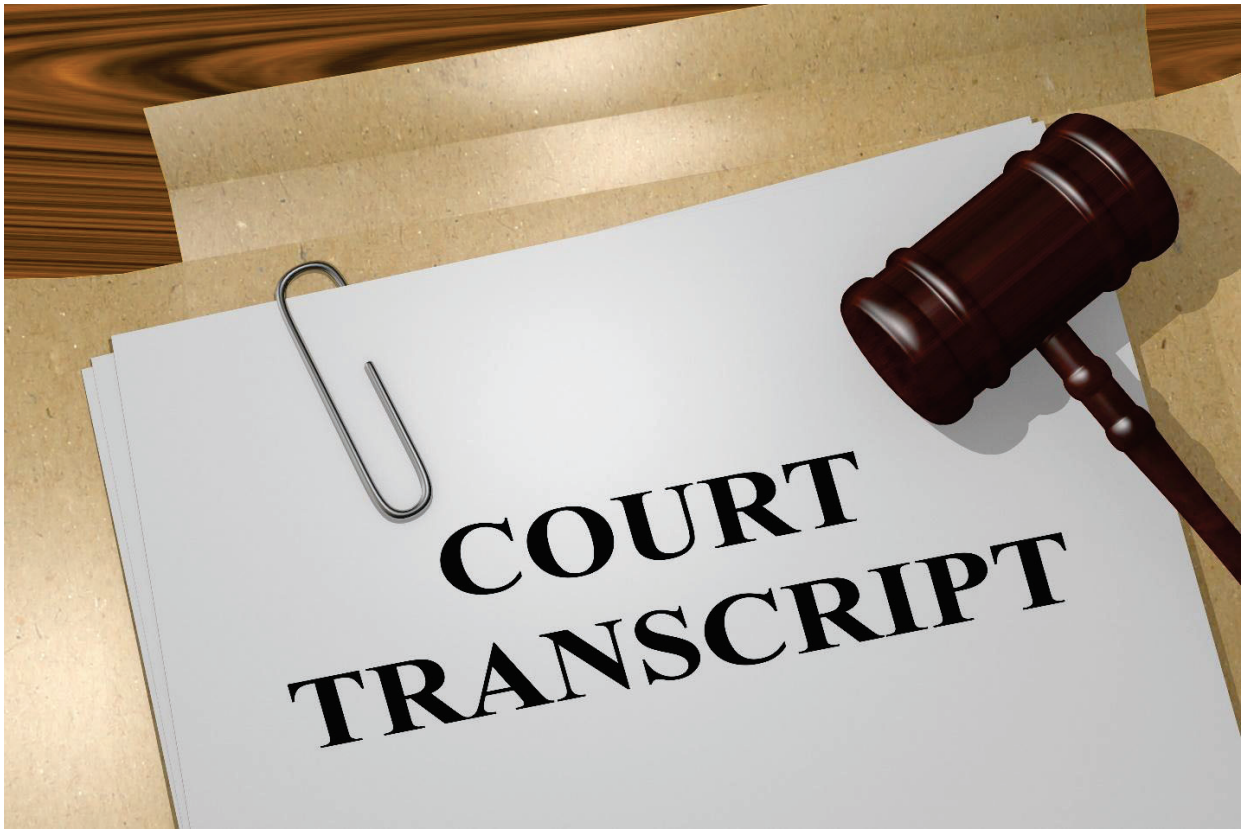
MANDATORY STANDARDS FOR TRANSCRIPT PRODUCTION



COURT REPORTING SERVICES

EMPLOYEES OF ILLINOIS

July 1, 2026

(Revised)

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 should be directed to your immediate supervisor/trial court administrator. The supervisor/trial court administrator can then contact any of the following committee members:

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

Any text in the formbook that is bolded and capitalized is intentional; therefore, the title and certificate pages should reflect such.

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

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

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

All transcripts which will be provided to the Clerk of the Circuit Court must be in electronic format and/or printed on white or lightly colored paper. Security 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

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

The amount charged by the employee for a transcript of court proceedings shall conform to the page rate as directed by the Uniform Schedule of Charges for Transcripts.

ADDITIONAL MANDATORY REQUIREMENTS

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

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

Proceeding Type - Under case number, CAPPED and **BOLDED.** (See SUGGESTED CAPTIONS FOR TYPES OF PROCEEDINGS.)

Excerpt Language - Indicate EXCERPT OF REPORT OF PROCEEDINGS on title page and excerpt of report of proceedings on certificate page when only partial proceedings are transcribed.

Timestamps - No timestamps.

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

Caption - Use the most accurate caption as currently filed. Avoid using "et al."

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

No Footers - Court Reporter/Court Specialist identifying information on title and certificate pages only.

SUGGESTED CAPTIONS FOR TYPES OF PROCEEDINGS

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

JURY TRIAL
SESSION 1 or **AM SESSION** (or sessions transcribed by two different Court Reporters/Court Specialists)

JURY TRIAL
SESSION 2 or **PM SESSION** (or sessions transcribed by two different Court Reporters/Court Specialists)

MOTION HEARING

PERMANENCY REVIEW

PLEA

PLENARY HEARING

PETITION

PETITION HEARING

POST-CONVICTION PETITION/HEARING

PRELIMINARY HEARING

PRETRIAL CONFERENCE

PROVE-UP HEARING

DIVORCE PROVE-UP

SENTENCING HEARING

SHELTER CARE HEARING

STATUS

TERMINATION OF PARENTAL RIGHTS

*If there is any doubt, captions should be consistent with clerk's docket.

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

THE PEOPLE OF THE STATE OF ILLINOIS,	)	
Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
JOHN DOE,	)	
Defendant.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

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

ATTORNEY ERIC J. DIRNBECK,
for the Defendant.

- OR -

JOHN DOE,
Self-Represented Litigant.

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

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

THE PEOPLE OF THE STATE OF ILLINOIS, Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
JOHN DOE, Defendant.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

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

ATTORNEY ERIC J. DIRNBECK,
for the Defendant.

- OR -

JOHN DOE,
Self-Represented Litigant.

RECORDING TRANSCRIBED BY:

Janice Doe
Court Specialist/Official Court Reporter

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

THE PEOPLE OF THE STATE OF ILLINOIS,	)	
Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
JOHN DOE,	)	
Defendant.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

ATTORNEY KAREN CLARKE,
State's Attorney of Winnebago County,

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

ATTORNEY ERIC J. DIRNBECK,
for the Defendant.

- OR -

JOHN DOE,
Self-Represented Litigant.

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

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

THE PEOPLE OF THE STATE OF ILLINOIS,	)	
Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
JOHN DOE,	)	
Defendant.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

ATTORNEY KAREN CLARKE,
State's Attorney of Winnebago County,

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

ATTORNEY ERIC J. DIRNBECK,
for the Defendant.

- OR -

JOHN DOE,
Self-Represented Litigant.

RECORDING TRANSCRIBED BY:

Janice Doe
Court Specialist/Official Court Reporter

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

THE PEOPLE OF THE STATE OF ILLINOIS, Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
JOHN DOE, Defendant.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

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

JOHN Q. STUDENT,
Pursuant to Supreme Court Rule 711,
for the People of the State of Illinois;

ATTORNEY ERIC J. DIRNBECK,
for the Defendant.

- OR -

JOHN DOE,
Self-Represented Litigant.

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

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

THE PEOPLE OF THE STATE OF ILLINOIS, Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
JOHN DOE, Defendant.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

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

JOHN Q. STUDENT,
Pursuant to Supreme Court Rule 711,
for the People of the State of Illinois;

ATTORNEY ERIC J. DIRNBECK,
for the Defendant.

- OR -

JOHN DOE,
Self-Represented Litigant.

RECORDING TRANSCRIBED BY:

Janice Doe
Court Specialist/Official Court Reporter

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

CAROLYN DAY and REX DAY, Plaintiffs,	)	
vs.	)	NO. 2026 LA 0000
FRANKLIN HOSPITAL DISTRICT, d/b/a FRANKLIN HOSPITAL, Defendant.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

ATTORNEY R. COURTNEY HUGHES,
for the Plaintiffs;

- AND/OR -

CAROLYN DAY,
Self-Represented Litigant;

ATTORNEY KEVIN M. MILLER,
ATTORNEY ADAM P. CHADDOCK,
for the Defendant.

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

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

CAROLYN DAY and REX DAY, Plaintiffs,	)	
vs.	)	NO. 2026 LA 0000
FRANKLIN HOSPITAL DISTRICT, d/b/a FRANKLIN HOSPITAL, Defendant.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

ATTORNEY R. COURTNEY HUGHES,
for the Plaintiffs;

- AND/OR -

CAROLYN DAY,
Self-Represented Litigant;

ATTORNEY KEVIN M. MILLER,
ATTORNEY ADAM P. CHADDOCK,
for the Defendant.

RECORDING TRANSCRIBED BY:

Janice Doe
Court Specialist/Official Court Reporter

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

IN THE INTEREST OF:	)	
	)	
ANGELA DOE,	)	NO. 2026 JA 0000
	)	
a Minor.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

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

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

ATTORNEY GREGORY ANDERSON,
for the Mother;

ATTORNEY KEVIN M. MILLER,
for the [Father/Putative Father];

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

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

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

IN THE INTEREST OF:	)	
	)	
ANGELA DOE,	)	NO. 2026 JA 0000
	)	
a Minor.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

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

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

ATTORNEY GREGORY ANDERSON,
for the Mother;

ATTORNEY KEVIN M. MILLER,
for the [Father/Putative Father];

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

RECORDING TRANSCRIBED BY:

Janice Doe
Court Specialist/Official Court Reporter

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

IN THE INTEREST OF:	)	
	)	
JOHN DOE,	)	NO. 2026 JD 0000
	)	
a Minor.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

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

ATTORNEY ERIC J. DIRNBECK,
for the Minor.

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

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

IN THE INTEREST OF:	)	
	)	
JOHN DOE,	)	NO. 2026 JD 0000
	)	
a Minor.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

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

ATTORNEY ERIC J. DIRNBECK,
for the Minor.

RECORDING TRANSCRIBED BY:

Janice Doe
Court Specialist/Official Court Reporter

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

IN RE THE MARRIAGE OF:	)	
	)	
JOHN DOE,	)	
	)	
Petitioner,	)	
	)	
and	)	NO. 2026 D 0000
	)	
MARY DOE,	)	
	)	
Respondent.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

ATTORNEY R. COURTNEY HUGHES,
for the Petitioner;

- OR -

MARY DOE,
Self-Represented Litigant;

ATTORNEY KEVIN M. MILLER,
for the Respondent.

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

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

IN RE THE MARRIAGE OF:	)	
	)	
JOHN DOE,	)	
	)	
Petitioner,	)	
	)	
and	)	NO. 2026 D 0000
	)	
MARY DOE,	)	
	)	
Respondent.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

ATTORNEY R. COURTNEY HUGHES,
for the Petitioner;

- OR -

MARY DOE,
Self-Represented Litigant;

ATTORNEY KEVIN M. MILLER,
for the Respondent.

RECORDING TRANSCRIBED BY:

Janet Smith
Court Specialist/Official Court Reporter

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

IN RE THE MARRIAGE OF:	)	
	)	
JOHN DOE,	)	
	)	
Petitioner,	)	
	)	
and	)	NO. 2026 D 0000
	)	
MARY DOE,	)	
	)	
Respondent.	)	**IN CAMERA INTERVIEW**

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

APPEARANCES:

ATTORNEY R. COURTNEY HUGHES,
for the Petitioner;

- OR -

MARY DOE,
Self-Represented Litigant;

ATTORNEY KEVIN M. MILLER,
for the Respondent.

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

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

(Excerpt begins.)

WITNESS,

called to be interviewed by the Court, was examined and interviewed as follows:

EXAMINATION

BY THE COURT:

Q.

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

IN RE THE MARRIAGE OF:	)	
	)	
JOHN DOE,	)	
	)	
Petitioner,	)	
	)	
and	)	NO. 2026 D 0000
	)	
MARY DOE,	)	
	)	
Respondent.	)	**IN CAMERA INTERVIEW**

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

APPEARANCES:

ATTORNEY R. COURTNEY HUGHES,
for the Petitioner;

- OR -

MARY DOE,
Self-Represented Litigant;

ATTORNEY KEVIN M. MILLER,
for the Respondent.

RECORDING TRANSCRIBED BY:

Janet Smith
Court Specialist/Official Court Reporter

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

(Excerpt begins.)

WITNESS,

called to be interviewed by the Court, was examined and interviewed as follows:

EXAMINATION

BY THE COURT:

Q.

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

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

ANGELIKA JONES, Petitioner,	)	
vs.	)	NO. 2026 OP 01
JEFFREY JONES, Respondent.	)	
JEFFREY JONES, Petitioner,	)	
vs.	)	NO. 2026 OP 02
ANGELIKA JONES, Respondent.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

ATTORNEY JOHN THOMAS,
for the Petitioner/Respondent;

ATTORNEY CYNTHIA CRIPE,
for the Respondent/Petitioner.

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

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

ANGELIKA JONES, Petitioner,	)	
vs.	)	NO. 2026 OP 01
JEFFREY JONES, Respondent.	)	
JEFFREY JONES, Petitioner,	)	
vs.	)	NO. 2026 OP 02
ANGELIKA JONES, Respondent.	)	**[TYPE OF HEARING]**

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

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

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

IN THE MATTER OF:	)	
	)	
ANGELA DOE,	)	NO. 2026 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 WAYNE MORRIS,
Assistant State's Attorney,
for the People of the State of Illinois;

ATTORNEY DORIS SMITH,
for the Respondent.

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

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

IN THE MATTER OF:	)	
	)	
ANGELA DOE,	)	NO. 2026 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 WAYNE MORRIS,
Assistant State's Attorney,
for the People of the State of Illinois;

ATTORNEY DORIS SMITH,
for the Respondent.

RECORDING TRANSCRIBED BY:

Janice Doe
Court Specialist/Official Court Reporter

IN THE CIRCUIT COURT OF THE SIXTEENTH JUDICIAL CIRCUIT
KANE COUNTY, ILLINOIS

IN RE THE COMMITMENT OF:	)	
	)	
JOHN DOE,	)	NO. 2026 MR 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 WAYNE MORRIS,
Assistant State's Attorney,
for the People of the State of Illinois;

ATTORNEY DORIS SMITH,
for the Respondent.

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

IN THE CIRCUIT COURT OF THE SIXTEENTH JUDICIAL CIRCUIT
KANE COUNTY, ILLINOIS

IN RE THE COMMITMENT OF:	)	
	)	
JOHN DOE,	)	NO. 2026 MR 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 WAYNE MORRIS,
Assistant State's Attorney,
for the People of the State of Illinois;

ATTORNEY DORIS SMITH,
for the Respondent.

RECORDING TRANSCRIBED BY:

Janice Doe
Court Specialist/Official Court Reporter

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:

COURT 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, court 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

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

THE PEOPLE OF THE STATE OF ILLINOIS,	)	
Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
JOHN DOE,	)	
Defendant.	)	**[TYPE OF HEARING]**

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

APPEARANCES:

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

ATTORNEY ERIC J. DIRNBECK,
for the Defendant.

- OR -

JOHN DOE,
Self-Represented Litigant.

Janice Doe, CSR, RPR
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 ILCS405/5-101 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 705ILCS 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:

Category Code	Category Title	Category Description
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 ejectment
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:

Category Code	Category Title	Category Description
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 impaneled
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.

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 _____, 2026.

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 _____, 2026.

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 based on the quality of the Zoom audio.

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

Dated this _____ day of _____, 2026.

(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 _____, 2026.

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 _____, 2026.

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

THE PEOPLE OF THE STATE OF ILLINOIS, Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
RANDY SMITH, Defendant.	)	**AFFIDAVIT**

I, JANE DOE, an Official Court Reporter, do hereby certify that:

1. On the ____ day of _____, 2026, I was assigned to JUDGE [NAME-ALL CAPS].

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 _____, 2026.

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

THE PEOPLE OF THE STATE OF ILLINOIS, Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
RANDY SMITH, Defendant.	)	**AFFIDAVIT**

I, JANE DOE, 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 _____, 2026, have found nothing taken of record in the above-entitled cause.

_____
JANE DOE
Court Specialist/
Official Court Reporter

Dated this _____ day of _____, 2026.

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

THE PEOPLE OF THE STATE OF ILLINOIS, Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
RANDY SMITH, Defendant.	)	**AFFIDAVIT**

I, JANE DOE, 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 _____, 2026, 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 _____, 2026.

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 TITLE PAGE

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

THE PEOPLE OF THE STATE OF ILLINOIS,	)	
Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
PAUL JONES,	)	
	)	**[TYPE OF HEARING]**
Defendant.	)	***AMENDED TITLE PAGE***

REPORT OF PROCEEDINGS of the [hearing/trial] before the . . .

AMENDED PAGE(S)

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

THE PEOPLE OF THE STATE OF ILLINOIS,	)	
Plaintiff,	)	
vs.	)	NO. 2026 CF 0000
PAUL JONES,	)	
	)	**[TYPE OF HEARING]**
Defendant.	)	***AMENDED PAGES 1 and 6***

REPORT OF PROCEEDINGS of the [hearing/trial] before the . . .

*****

On the certificate page, wording should be changed to Amended Report of Proceedings.

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

ADDITIONAL FORMATTING

In addition to the Administration Regulations Format Section, hereinafter called 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.

PARENTHETICAL: 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

I have received a copy of the **Mandatory Standards for Transcript Production, Court Reporting Services Employees of Illinois, July 1, 2026 (Revised),** 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

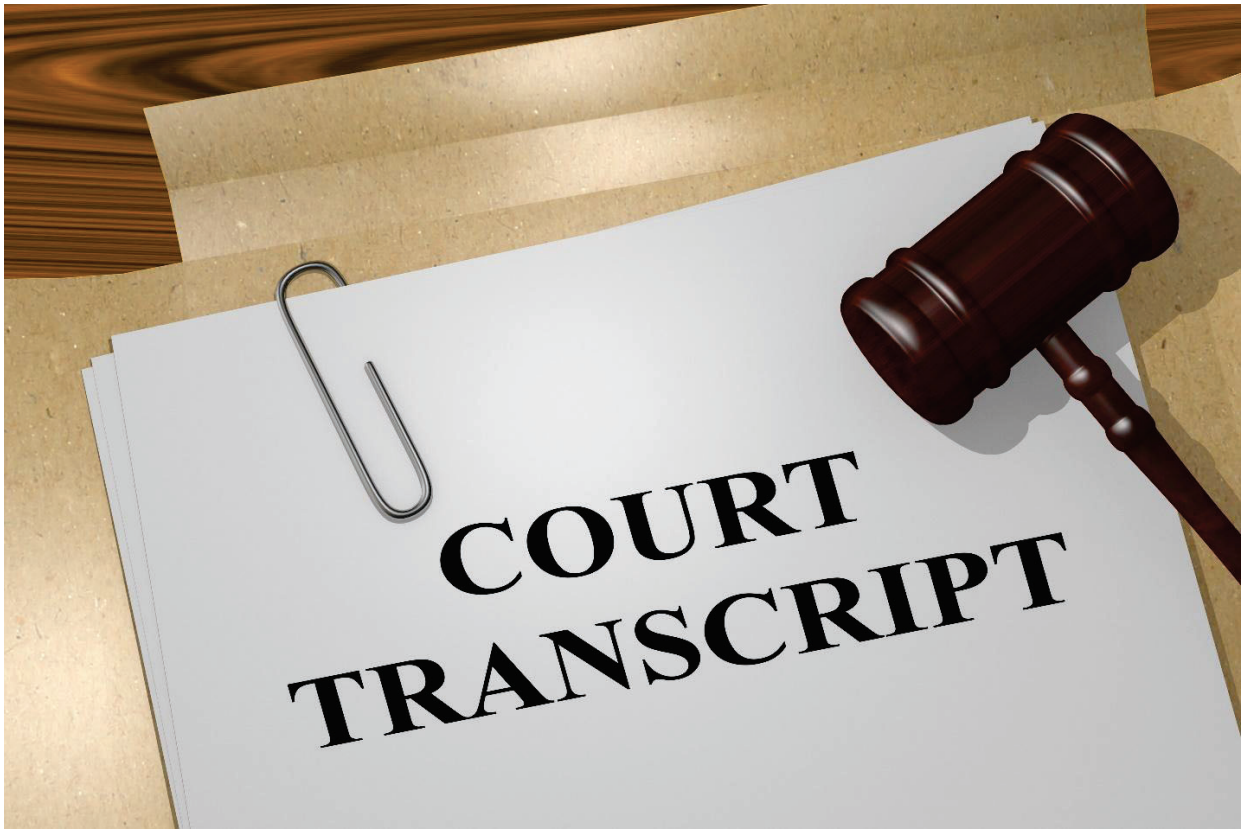
_____
Employee's Printed Name

_____
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, 2026

(Revised)

WITNESS SETUPS

The following are the basic witness setups in a report of proceedings:

1) General witness setup;
2) Litigant or party takes the stand on his/her own behalf;
3) Self-represented litigant takes the stand on his/her own behalf (in narrative form);
4) Witness recalled;
5) Adverse witness;
6) Court's witness;
7) Witness resuming the stand;
8) Rebuttal and surrebuttal witness;
9) Voir dire of expert witness;
10) Questioning by the Court.

In the event a witness is not sworn, eliminate sworn language from the witness setup.

The court reporter/court specialist should rely upon the preceding colloquy in the actual report of proceedings in order to ascertain which party is calling the witness and which type of setup applies.

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

GENERAL WITNESS SETUP

JOHN CLARK,

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. JONES:

Q.

LITIGANT/PARTY TAKES THE STAND ON OWN BEHALF

JOE SMITH,

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

DIRECT EXAMINATION

BY MR. JONES:

Q.

SELF-REPRESENTED LITIGANT TAKES STAND ON OWN BEHALF

JOE SMITH,

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

DIRECT EXAMINATION (in narrative form)

MR. SMITH:

WITNESS RECALLED

JOHN CLARK,

recalled as a 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.

ADVERSE WITNESS

MARTY JONES,

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

EXAMINATION

BY MR. SMITH:

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

*****

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

COURT'S WITNESS

SHIRLEY JONES,

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

EXAMINATION

BY THE COURT:

Q.

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

CROSS-EXAMINATION

BY MR. JONES:

Q.

*****

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

WITNESS RESUMING THE STAND

JOHN CLARK,

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

CROSS-EXAMINATION

BY MR. SMITH:

Q.

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

JOHN CLARK,

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

DIRECT EXAMINATION (CONTINUED)

BY MR. SMITH:

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.

QUESTIONING BY THE COURT

EXAMINATION

BY THE COURT:

Q.

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

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 received.

The court reporter/court specialist 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

WITNESSES	DIRECT	CROSS	REDIRECT	RECROSS
MARY SMITH	49	53		
JUDY JONES	53			
SAM MYERS	64	90	94	99

EXHIBITS

NUMBER	RECEIVED
P-X-1	101
P-X-2	153

CAT-SOFTWARE GENERATED

INDEX

WITNESSES		PAGE
JANE DOE	DIRECT EXAMINATION	14
	CROSS-EXAMINATION	38
	REDIRECT EXAMINATION	46
CHARLES WATSON	DIRECT EXAMINATION	48
	CROSS-EXAMINATION	52
SHAWN TALLUTO	DIRECT EXAMINATION	53
	CROSS-EXAMINATION	62
	REDIRECT EXAMINATION	64
GERALD MCCALLEN	DIRECT EXAMINATION	69
JOHN DOE	DIRECT EXAMINATION	77
	CROSS-EXAMINATION	87

EXHIBITS

NUMBER		PAGE
People's Exhibit Nos.	1-4 Admitted	62

VOIR DIRE OR JURY SELECTION

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

VOIR DIRE EXAMINATION SETUP

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

PROSPECTIVE JUROR JONES: No.

- OR -

JOHN JONES,

a prospective juror, was examined as follows:

EXAMINATION

BY THE COURT:

Q. What is your name?

A. John Jones.

- OR -

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

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

PROSPECTIVE JUROR NO. 1103: Yes.

VOIR DIRE NOT REPORTED/RECORDED

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

VOIR DIRE REPORTED/RECORDED BUT NOT TRANSCRIBED

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

PROSPECTIVE JURORS SWORN - VOIR DIRE TRANSCRIBED

(Prospective jurors sworn to answer questions.)

VOIR DIRE CONCLUDED - JURY SWORN

(The jury was sworn to try the issues.)

DEPUTY/COURT OFFICER/BAILIFF SWORN TO ATTEND TO THE JURY

(The oath was administered to the Deputy/Court Officer/Bailiff to attend to the jury by the Court/Clerk.)

PROCEEDINGS CONDUCTED IN THE PRESENCE OF THE VENIRE

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

ALL PROSPECTIVE JURORS ANSWER QUESTION (YES)

THE PROSPECTIVE JURORS: (Respond affirmatively.)

ALL PROSPECTIVE JURORS ANSWER QUESTION (NO)

THE PROSPECTIVE JURORS: (Respond negatively.)

ONE PROSPECTIVE JUROR

A PROSPECTIVE JUROR: Yes.

VENIRE

(Venire enters.)

(Venire exits.)

(Remaining venire dismissed.)

JURY

(Jury enters.)

(Jury exits.)

(Jury dismissed.)

PARENTHETICALS

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

Q. What is your address?

A. 1234 Salem Street.

(Discussion held off the record.)

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

EXHIBITS MARKED FOR IDENTIFICATION

(People's Exhibit No. ___ was marked for identification.)

- OR -

(Plaintiff's Exhibit Nos. ___ through ___, inclusive, were marked for identification.)

EXHIBITS RECEIVED IN EVIDENCE

(People's Exhibit No. ___ was received in evidence.)

- OR -

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

EXHIBITS MARKED PREVIOUSLY BY COUNSEL

(Petitioner's Exhibit No. __ was previously marked by counsel for identification.)

PROCEEDINGS HELD OUTSIDE THE PRESENCE OF THE JURY IN COURTROOM

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

PROCEEDINGS HELD OUTSIDE THE PRESENCE OF THE JURY IN CHAMBERS

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

PROCEEDINGS HELD AT THE BENCH WITH JURY IN THE COURTROOM

(The following proceedings were had at the bench.)

PROCEEDINGS AT CONCLUSION OF BENCH CONFERENCE

(The following proceedings were had in open court.)

PROCEEDINGS HELD IN THE PRESENCE OF JURY

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

SIDEBAR

(Sidebar begins.)

- OR -

(A sidebar discussion was held at the bench, outside the hearing of the jury.)

SIDEBAR ENDS

(Sidebar ends.)

- OR -

(End of sidebar discussion.)

WITNESS SWORN

(Witness sworn.)

- OR -

(Witnesses sworn.)

- OR -

(Oath administered.)

WITNESS EXCUSED

(Witness excused.)

RECESS TAKEN

(Recess taken.)

- OR -

(The noon recess was taken.)

CASE PASSED

(The Court attended to other matters on its call, after which the following proceedings were had herein.)

OFF THE RECORD

(Off the record.)

- OR -

(Discussion held off the record.)

- OR -

(Conference held off the record.)

RECORD READ BACK

(The court reporter read back the question.)

- OR -

(Record read back by the court reporter.)

- OR when necessary -

(The court reporter read back the following:

"<quoted material>.")

VIDEO PLAYED IN OPEN COURT

(A videotape/audiotape was played in open court, after which the following proceedings were had herein.)

- OR -

(Video played.)

(Video paused.)

DESCRIPTIVE WORDS/PHYSICAL INDICATIONS BY WITNESS

A. (Indicating.)

A. (Nodding.) - Use for Yes

A. (Shaking head.) - Use for No

A. (No response.)

A. (No audible response.)

A. (Indiscernible response.) - Audible but not understood

A. (Complies.)

A. (Viewing document.)

A. (Gesturing.)

A. (Demonstrating.)

A. (Vocally demonstrating.)

A. (Inaudible.) - Impossible to hear or not loud enough to be heard

INTERRUPTIONS

(Interruption.)

(Pause.)

(Cell phone ringing.)

(Audio distortion.)

(Internet interruption.)

(Zoom interruption.)

(Zoom frozen.)

(Simultaneously speaking.)

PORTION OF PROCEEDINGS NOT REPORTED/RECORDED AND NOT TRANSCRIBED

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

- OR -

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

- OR -

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

PORTION OF PROCEEDINGS REPORTED/RECORDED BUT NOT TRANSCRIBED

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

- OR -

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

- OR -

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

EXCERPTS OF PROCEEDINGS - (Also refer to page 4 regarding Excerpt Language for title and certificate page.)

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

(End of excerpt.)

- OR -

(Excerpt begins.)

(Excerpt ends.)

PORTIONS NOT TRANSCRIBED IN THE MIDDLE OF AN EXCERPT

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

CONTINUANCE TO CERTAIN DATE

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

- OR -

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

ADJOURNMENT AT END OF DAY'S PROCEEDINGS

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

- OR -

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

CONCLUSION OF ENTIRE PROCEEDINGS

(End of proceedings.)

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

INTERPRETER

A unique situation is created for the court reporter/court specialist 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

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

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

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

"Answer: Yes, I did."

- OR -

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

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

"Answer: Yes, I did."

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

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

- OR -

MR. JONES: Well, Your Honor, in his deposition, and I quote, the question and answer was: "Did you see him immediately following the accident? Yes, I did."

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

THE PEOPLE OF THE STATE OF ILLINOIS,	)	
Plaintiff,	)	
vs.	)	NO. 2024 CF 0000
JOHN J. SMITH,	)	
Defendant.	)	**JURY TRIAL**

REPORT OF PROCEEDINGS of the trial before the Honorable JUDGE JOHN Q. JUSTICE, commencing on **APRIL 2, 2026.**

APPEARANCES:

ATTORNEY WILLIAM BLOOM,
ATTORNEY SUSAN SUMMERS,
Assistant State's Attorneys,
for the People of the State of Illinois;

ATTORNEY GEORGE RAY,
for the Defendant.

JOHN DOE, CSR
Official Court Reporter
IL License No. 084-000000

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(The following proceedings were had in open court in the presence of the prospective jurors.)

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

MR. BLOOM: Yes, Your Honor.

THE COURT: Is the defense ready?

MR. RAY: Yes, Judge.

THE COURT: We will now commence the jury selection.

(The voir dire examination was conducted and reported but not transcribed.)

THE COURT: Swear the jury to try the issues.

(The jury was sworn to try the issues.)

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

MR. BLOOM: Thank you, Your Honor.

Very briefly, ladies and gentlemen of the jury. The State will prove to you beyond a reasonable doubt that the defendant knowingly, without authority, entered the building owned by Joe Jones, being his residence located at 2112 North 12th Street, Springfield, Sangamon County, Illinois, with the intent to commit therein a theft and that this occurred on October 1st, 2023.

THE COURT: Thank you, Mr. Bloom.

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

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

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

MR. BLOOM: Thank you, Your Honor.

Call Mr. Franks to the stand.

THE COURT: You are Mr. Franks?

MR. FRANKS: Yes, sir.

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

(Witness sworn.)

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

THE WITNESS: Yes, sir.

FRED FRANKS,

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

DIRECT EXAMINATION

BY MR. BLOOM:

Q. State your name and address, please.

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

Q. On the October 1, 2023, did you have a conversation with the defendant relating to a burglary of the residence of Joe Jones located at 2112 North 12th Street, Springfield, Sangamon County, Illinois, which had occurred earlier that day?

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

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

THE COURT: Objection overruled.

You may answer.

A. Yes, I did.

BY MR. BLOOM:

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

A. (Indicating.)

Q. Would you describe something he is wearing?

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

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

MR. BLOOM: Thank you, Your Honor.

BY MR. BLOOM:

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

A. Yes, he did.

MR. BLOOM: I will ask the reporter to mark this document as People's Exhibit No. 1 for identification.

(People's Exhibit No. 1 marked for identification.)

BY MR. BLOOM:

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

A. Yes.

MR. BLOOM: Thank you, Mr. Franks.

Move that People's Exhibit No. 1 for identification be received in evidence.

MR. RAY: No objection.

THE COURT: It will be received.

(People's Exhibit No. 1 was received in evidence.)

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

THE COURT: Cross-examination, Mr. Ray?

MR. RAY: No questions.

THE COURT: You are excused, Mr. Franks.

(Witness excused.)

THE COURT: Let's take a short recess.

(Jury exits.)

(Recess taken.)

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

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

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

Is that correct, Mr. Bloom?

MR. BLOOM: Yes, we rest.

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

THE COURT: Do you wish to argue?

MR. RAY: No.

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

Bring in the jury, Mr. Bailiff.

(Jury enters.)

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

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

Mr. Ray, you may make your opening statement.

MR. RAY: Your Honor, I will waive the opening statement and call the defendant to the stand.

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

(Witness sworn.)

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

JOHN SMITH,

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

DIRECT EXAMINATION

BY MR. RAY:

Q. State your name.

A. John Smith.

Q. Are you the defendant in this cause?

A. Yes, I am.

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

A. (Viewing document.)

Q. Is that your written statement?

A. No.

Q. Have you seen it before?

A. No.

Q. Did you have a conversation with Mr. Franks on October 1, 2023, regarding a burglary on that day of Joe Jones' residence located at 2112 North 12th here in

Springfield?

A. No, I didn't.

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

Question by Mr. Franks: "Did you burglarize Joe Jones' residence on October 1st, 2023?"

Answer by you: "Yes."

"Question: Was anyone with you at the time?

"Answer: No.

"You were there by yourself?

"Yes."

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

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

MR. RAY: No further questions.

THE COURT: You may cross, Mr. Bloom.

CROSS-EXAMINATION

BY MR. BLOOM:

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

A. That's right.

Q. Haven't you known him for years and even known

his wife?

A. No.

MR. BLOOM: No further questions.

MR. RAY: No questions.

THE COURT: You're excused.

(Witness excused.)

MR. RAY: The defense rests.

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

Mr. Bailiff, take the jury.

(Jury exits.)

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

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

THE COURT: The motion is denied.

We will now proceed to our jury instruction conference.

MR. RAY: Your Honor, Mr. Bloom has prepared all of the instructions applicable to this case, and I have

read them and have no objection to any of them.

THE COURT: Show People's Instruction Nos. 1 through 20 given without objection.

Do you have any instructions to offer, Mr. Ray?

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

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

MR. BLOOM: Yes.

MR. RAY: Yes.

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

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

MR. BLOOM: Thank you, Your Honor.

(The closing arguments were reported but not transcribed.)

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

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

(The jury instructions were read to the jury by the Court but not reported nor transcribed.)

(Jury exits.)

(Jury enters.)

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

THE FOREPERSON: We have, Your Honor.

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

The Court will read the verdict:

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

Is that your verdict?

THE FOREPERSON: Yes, Your Honor.

THE COURT: Do you want the jury polled?

MR. RAY: No, Your Honor.

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

(Jury excused.)

THE COURT: This matter will be set for sentencing on May 2nd, 2026, at 2:00 p.m. That is all for now. The defendant will be remanded to the custody of the sheriff.

(End of proceedings.)

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

I, JOHN DOE, 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.

_____
JOHN DOE
Official Court Reporter
IL License No. 084-000000

Dated this _____ day of _____, 2026.