

CITY OF SEATTLE
OFFICE OF HEARING EXAMINER
Seattle Municipal Tower, 700 5th Avenue, Suite 4000, Seattle WA 98104
Mailing Address: P.O. Box 94729, Seattle, WA 98124-4729
Phone: (206) 684-0521 FAX: (206) 684-0536

TRANSCRIPT PREPARATION INSTRUCTIONS

To get a certified transcript of a hearing, complete the following steps.

1. **GET COMPACT DISC (CD) COPY**

Obtain a CD copy of the hearing from the Office of Hearing Examiner. Call ahead to arrange for the duplicate CD to be prepared. You will receive a packet of materials to assist you in preparing the transcript for certification. [There is a charge for making the duplicate CD copies.]

2. **TRANSCRIBE PROCEEDINGS FROM CD**

Have verbatim transcript prepared from the CD (the minutes of the hearing will help the transcriber identify voices, etc.). It is advisable to have the transcript prepared by a professional who has experience in preparing transcripts from CD recorded proceedings. The transcript must be a true and correct transcription of the tape recording. It must be typed on paper which has numbered lines, with the pages numbered consecutively. Paying for the preparation of the transcript is the responsibility of the person requesting it. Have the person who prepares the transcript complete and sign the TRANSCRIBER CERTIFICATION. (See Step 4.)

3. **COPY TO CITY ATTORNEY**

Present a copy of the completed transcript to the City Attorney's Office. Leave the copy and have the City Attorney's Office date-stamp the first page of the original (this shows that the City Attorney has received a copy) . [You should also have one or more copies of the transcript for your use.]

4. **ORIGINAL TRANSCRIPT TO HEARING EXAMINER**

Submit the following to the Office of Hearing Examiner:

- The original transcript (with page 1 marked by the City Attorney's Office as noted in #3 above]
- The completed and signed TRANSCRIBER CERTIFICATION

5. **REVIEW BY PARTIES**

After receiving the transcript, the Hearing Examiner will notify the other parties and allow them time to review it. If the parties have objections to the transcript, the Hearing Examiner may require that it be revised. [Costs associated with required revisions are the responsibility of party who had the transcript prepared.]

6. **CERTIFICATION**

Once the Hearing Examiner finds that the transcript is complete and accurate, it will be certified and the proper party notified to pick it up for submission to court.