Contest Housekeeping Rules:

- Realtime Contest will be held at 9 a.m. on Wed., July 15.
- Speed Contest will be held at 11 a.m. on Wed., July 15.
- The Realtime Contest will consist of the following: a 200 wpm literary leg and a 225 wpm Q&A leg.
- The Speed Contest will consist of the following: a 220 wpm literary leg, a 230 wpm legal opinion leg, and a 280 wpm Q&A leg.
- An optional practice session will be held on Tues., July 14, from 3 to 5 p.m. local time. Candidates may test their receivers and headphones with the listening device at this time.
- Pictures may be taken in the contest room during practice only (Tuesday evening from 3 to 5 p.m. and Wednesday morning from 7:30 a.m. to 8:30 a.m.) if prior agreement has been given by the testing candidate to have their picture taken.
- No pictures will be permitted to be taken from behind or around the podium.
- No internet use during transcription. A dictionary is available in the transcription room.
- Only authorized personnel are allowed access to the grading room.
- There is a strict 15-minute time limit, per contestant, to produce Realtime files. There will be no assistance with producing files to submit for transcription.
- Electronic grading will be utilized for the first round of grading papers.
- Graders will do the subsequent run-throughs for grading.
- All papers submitted for grading must be submitted in ASCII format WITHOUT headers, page numbers, or line numbers.
- All papers submitted for grading for testimony must have a period after the Q and A symbols.
- The Realtime Contest literary leg may be submitted in all caps.
- Contestants are not permitted to help each other with formatting of files the day of the contest.
- All candidates who submit papers for grading will be able to review their tests at Conference on Saturday afternoon. Time and location to be announced.
- All grading is final and not open for discussion.
- Last year's winner will be given a choice of where they would like to sit.
- All other seating will be assigned randomly.
- Contestants are not allowed to swap seats with each other.

The following will result in automatic disqualification, will not be graded or scored, and/or no CEU/PDCs will be awarded:

- Any paper that is submitted in a format other than ASCII. (No PDFs or CAT files allowed.)
- Any single-spaced paper.
- Any testimony paper submitted without a period after the Q or A symbol. The required format for electronic grading is Q. and A.
- Any paper submitted with line numbers, page numbers, or a header/footer.
- Any paper submitted in all caps for the Speed contest legs or the Realtime testimony leg.
- Any nonreadable electronic files.
- Any nonprintable files.
- Soliciting and/or receiving help from anyone before files are handed in.
- Realtime – Leaving and re-entering the room before all files are handed in is not allowed, except with permission from Contest Committee.
- Scores that are less than 95.0 percent will not be awarded CEU/PDCs.