

UNIFIED JUDICIAL SYSTEM

Policy 206

Effective February 1, 2025

PREPARATION OF TRANSCRIPTS

FEES AND EXPENSES

A. Fees.

1. For the preparation of a transcript from shorthand notes or recording device, except as indicated below, the court reporter or other individual or entity employed by the judiciary to prepare a transcript is entitled to receive per page compensation of \$3.25. No paper transcripts will be provided by the court reporter. No fee may be charged for an electronic copy. If a party requests that a transcript be prepared and delivered within 14 days, and the expedited preparation and delivery is not required by statute or supreme court rule, then the per page compensation may be increased to \$4.25.

Time spent in preparation of transcripts in which a per page compensation is allowed is not eligible for overtime compensation and must be outside of regular business hours.

2. The court reporter or other individual employed by the judiciary shall not receive per page compensation for the preparation of the following:
 - a. Criminal or juvenile case transcripts requested by the Indigent Defense Commission for the purpose of appeal or for any court proceeding that occurred prior to the appointment of counsel; transcripts of preliminary hearings; and transcripts required for post-conviction relief hearings, to prepare for re-trial following a mistrial, or appeals;
 - b. Criminal or juvenile case transcripts requested by the state's attorney for the purpose of appeal and transcripts required for post-conviction relief hearings, to prepare for re-trial following a mistrial, or appeals;
 - c. Transcripts of the judge's and state's attorney's official statements to the Pardons Advisory Board; and
 - d. Transcripts prepared at the direction of a district court judge or referee.
 - e. Transcripts for which the per page rate has been waived upon a finding of indigency.

Preparation of the transcript is defined as an original to be filed in the office of the clerk, one electronic copy for each party separately represented, and, if parole or probation be granted, one electronic copy to the division of parole and probation.

B. The court reporter or other individual employed by the judiciary to prepare a transcript will be responsible for costs associated with producing a transcript if entitled to a fee for preparing the transcript, including paper, copying, binding, etc. The state will pay for associated expenses if there is no fee compensation.

FEE WAIVER

A judge may waive the per page transcript preparation fee upon a finding that a party to an action who has requested the transcript for the purpose of appeal is indigent.

FILING

Upon preparation of the transcript, it must immediately be filed in the office of the clerk of court.

AUDIO RECORD REQUIRED

Effective January 1, 2026, a digital audio record must be made of all court proceedings that are required to be on the record. After January 1, 2026, an audio record or non-certified rough transcript will be provided by court employees. The State Court Administrator will contract with a vendor to provide certified transcripts as requested by the court or purchased by individuals.

Approved by Supreme Court 10/20/82; amended 07/01/97; amended 09/30/98; amended 03/21/01; amended 11/06/02; amended 08/03/05; amended 06/27/07; amended 06/24/10; amended 07/01/10; amended 09/10/2014; amended 10/01/2014; amended 05/04/16; amended 07/01/16; amended 03/31/21; amended 2/1/25