

TRIAL COURT ADMINISTRATION

Policy 518

May 23, 2005

TRANSCRIPT PREPARATION FOR INDIGENT CASES FROM AN AUDIO RECORD

SECTION 1. Authority and Purpose

The purpose of this policy is to establish a minimum number of pages to be prepared by judicial personnel before consideration will be given to use of an independent contractor. It provides guidelines for the recruitment, approval, and monitoring of contractors preparing transcripts from audio recorded proceedings.

SECTION 2. Preparation by Judicial Employees

The preparation of transcripts from audio records should be completed by the court reporter/secretary assigned to take the record. If the assigned reporter/secretary does not have time available to produce the transcript, an inquiry should be made as to the availability of other court staff within the unit to complete the transcript. If no one is available then the recording should be sent out for transcript production with the approval of the judge assigned to the case.

Consideration for outsourcing the preparation of the transcript is if the record is more than 150 pages in length. Transcripts shorter than 150 pages will be completed by court personnel.

SECTION 3. Application Process for Contractors

All prospective vendors shall complete an application process established by the Office of State Court Administrator. The process will include the submission of a test transcript to be reviewed by court staff. Once approved, the vendor will be placed on a list to be distributed to all court administrative offices on a semi-annual basis.

SECTION 4. Procedures for Transcript Preparation and Monitoring

1. North Dakota Rules of Appellate Procedure 10 shall govern the formatting of all transcripts prepared by vendors;
2. Trial court administrative staff must use a rotation process for distribution of work to approved vendors and establish procedures to notify court reporters/secretaries of the rotation schedule. Consideration shall be given to using vendors having a record of quality work and based on cost per page;

3. The State Court Administrator shall develop standards for random monitoring of transcripts by court reporters/secretaries. The court reporter/secretary responsible for the generation of the record will be responsible to ensure that transcripts prepared by vendors are monitored on a random basis to assure the accurate translation of court testimony;
4. Inaccuracies in the transcript or grammatical errors are to be documented and provided to the state court administrator for appropriate action;
5. Transcripts prepared by independent contractors shall be returned to the court reporter/secretary assigned to the judge identified to be included with the case record.

Approved by Administrative Council 05/23/05