

TRIAL COURT ADMINISTRATION

Policy 523

November 5, 2010

PREPARATION OF TRANSCRIPTS AFTER SEPARATION FROM EMPLOYMENT OR INCAPACITY OF COURT REPORTER

SECTION 1. Court Translated Notes

All court reporters must upload the translated notes of each proceeding to a designated network drive at the end of each work day or as soon thereafter as possible.

SECTION 2. Access to Stenographic Notes, Equipment and Court Premises After Separation from Employment

The Court System recognizes that a court reporter who has separated from employment with the court may be called upon to produce a transcript from court proceedings held prior to the separation.

It is the preference of the Court System that, whenever possible, the court reporter who originally took the stenographic notes be the court reporter who transcribes the notes.

As needed, the Court System will provide the court reporter with access to court files, stenographic equipment and space at the courthouse to prepare the transcript during normal business hours. In the alternative, a court reporter who elects to work from home will be allowed to take stenographic notes out of the courthouse. Shared stenographic equipment may be taken out of the courthouse with the permission of the court reporter to whom it is primarily assigned. Court documents and files will not be allowed to leave the courthouse but the court reporter may obtain, without charge, copies of documents necessary to produce the transcript. Copies of restricted documents are to be returned to the court for destruction upon the completion of the transcript.

SECTION 3. Payment for Transcripts Court Premises After Separation from Employment

The Court System will compensate court reporters for any transcript that is not private pay transcripts ordered after employment with the Court System has ended at the per-page rate prescribed in Section A (1) of Policy 206, Fees and Expenses for Preparation of Transcripts.

Approved by the Administrative Council on 11/05/10