

PROCEDURE FOR FILING CONTRACT/SUBSTITUTE COURT REPORTER NOTES

In accordance with the Judicial Guide for Policies and Procedures, Volume 6, Court Reporters Manual, Chapter 1.3.3, Certifying and Filing Transcripts and Notes, “ as a condition of employment, an official, substitute, or contract reporter is to promptly certify and file with the Clerk of Court all original shorthand notes and or other original records of proceedings the reporter recorded.”

Contract/Substitute Court Reporter filling in for an Official Court Reporter:

A contract court reporter or a substitute reporter filling in for an official court reporter will file their original shorthand notes and or other original records of proceedings the reporter has recorded, with either the official court reporter upon their return, or with the case management deputy three working days after the completion of the hearing/proceeding. The original shorthand notes or other original records of proceedings the reporter has recorded, are to be given directly to the official court reporter upon her return, or if given to the case management deputy, an entry will be entered on the docket that the notes/recordings were received from the reporter.

These notes/recordings will be filed with the notes/recordings of the official court reporter in chronological order. The official court reporter will only be responsible to house the notes/recordings for cases assigned to the judicial officer they are assigned to.

This will be the procedure, regardless if the court reporter is on the leave act or not on the leave act.

Contract Court Reporter appointed to a Senior Judge or Magistrate Judge:

A contract court reporter appointed to a senior district judge or magistrate judge will file their original shorthand notes and or other original records of proceedings the reporter has recorded, three working days after the completion of the hearing/proceeding. The case management deputy will make an entry on the docket when the notes/recordings are received from the court reporter. The court reporter notes/recordings will be filed in the clerk’s office in chronological order with the recorded magistrate proceedings and notes/recordings of the senior judges proceedings, in chronological order, by the case management deputy.