

Chief Judge, Twelfth Judicial District

**ORDER REGARDING USE OF
FREELANCE REPORTERS IN
CIVIL CASES**



**CHIEF JUDGE
ADMINISTRATIVE ORDER
2011-02**

Policy Regarding Use of Freelance Court Reporters in Civil Cases

1. When the use of an FTR has been deemed necessary for recording proceedings in a civil case, counsel upon agreement have the option to hire a freelance court reporter at an agreed upon rate to report the proceedings in the matter. If such a reporter is retained, it is within the discretion of the court to designate that the record made by the reporter is the official record of those court proceedings. The court shall consider the qualifications of the Court Reporter prior to appointment. If the reporter's qualifications are deemed appropriate and the parties agree to the use and payment of reporter during the proceeding, the court shall approve the agreement, including an agreement on the per page cost to prepare a transcript and any copies.
2. The freelance reporter shall complete and leave a copy of this form with the clerk of the division in which the case is heard.
3. In the event of an appeal, the freelance reporter understands that he/she is responsible for preparation of the record of the proceedings according to Colorado Appellate Rule 10(b) and shall coordinate filing of same with the appeals clerk.
4. If a transcript is ordered by a private party, the freelance reporter shall make available an electronic copy of any transcript prepared from the proceedings for court use only at no cost to the court. If the court orders the original transcript, the fee structure for the court found in Appendix A of Chief Justice Directive 05-03 shall apply to the court.
5. The freelance reporter shall leave his/her paper notes, dictionary and/or a copy of the electronic notes of the proceedings reported with the Court Administrator or his/her designee. The dictionary shall be maintained by the District Administrator or Clerk of Court in a confidential secure location. The dictionary will only be used when the reporter refuses or is unavailable to produce the transcript.
6. The court reporter listed herein shall be given a first right of refusal regarding transcript preparation so long as contact information is kept current with this court.
7. The freelance reporter is not the custodian of the exhibits and shall not retain custody of the original exhibits.
8. It is understood that the freelance reporter is not an employee of the State of Colorado.

Failure to comply with the above may result in loss of future opportunities to report court proceedings in the Twelfth Judicial District.

Done and signed this 17th day of May, 2011.

BY THE COURT:

O. John Kuennhold,
Chief Judge, Twelfth Judicial District

Case No. _____ Judge/Div _____

Case Name _____

Freelance Court Reporter Information

[Name, address, telephone number, email address, other contact information]

I understand the above policy and agree to its terms.

_____ Date: _____