

COMBINED COURTS, Kit Carson, Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties, State of Colorado.	
ADMINISTRATIVE ORDER NO. 2021-E	▲ COURT USE ONLY ▲
AMENDED 13TH JUDICIAL DISTRICT COMBINED COURT ORDER FOR COURT REPORTING SERVICES, JUNE 22, 2021	

The Chief Justice of Colorado recently revised CJD 05-03, Management Plan for Court Reporting and Recording Services, effective June 9, 2021. In light of certain revisions to existing policy as reflected in the revised CJD, I find it necessary to modify portions of our own District’s plan for court reporting and recording in concert with those revisions.

Accordingly, in order to provide the most efficient court reporting services to the public and the District, I hereby Find, Order, and Direct as follows:

1. Paragraph V.F.4 of CJD 05-03 governs notice of requests by reporters for extensions of time to prepare transcripts for such circumstances as filing a record on appeal. It is the policy of the District that, in the event a reporter wishes to seek an extension of time for preparation of a transcript, the reporter shall obtain permission of the Managing Court Reporter, who shall consult with the presiding trial judge as to the request. It is the intent of this Policy that the Managing Court Reporter be fully informed as to such requests for extensions of time, in order that she/he will be able to efficiently allocate the reporter assignments and workload in such a fashion as to expedite the preparation of transcripts, when possible. *See* CJD 05-03, I.E.2.a (assignment of Court Reporters by Managing Reporter); 05-03, I.E.2.f (Managing Reporter monitors all transcript requests and provides status reports concerning same); 05-03 VIII.A (management of transcript backlogs by means of workload adjustments).
2. Paragraph V.G.3 of CJD 05-03 requires that all completed transcripts be submitted to the court. Such submission would normally be by means of filing the transcript in the case file. That process is now accomplished electronically.

However, in the event transcripts were filed electronically without a restrictive security setting, persons having access to the electronic filing system could obtain access to such transcripts and download them and copy them without making suitable payment to the reporter or transcriptionist who prepared them. This is improper, as reporters and transcribers are entitled to be paid for their efforts in preparing a transcript. See CJD 05-03 V.D.1.b (transcripts shall not be started until satisfactory arrangements are made for payment); 05-03 VI (payment to Reporters or Transcribers for services provided in preparation of transcripts). Thus, it is the policy of this District that all transcripts filed in a case must be filed under a "sealed" security setting, unless a judicial officer, after consultation with the Managing Court Reporter, authorizes 1) a less restrictive security setting or 2) in an individual situation authorizes the release of the transcript to a particular party or person.

3. In order to ensure that filed transcripts are not distributed without proper payment to reporters or transcribers, the distribution of filed transcripts to parties requesting copies of them will be accomplished through the reporter or transcriber who prepared them or under the supervision of the Managing Court Reporter if the preparer is not available. Parties who have paid for a transcript shall not distribute the transcript to anyone who has not paid the reporter or transcriptionist for a copy of the transcript. Any party filing transcripts as an exhibit and serving copies to parties in a case by distributing either a partial or a full copy of a transcript without prior permission from the court, the reporter, the transcriptionist, or the Managing Court Reporter is responsible for paying the copy fee to the reporter or transcriber. Including either all or part of the transcript as an exhibit to any filing could result in copy fees being assessed to the filing party for each party served with the exhibit.

Nothing in this Order modifies prior Chief Judge Orders in terms of operations, except as this Order is inconsistent with those prior Orders. In such case, this Order governs.

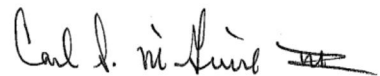
This Order remains in effect until modified or amended from time-to-time.

IT IS SO ORDERED, effective immediately.



Chief Judge

June 22, 2021, at 1345 hours.



Chief Judge

Amended November 3, 2025