**18th JUDICIAL DISTRICT - STATE OF COLORADO**

**Policy Regarding Use of Freelance Court Reporters in Civil Cases**

1. When counsel hire a freelance reporter (at the parties’ expense) to report court proceedings, the freelance reporter retained is not a Judicial Department employee. The record made by the freelance reporter will be the official record of the proceedings; however, if there is an objection, then the parties are to follow the procedure outlined in Chief Justice Directive 05-03(IV).
2. The freelance reporter shall be either a steno or voice court reporter.
3. The freelance reporter shall complete, sign, and leave a copy of this form with the Judicial Clerk of the division **before the hearing/trial begins**.
4. The freelance reporter shall provide his or her electronic notes, including the realtime file, of the proceedings reported to the Managing Court Reporter within fourteen days of providing freelance reporter services in a court case in this district.
5. For any transcripts ordered of the proceedings, the freelance reporter shall provide to the Managing Court Reporter (at no cost to the court) a copy of the transcript(s) in PDF format. The freelance reporter shall be given the right of first refusal regarding transcript preparation so long as contact information is kept current with the Managing Court Reporter.
6. In the event of an appeal, the freelance reporter agrees to be responsible for the preparation of the record of the proceedings according to Colorado Appellate Rule 10 and shall coordinate filing of same with the appeals clerk.
7. If a non-party to the civil case requests a transcript directly from the freelance reporter or freelance firm, the freelance reporter or freelance firm must obtain permission from the Court Executive before preparing such transcript.
8. The freelance reporter is not the custodian of the exhibits and shall not retain custody of the original exhibits; such shall be retained by the Court.

**Failure to comply with the above may result in loss of future opportunities to report court proceedings in the 18th Judicial District. I understand the above policy and agree to its terms:**

Case No.: \_\_\_\_\_\_\_\_\_\_\_\_ Judge/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Caption: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Printed name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Freelance firm and mailing address (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Reporting software used:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5/2025**