

7th JUDICIAL DISTRICT TRANSCRIPT ORDERING POLICY

1. As provided in [Chief Justice Directive 05-03 \(CJD 05-03\)](#),¹ the official record of proceedings shall consist of a certified transcript prepared by a court reporter or transcriptionist.
2. [JDF 4 Transcript Request Form](#) shall be used to obtain transcripts or copies of transcripts. The request form must be as complete as possible and indicate whether production is requested within the Ordinary (30 days) or Expedited (10 days) timeframe. See [CJD 05-03, Appendix A](#).
3. Requests may be submitted via hand delivery, mail, or email, to the Clerk of Court.
4. Multiple dates may be included on the [JDF 4 Transcript Request Form](#). However, multiple cases shall be submitted on a separate form for each case.
5. Once received, the Clerk of Court will send the request to a court reporter/transcriptionist to prepare an estimate and contact the requestor for approval of the estimate and to make payment arrangements. The applicable transcript fee rates are set forth in [Appendix A to CJD 05-03](#).
6. Transcripts will not be started and the timeframes for delivery will not commence until satisfactory arrangements for payment are made. See [CJD 05-03\(V\)\(D\)\(1\)\(b\)](#). The computation of transcript delivery dates is provided in [Appendix D to CJD 05-03](#). The District does not provide estimates or accept payments for transcript production.
7. The Clerk of Court will monitor progress and production and upload the completed transcript into the District's administrative file. Completed transcripts will not be uploaded into the electronic case file.
8. As provided in [CJD 05-03\(V\)\(D\)\(1\)\(b\)](#), the court reporter/transcriptionist shall produce a dated receipt for payment to the requestor.
9. Requests for copies of certified transcripts shall be submitted using the [JDF 4 Transcript Request Form](#). As the request form indicates, if a proceeding has already be transcribed, the requestor will be charged in accordance with the copy rates set forth in [Appendix A to CJD 05-03](#). See [CJD 05-03\(V\)\(G\)\(1\)](#).
10. If the requester is not a named party to the case, the approval of the Chief Judge or Court Executive is required. See [CJD 05-03\(V\)\(G\)\(2\)](#). The request is submitted to the Clerk of Court who will send the request to the Court Executive. The Court Executive will review the request and the case file. After review, the Court Executive will send a recommendation to the Chief Judge and the assigned Judge. The Court Executive will send the determination to the Clerk of Court who will notify the requestor.
11. See [Administrative Order 2018-04](#) Re Requests for Official Court Records (Amended 11/27/2019) for additional information.

¹ CJD 05-03 can be accessed via this link: https://www.courts.state.co.us/Courts/Supreme_Court/Directives/CJD%2005-03_Amended%20Effective%20July%201,%202023%20PAGE%20RATE%20increases%20WEB.pdf