Chief Justice Directive 05-03
Amended July 2015
Amended March 2017
Amended November 2017
Amended January 2018
Amended June 2021
Amended July 2023
Amended Effective November 1, 2026

SUPREME COURT OF COLORADO
OFFICE OF THE CHIEF JUSTICE

Management Plan for Court Reporting and Recording Services

An accurate record of all court proceedings is an essential requirement of due process of law and is required by Article VI and Article II, Section 25 of the Colorado Constitution.

This Chief Justice Directive (CJD) is adopted to promote the accuracy of court records with the effective use of court reporters in the Colorado Judicial Department (Judicial Department) and is applicable to all court reporters employed by the Judicial Department (official court reporters), Judicial Department personnel, and contract court reporters or transcribers employed by the Judicial Department or under employment contract with the Judicial Department.

Proceedings conducted before a district court judge may be reported by a court reporter in person or remotely using a stenotype machine or stenomask equipment on a "realtime" basis. In the absence of a court reporter, digital electronic sound recording equipment can record proceedings.

DEFINITIONS

1. Official Court Reporter: an individual employed by or contracted with by Judicial who documents a verbatim record of live court proceedings such as hearings, trials, sworn statements, and depositions with the use of a stenotype machine or stenomask equipment and complies with the Judicial HR standards for Court reporting.
2. Private Contract Reporter: an individual hired by a litigant to document live court proceedings such as hearings, trials, sworn statements, and depositions.
3. "Realtime" basis: instantaneous translation of spoken words to written text.

I. RESPONSIBILITIES OF CHIEF JUDGE

A. Prioritization of Reported Cases and Transcripts

Pursuant to this CJD, the chief judge of each judicial district shall determine which methods of preserving court proceedings are to be used based upon current economic issues, availability of reporters, and other relevant factors. The Chief Judge, or their designee, shall prioritize the transcript requests to best meet the needs of time sensitive matters. The Chief Judge may delegate any responsibilities outlined in this CJD, as needed.

B. Supervision of Court Reporters

The chief judge, or designee, is ultimately responsible for the administration of any court reporting services in their judicial district as well as the timeliness of the production of transcripts whether on appeal or for other purposes.

C. Grand Jury

The costs associated with providing a court reporter for grand jury proceedings including transcript fees shall be the responsibility of the judicial district and shall be billed to the applicable Judicial Department accounting codes for grand jury expenses.

II. JUDICIAL OFFICER RESPONSIBILITIES

Each judicial officer is responsible for preserving an adequate, accurate record of court proceedings and designating the record for proceedings. Each judicial officer will be sensitive to allocating breaks for court reporters.

III. COURT REPORTER RESPONSIBILITIES

A. Conduct of Court Reporter During Courtroom Proceedings

1. The court reporter shall present themselves to the assigned judge in accordance with the assignment made by the chief judge or designee.
2. The reporter shall observe, comply with, and be bound by all the assigned judge's instructions in matters affecting the composition of the record, the marking of exhibits and maintenance of the evidence, the public or private nature of the proceeding, the adjournment of the proceeding to other times or places, and other like matters. The reporter shall maintain an appropriate demeanor.
3. The court reporter shall report by appropriate equipment all the proceedings that they attend.
4. The court reporter shall take all testimony, rulings, exceptions, oral instructions, and other proceedings during any case, as the assigned judge may designate.
5. The court reporter is not required to report or transcribe audio or video recordings submitted or presented as part of the record.
6. The court reporter shall not use Generative Artificial Intelligence.[1] The court reporter

[1] As used in this Directive, the term "Generative Artificial Intelligence" means an artificial intelligence technology that creates synthetic digital content of images, videos, audio, text, and other digital content from large bodies of data in response to user prompts. Unlike other artificial intelligence systems that are designed to perform specific tasks based on predefined rules and

shall certify that they did not use Generative Artificial Intelligence to capture or record court proceedings, create notes of proceedings, or to assist in any part of creating a transcript.

B. Records to be Maintained by Official Court Reporters

1. To permit the routine audit and inspection of records, official court reporters shall maintain accurate, legible, and up-to-date records of their transcript requests, payment information including invoices, and affidavits for extension of time on any transcript.

IV. DIGITAL RECORDING OPERATOR

A. Conduct of the Digital Recording Operator

1. The operator, or their designee, shall test the digital recording device to make sure the technology is functioning properly to capture an accurate record.
2. The operator, or their designee shall observe, comply with, and be bound by all the assigned judge's instructions in matters affecting the composition of the record, the marking of exhibits and maintenance of the evidence, the public or private nature of the proceeding, the adjournment of the proceeding to other times or places, and other like matters.
3. The operator, or their designee, shall record all the testimony, rulings, exceptions, oral instructions, and other proceedings during any case, as the assigned judge may designate.

V. COURT REPORTERS HIRED BY LITIGANTS

A. Scope

Private contract reporters hired by a litigant are not Judicial Department employees. Such individuals may provide services through a company or individually to litigants.

B. Hiring and Per Page Rates

The litigants are responsible for the private contract reporter's page rate and for paying any associated fees based on the negotiated page rate. The court will not set the court reporter's page rate.

C. Official File

The court may, but is not required to, order the private contract reporter's notes and subsequent

patterns, GenAI can produce new and unique content. Generative artificial intelligence does not include voice-to-text and other non-generative artificial intelligence technology that may assist in efficiently creating an accurate record.

transcript to serve as the official record of the court in place of an electronic record in which event the court reporter's notes and dictionary will become the property of the Judicial Department.

D. Objections to Creation of the Official Record

If a party objects to the creation of the official record or per page rate negotiated, the private contract reporter's notes shall not serve as the official record. The objecting party shall make such objections at least seven working days prior to the commencement of the proceeding, at which time the court shall determine the method for preserving the official record.

E. Rates for the Court

Transcripts ordered by the court from a private contract reporter will be paid for by the Judicial Department and are subject to Appendix A regardless of rates negotiated between the parties.

VI. TRANSCRIPTS

A. Records to be Maintained by Judicial Districts

1. To permit the routine audit and inspection of records, judicial districts shall maintain accurate, legible, and up-to-date records of their transcript orders, invoices, transcript payments, expenses, and attendance in court.

B. Persons Authorized to Prepare Transcripts from Electronic Recordings

1. Official court reporters and contract transcript service companies may prepare transcripts, as determined by each judicial district policy.
2. If a judicial district enters into an agreement with a transcript service company, such contract must be in the format prescribed by the SCAO.
3. Non-court reporter Judicial Department employees shall not be allowed to transcribe court transcripts outside working hours unless the employee is a member of an independent contracting company that has been selected by the judicial district to prepare transcripts. This follows the requirements of the Fair Labor Standards Act, PERA rules, and IRS regulations regarding the issuance of a 1099 and W-2 to the same employee.
4. If non-court reporter Judicial Department employees prepare transcripts from electronic recordings during established working hours, this task shall be included in the individual's normal work assignment and compensation, and such individual shall not be paid the per page rate C.R.S.§13-5-128.

C. Unedited Transcripts (including Realtime and Rough Drafts)

The use of an unedited transcript, rough draft or Realtime as a working document shall be permitted if allowed and approved by the trial judge and the court reporter. Such transcript shall

not be the official record of the court unless so certified by the court reporter. Unofficial transcripts shall not be filed into the court record unless for the sole purpose of preserving the record for an appeal. The rate for the unedited transcript shall be according to Appendix A. Unedited transcripts shall include the Uncertified Transcript Disclaimer in Appendix G.

D. Ordering of Transcripts and Copies of Electronic Recordings

Each judicial district shall determine and post on the Judicial Department website a policy that outlines the procedures for that judicial district for ordering of transcripts or copies of electronic recordings of proceedings (if available).

1. Transcripts may be ordered from the court following this procedure:
    a. The requesting party shall use the request forms for transcript of a hearing or trial approved by the SCAO. Blank forms can be procured from the clerk of the court or court executive as set forth by each judicial district or from the court's website. The completed form shall be sent to the address listed on the form for the appropriate judicial district.
    b. Upon receipt of the request, the official court reporter or transcriber shall contact the requestor. Transcripts will not be started, and the time limits stated for delivery of transcripts will not commence until satisfactory arrangements are made for payment of required costs. If the transcripts are to be paid at state expense, the authority for this payment shall be set forth by written order of court or as set forth in this Chief Justice Directive. The requestor also must obtain, and the reporter or transcriber must produce, a dated receipt for the payment.
2. Judicial districts may sell a whole or partial audio recorded proceeding if available to the public at the prevailing rate prescribed by this CJD. The rate shall be that rate in effect at the time of ordering.
    a. Orders for copies shall be submitted to the court on the request forms for copies of audio recorded proceedings approved by the SCAO. Blank forms can be obtained from the clerk of the court or court executive as set forth by each judicial district or from the court's website. The completed form shall be sent to the address that is listed on the form for the appropriate judicial district.
    b. Copies of audio recorded proceedings shall not be used as the official record for purposes of appeal, motions or other court proceedings. Only certified transcripts by reporters or authorized transcribers pursuant to this CJD shall be used as the official records of court proceedings.
    c. In those judicial districts that do not provide this service, parties shall request a transcript using the procedure outlined in VI.D.1. above.
3. Judicial districts shall not permit parties to listen to recorded proceedings as the recording is not the official record of the proceeding.

a. Requests for copies of digital recordings made pursuant to the Americans with Disabilities Act will be considered on a case-by-case basis.

E. Standards to Produce Transcripts

The following standards apply to the production of all transcripts for Colorado state courts:

1. All transcripts shall be produced in the format required by Appendix B.
2. Persons preparing transcripts are responsible for making required redactions consistent with CJD 05-01 and any additional orders of the Court.
3. Each invoice must include a certification that it complies with the requirements of Appendix C.
4. When an audio or video file was played as part of the record in proceedings with a court reporter or an electronic recording, the played portion of the audio or video file is not required to be transcribed.
5. Official court reporters shall comply with current accessibility requirements.

F. Time Limits for Delivery of Transcripts

1. Original transcripts ordered by judicial officers shall be provided to the judicial officer within the time prescribed by the order unless an extension is sought and approved by the requesting judicial officer.
2. All transcripts of official proceedings prepared for the purpose of appeal shall be delivered to the ordering party, if a copy is requested, and the original filed with the clerk of court within the prescribed time limits of the Colorado Rules of Appellate Procedure.
3. Extension of time for appellate transcripts must be sought from the appellate court pursuant to the applicable rule.
4. The chief judge or designee shall be advised in writing by the official court reporter or transcriber at any time the official court reporter or transcriber requests an extension of time on any transcript.

G. Distribution of Transcripts

1. The official court reporter or transcriber shall provide the transcript in PDF or other word-searchable read-only format to the party requesting the transcript. Replacement copies shall be made available in accordance with the fee structure below for both state-paid and private-paid requests. The intent of this provision is for only one state agency listed in VI.I.1 to pay for the transcript. If the state agency requests the first copy, copy costs for private parties shall be in accordance with Appendix A.
2. Any requests for transcripts from persons or entities who are not parties to the case must be forwarded to the court executive, chief judge, or their designee prior to the court reporter agreeing to furnish a copy.

3. To maintain the integrity of the court record, an electronic PDF or other word-searchable read-only format version of any final transcripts prepared by any court reporter or transcriber shall be submitted to the court upon completion in accordance with judicial district policy. There will be no additional charge to the parties for this copy.
4. Appellate Transcripts:
    a. All transcripts in appellate cases shall be prepared as read-only PDF documents for submission to the court hearing the appeal.
    b. All appellate transcripts shall be delivered to the trial court appeal clerk at least one business day prior to the date the record is due in the appellate court.

H. Transcripts requested by Judicial Department Officers
1. Official court reporters and other Judicial Department employees who prepare transcripts as part of their regular duties shall provide transcripts of proceedings they reported at no cost if requested by and used only by judicial officers.
2. Unofficial transcripts shall not be uploaded or filed into any case, see Appendix G, unless required for appellate review.
3. Court reporters and transcribers who are not Judicial Department employees shall be compensated at the state-paid transcript rate to prepare a transcript requested by and used only by the judge or magistrate who presided over the matter or the chief judge. The judicial district shall be responsible for payment for the transcript if not paid by the parties as described in Section V above.

I. State-Paid Transcripts
1. State-paid transcripts include all transcripts requested by judicial officers, the district attorney, public defender, the Office of the Child's Representative and its contract attorneys, pro se indigent criminal defendants or advisory counsel representing an indigent criminal defendant, the Attorney General's Office, the Office of the Alternate Defense Counsel and its contract attorneys, and the Office of Respondent Parents' Counsel and its contract attorneys.
2. Official court reporters and others who prepare transcripts as part of their regular duties shall be allowed to prepare state-paid transcripts during work hours.
3. Costs for state-paid transcripts are governed by Appendix A of this CJD. The court reporter shall email a PDF or other word-searchable read-only version of the transcript to an attorney or party requesting a copy of a transcript.

J. Private-Paid Transcripts
1. Private-paid transcripts include transcripts requested by all parties, attorneys, media and entities, including the public, not listed in VI.I.1. above.
2. The original per page rate and copy rates are applied as defined in Appendix A.

3. Official court reporters and transcribers shall delineate the fees for originals and copies separately in all transcript invoices.

K. Non-Appellate Transcripts

The full price may be charged only if the court reporter or transcriber delivers the transcript within the time frame agreed upon, including any extensions that have been authorized by the chief judge or designee.

L. Appellate Transcripts

1. In accordance with C.R.S. §13-5-128, the official court reporter shall be compensated for transcription of their stenographic or electronic notes, providing the original and copies of the same pursuant to the guidelines and rates delineated in this directive.
    a. When a transcript is requested for appellate purposes, and such information is indicated on the request form, the requestor will be charged for the original and one additional copy fee for the appellate court.
2. The full price may be charged only if the transcript is delivered within the time frame as set forth in Appendix A or within the time allowed by a timely extension granted for good cause pursuant to Colorado Rules of Appellate Procedure (C.A.R.) 10(c)(2).
    a. The appellate court may extend the due date for a transcript and order the reduced rate if the "good cause" requirement is not met. (See Appendix A for computation of transcript delivery dates and reductions in per page rates for late transcripts.)
    b. The Chief Judge, or their designee, shall prioritize transcription requests to best meet the needs of time sensitive matter as stated in Section I above.
3. If designated, transcripts of sealed proceedings can be prepared for cases on appeal and provided to court staff, at either the trial court or appellate court, without a court order. Transcripts of sealed proceedings shall not be provided to parties without a court order.

VII. OWNERSHIP, CUSTODY, USE, RETENTION AND FILING OF THE NOTES AND ELECTRONIC RECORDINGS

A. Official Court Reporter Notes

1. The notes of all official court reporters who report Judicial Department proceedings:
    a. Shall remain property of the Judicial Department controlled by the chief judge or designee to ensure transcripts may be prepared by another transcriber, if and when necessary;
    b. Shall be retained by the appropriate court for a period prescribed by the Judicial Department Retention and Disposition Schedules and stored in accordance with the judicial district's local policy; and
    c. Are not court records that are subject to disclosure pursuant to CJD 05-01.
2. The work of all court reporters shall be readable, in a state that can be transcribed.

3. Each official court reporter employed by the Judicial Department shall be required to sign Appendix E.
4. During the period of retention, paper or electronic notes shall be made available to the reporter of record, or to any other reporter or person the chief judge may designate.
5. Court Reporter Notes include all electronic stenographic and stenomask notes.

B. Former Official Court Reporters
   1. An Official Court Reporter leaving Judicial Department employment in good standing shall be given a right of first refusal regarding preparation of any outstanding transcripts on the reporter's previous cases so long as:
      a. The court reporter provides the judicial district with the reporter's address, phone number and other contact information and keeps that information current with the court executive, managing court reporter (if available) and chief judge, and
      b. The court reporter does not have any outstanding appeal transcripts beyond the 126 days allotted time frame.
   2. The court reporter has 7 days to respond to the request agreeing to prepare the transcript. The managing court reporter may allow for more time at their discretion.
   3. If a court reporter is no longer a full-time, part-time or contract employee of the Judicial Department, or has not provided Judicial Department with current contact information, individuals may obtain copies of previously prepared transcripts in the Judicial Department's possession at the rate set forth in the Judicial Department Fiscal Rules by contacting the judicial district's court executive or designee.

VIII. TRANSCRIPT BACKLOGS

The chief judge or designee is authorized to take necessary steps to reduce backlog. Such steps may include, but are not necessarily limited to, the following:

A. Adjusting the workload of the court reporter or transcriber to reduce backlogs.
B. If permissible under the terms of the contract, terminating a contract with an outside vendor of transcription services and/or adding contract vendors of transcription services.

CJD 05-03 is amended and adopted effective November 1, 2026.

Appendix A is amended effective November 1, 2026, and is applicable to transcripts prepared on or after November 1, 2026.

/s/
Monica M. Márquez, Chief Justice

APPENDIX A

Below are transcript fee rates for the preparation and transcription of court proceedings. Additionally, in accordance with VI.L of this CJD, and pursuant to C.R.S. §13-5-128, the court reporter of a court of record shall be compensated for preparation of the original and copies of the transcript of notes at such rates described in this policy.

	Original Per Page	Copies to State Agency per Page**	Copies to Non-State Agency Party per Page
State-paid Ordinary Transcript	$3.60	$0.00	$1.35
Private-paid Ordinary Transcript (Private paid original) (within 30 days calendar days, or as agreed upon by the requesting party and transcriber)	$3.60	$1.35	$.1.35
Expedited Transcript (under 14 within 10 calendar days)	$4.35	$0.00	$1.35
Daily Transcript (Prior to normal opening of court the following day)	$5.85	$0.00	$1.60
Unedited Transcript (Rough draft, unedited, non-certified, Realtime)	$1.35 per page for state paid agency. $1.85 per page for non-state agency.	If ordered by two state-paid agencies, limit $2.25 per page by charging second agency $.90 per page	$1.85
Hourly	$6.85	$1.85	$1.85

****State agency as defined in VI.I.1. (excluding judicial officers).**

REPLACEMENT COPIES OF TRANSCRIPTS (Applies to transcripts prepared by a court reporter where the per page costs have already been paid in accordance with the fee structure above.) $35

REDUCED RATES
Reduced rates for late delivery to the appellate court may apply. If submitted on time or within two approved extensions, the transcript shall be billed at the ordinary rate. If a third extension is

requested by the court reporter, the transcript is to be billed at 90% of the ordinary rate; if a fourth extension is requested, the transcript is to be billed at 75% of the ordinary rate; if a fifth extension is requested, the transcript is to be billed at 50% of the ordinary rate.

A transcript ordered on an "expedited" basis shall be billed at the "ordinary" rate if not delivered within 10 days.

The above rates are applicable to each page of transcript, excluding the certification page, which must be at the end of each volume of transcript.

DEFINITIONS OF METHOD OF TRANSCRIPTION

ORDINARY: Appellate transcripts shall be delivered within time prescribed by C.A.R. 10(c)(2). Any other transcripts shall be prepared within 30 days from the date when the requesting party and the reporter agree on arrangements for the transcript or a mutually agreed upon time frame outside the 30 days that is reasonable and meets the needs of the requesting party.

EXPEDITED: Transcript to be delivered within 10 days from the date when the requesting party and the reporter agree on arrangements for the transcript. When transcripts are delivered on or after the 11th day after the arrangements for the transcript, the ordinary transcript rates shall apply.

DAILY: Transcript to be delivered following adjournment and prior to normal opening hour of court on following morning whether or not it is a court workday.

HOURLY: Transcript, ordered under unusual circumstances, to be delivered within 2 hours of adjournment.

REALTIME/ROUGH DRAFT/UNEDITED TRANSCRIPT: Rough draft, unedited, non-certified transcript, which is not an official transcript and shall not be used in place of the official certified transcript. In districts with availability, all arrangements for Realtime must be made in advance of the proceedings by the requesting agency and/or party through the managing court reporter in order to facilitate assignments at their discretion and will be invoiced according to Appendix A. Delivery methods may vary by district. Any deposits made in advance will be reflected as a credit on subsequent invoice(s).

PARTIAL: If the appellate court has previously received a partial transcript and the entire transcript is later ordered the reporter must put the entire transcript in sequential order in one document before it is sent to the appellate court.

Appendix B

STANDARDS FOR TRANSCRIPT PREPARATION

The standards for transcript preparation by all court reporters and transcriptionists, including court reporters hired by litigants in civil cases, are:

Paper:

Size-Standard letter size, 8 ½ x 11
Weight- Not less than 13#
Paper shall be line numbered, 1 to 25, with no fewer than 25 typed lines
Type size- No fewer than nine or ten characters to the typed inch
Ink color- black

Margins:

a) Typed margins shall start one inch from the top and no more than one and three-quarters inches from the left of the page. A justified left margin is used throughout.
b) The right margin shall be no more than three-eighths inch.
c) The lower margin will be set by line 25.

Binding: Transcripts shall be bound at the left. Binding shall be in daily volumes, approximately one inch thick.

Title pages: Prepare in accordance with attached sample, using plain language.

Index page: An index page, when necessary, should only be used to designate page numbers for witness examination, exhibits offered and received, argument by counsel, and orders of the court. Index pages should not be used when only designating the certificate page of the transcript.

Page numbering: Official page numbering for transcripts shall be at the upper right, above line 1. Reporters shall ensure that page numbering is consecutive within each volume. If more than one volume is required, the reporter may number all volumes under a consecutive number sequence, or may begin each volume with page 1. Since citations will be by volume, page number, and line number, the beginning number for each volume is no longer critical.

Parenthetical and exhibit markings: Begin no more than 15 spaces from the left-hand margin, with carry-over line to begin not more than 15 spaces from the left-hand margin.

Quoted material: Begin no more than 15 spaces from the left-hand margin, with carry-over lines to begin no more than 10 spaces from the left-hand margin.

Colloquy material: Begin no more than fifteen spaces from the left-hand margin, with carry-over colloquy to the left-hand margin.

Question and Answer: Each question and answer to begin on a separate line. Each question and answer to begin no more than five spaces from the left-hand margin with no more than five spaces from the Q and A to the text. Carry-over Q and A lines to begin at the left-hand margin.

Electronic: Electronic transcripts standards adopted by the appellate courts pursuant to C.A.R. 10 apply.

All appellate transcripts shall be delivered to the trial court appeal clerk at least one business day prior to the date the record is due in the appellate court.

Certification: The transcriber designated to transcribe the proceedings recorded by electronic sound recording shall include the following certification in the transcript:

> "I (we) certify that the foregoing transcript from the electronic sound recording from the proceedings is in compliance with Chief Justice Directive 05-03." [Signature of transcriber and date].

SAMPLE

DISTRICT COURT BOULDER COUNTY COLORADO 1777-6th Street Boulder, CO 80306	
Petitioner, and Respondent,	*FOR COURT USE ONLY* Case No. Division 2
For Petitioner: For Respondent:	

The matter came on for hearing on , before the HONORABLE Judge's Full Name, Judge of the District Court, and the following proceedings were had.

(Recorded and Transcribed)

25

APPENDIX C

INFORMATION REQUIRED TO BE INCLUDED ON ALL INVOICES

1. Name of Client (Actual person ordering and paying for transcript)
2. Date Ordered
3. Date Delivered
4. Case Name and Number
5. Number of Pages
6. Number of Copies
7. Type of Delivery Schedule
8. Discount
9. Refunds
10. Total Due
11. Certification of Reporter or Transcription Firm of Compliance with Fee and Transcript Format Prescribed by CJD

APPENDIX D

COMPUTATION OF TRANSCRIPT DELIVERY DATES

Transcripts delivery dates are computed from:

a. The date on which satisfactory financial arrangements for payment are made, except for transcripts to be paid for by the State of Colorado or free copies ordered by a judicial officer;

b. The date on which the appropriate Transcript Order is received by the reporter/transcriber when the transcript is to be paid for by the State of Colorado;

c. The date on which the court order is provided to the reporter/transcriber when a judicial officer has ordered a transcript.

APPENDIX E

COURT REPORTER ACKNOWLEDGMENT

(Concerning Transcription Files and Electronic Notes)

_____ Judicial District

I acknowledge that all transcription software files, stenographic and electronic notes produced by me during the time I am employed by the Colorado Judicial Department are the property of the Colorado Judicial Department.

I will regularly back up all electronic notes. If I produce paper notes, I will maintain them in a secure location and in an organized fashion according to local policy.

I will not use Generative Artificial Intelligence to capture or record court proceedings, create notes of proceedings, or to assist in any part of creating a transcript.

Should I leave the employment of the Colorado Judicial Department, I will ensure that all the transcription files for the cases I have reported while a state employee are properly lodged on the server or that I have provided a backup copy. I also will ensure that a current copy of my dictionary is on the server, with a backup copy, and that all docket sheets are current as required by local policy. I will provide verification of same to the chief judge, court executive and managing court reporter.

I understand that I will be given first right of refusal regarding preparation of any transcripts on those cases I have reported so long as I provide the judicial district with my address, phone number and other contact information and keep that information current with the court executive, managing court reporter (if available) and chief judge, and provided I do not have any outstanding appeal transcripts beyond the 126 days allotted timeframe. If no longer employed by the Colorado Judicial Department, I understand I will be given first right of refusal if I left my employment in good standing.

Dated this____day of _____, 20__.

_____
Official Court Reporter

APPENDIX F

OFFICIAL COURT REPORTER TOTAL COMPENSATION

The compensation package for official court reporters in the Judicial Department is based upon three components: salary paid by the Judicial Department, income generated from the production of transcripts, and income generated when providing Realtime feed to counsel. Transcription preparation is part of the official court reporters' essential functions upon which they are annually evaluated. This method of payment adequately compensates official court reporters for their status as professionals and also takes into consideration the costs borne by official court reporters. Official court reporters provide their own equipment, include transcription equipment and software, laptops, and miscellaneous supplies to produce the record owned by the Judicial Department and simultaneously provide Realtime for the immediate use and benefit of judicial staff. When Realtime feed is requested by counsel, counsel will be responsible for submitting payment for that service. Upon request, official court reporters are then responsible for transcribing their electronic notes on their own equipment to produce the final transcript, which is provided to the court at no cost. Official court reporters, as a result, incur additional costs in order to ensure accurate and timely transcripts by employing support staff (i.e. scopists and proofreaders).

As professionals, the official court reporters are also required at their own expense to obtain and maintain Judicial Department mandated certifications, which require membership in professional organizations and yearly continuing education credits. By providing this compensation package, the Judicial Department reaps the benefit of state-of-the art advances in computer technology, but limits the burden on the state budget, relying instead on the per page rate (see Appendix A) paid in part by private parties.

Requiring reduced fees for non-Judicial Department state agencies (reduced by the elimination of the cost of copies for certain state agencies) serves to control and limit the transcript requests for nonessential proceedings. This method of payment also creates a built-in incentive for the timely preparation of transcripts and prevents unnecessary backlogs in our appellate courts while at the same time attracts and maintains qualified employees within our state.

Court reporters must own and maintain their court reporting equipment, including hardware and software and maintenance contracts.

APPENDIX G

UNCERTIFIED TRANSCRIPT DISCLAIMER

The following transcript(s) of proceedings, or any portion thereof, is being delivered *UNEDITED AND UNCERTIFIED* by the official court reporter at the request of the ordering party.

The purchaser agrees not to distribute this uncertified and unedited transcript in any form (written or electronic). This is an unofficial transcript, which shall NOT be relied upon for purposes of verbatim citation of proceedings and shall not be filed as an attachment to any court pleadings. The judge in this case will be provided a copy of an uncertified and unedited transcript.

This transcript has not been checked, proofread, or corrected. It is a draft transcript, NOT a certified transcript. As such, it may contain computer-generated mistranslations of stenotype code or electronic transmission errors, resulting in inaccurate or nonsensical word combinations, or untranslated stenotype symbols which cannot be deciphered by non-stenotypists. Corrections will be made in the preparation of the certified transcript resulting in differences in content, page and line numbers, punctuation, and formatting.

This realtime uncertified and unedited transcript contains no appearance page, certificate page, index, or certification.