

EIGHTH JUDICIAL DISTRICT

LEAD RECORDER

DUTIES

The lead recorder shall coordinate the various activities of Official Court Reporters and Transcriptionist in the Eighth Judicial District. The lead recorder will ensure that verbatim testimony in the most efficient, effective and compatible process throughout the district.

The Chief Clerk will supervise the Lead Recorder.

SELECTION/TERMS

The Chief Judge will appoint the Lead Recorder.

The lead recorder shall be appointed for a period of service of one year unless he/she is granted an extension. The Chief Judge can grant extensions to the appointment on a year to year basis.

GENERAL RESPONSIBILITIES

1. Maintain open communication with other Court Reporter(s) and the Transcriptionist to ensure coverage throughout the District.
2. Make recommendations for leave time for Court Reporters and Transcriptionist to the Chief Clerk. Facility managers will sign Authorization for Leave forms as leave time is approved by the Chief Clerk.
3. Assist the Court Administrator through the Chief Clerk in annual budget preparation for Transcriptionist. Prepare annual budget for Court Reporters in conference with Chief Clerk and other Court Reporter(s).
4. Attend management meetings to represent Court Reporters and Transcriptionist in the Judicial District.
5. Disseminate information pertaining to Court Reporters, Transcriptionist and other departments in the Judicial District.
6. Attend conferences, seminars, or other courses relating to Court Reporters or Transcriptionist management.

7. Coordinate ordering of supplies and equipment with other Court Reporters and the Chief Clerk.
8. Assist in the selection of new Court Reporters and Transcriptionist.
9. Make recommendations for equipment and supply purchases for Court Reporters and Transcriptionist.
10. Maintain records, data, or other pertinent information that may be used to evaluate Court Reporters and Transcriptionist effectiveness.
11. Assist the Chief Clerk in the evaluation of work performed by Court Reporters and Transcriptionist.

The Lead Recorder will not receive an additional compensation for responsibilities undertaken.

Amended: 12/04/2006

EIGHTH JUDICIAL DISTRICT

Official Court Reporters Guidelines

The intent of this document is to establish guidelines for job and budget responsibilities for Official Court Reporters.

A. OFFICE HOURS

1. Office hours for Official Court Reporters shall be 8:00 a.m. – 5:00 p.m., Monday through Friday, with one hour for lunch.
2. Official Court Reporters shall request approval from the Court Administrator and/or the Chief Judge to work from their residence, or other location during normal office hours.

B. TRANSCRIPTS

1. Official Court Reporters shall be allowed to work on transcripts during normal office hours, provided such work does not interfere with the recording of Judicial Trials, Conferences, Hearing and other duties as assigned and/or required in the performance of job duties.

C. JOB DUTIES

1. Official Court Reporters shall take verbatim testimony of, felony jury trials, preliminary hearings in which appeal is highly likely and the defendant has retained counsel, hearings and conferences as requested by a judge.
2. Also see job description of Official Court Reporter.

D. COURT PAID EXPENSES

1. As a general policy, the Court will provide the items listed below for Official Court Reporters. These are all subject to budgetary consideration and approval of the Court Administrator and Chief Judge.
 - a. All general supplies, office equipment and furniture.

- b. Necessary and reasonable expenses to attend state conferences not reimbursed by the state and as the district budget allows.
- c. Memberships for:
 - Kansas Shorthand Reporters Association
 - National Court Reporters Association
- d. Travel not reimbursed by the state, upon approval of the Court Administrator and/or Chief Judge.
- e. Computer hardware (computer, monitor, printer, etc.)
- f. Maintenance and repair of computer hardware.
- g. Maintenance and repair of stenographic machine

E. **EXPENSES NOT PAID BY THE COURT**

- 1. Stenographic machine

Revised: September 15, 1999

EIGHTH JUDICIAL DISTRICT

TRANSCRIPT RELEASE POLICY

Upon Request, subject to payment in full and written authorization of the Clerk of the District Court in Dickinson, Geary, Marion and Morris Counties, privately requested transcripts and copies of transcripts prepared by a Transcriptionist may be picked up from the Morris County District Court Clerks office by the party requesting such transcript.

In circumstances where a transcript is required to be filed with the Clerk of the District Court, the Clerk of the District Court in Dickinson, Geary, Marion and Morris County may authorize the transcript to be picked up from the Morris County District Court Clerks office by the party requesting such transcript and immediately delivered to the appropriate clerks office for filing, at which time the transcript can be checked out in accordance with the checkout policy.

IN THE EIGHTH JUDICIAL DISTRICT

DISTRICT COURT OF _____ COUNTY, KANSAS

STATE OF KANSAS,)	
)	
Plaintiff,)	
)	
vs.)	Case Number: _____
)	
_____,')	
)	
Defendant)	
_____)	

TRANSCRIPT RELEASE AUTHORIZATION

I, _____, Clerk of the _____ County District Court, hereby authorize _____ to pick up the transcript of proceedings in the above captioned case heard on the _____ day of _____, _____, from the Morris County District Court clerk's Office.

Dated this _____ day of _____, _____

Clerk of the District Court

TRANSCRIPT RECEIPT VERIFICATION

I, _____, verify that the transcript indicated above has been released to me by the Morris County District Clerk's Office.

Dated this _____ day of _____, _____

EIGHTH JUDICIAL DISTRICT

ELECTRONIC RECORDINGS

The 8th Judicial District for many years has recorded hearings by electronic recording in various forms. As technology and software has changed, it has become necessary to maintain technological access to those recordings.

If a party or attorney wants to listen to electronic recordings on the digital Encompass program, they must file a motion (ex parte if they prefer) requesting the Court to grant them permission. If the Court does grant them permission, the party or attorney must contact the Clerk to schedule an appointment when the courtroom and staff are available for the review. If the Court denies permission, the party or attorney may request a transcript of the hearing. A written request must be provided to the Clerk, and an estimate of the cost of the transcript will be provided to the party or attorney.

Electronic recordings made by reel-to-reel tape, cassette tape, FTR program, or CourtABLE software are no longer available for review in the individual courts due to the lack of equipment or software. It is the policy of this Judicial District to require a request for transcript of these hearings.

Electronic recordings cannot be played during current court proceedings. The digital Encompass program is installed only on the courtroom clerk's computer. Since that computer is currently recording the proceeding, a recording from a different hearing cannot be played back at the same time.

If an electronic recording is requested by a business records subpoena, the assigned Judge will review the subpoena to determine if it should be granted or quashed.

EIGHTH JUDICIAL DISTRICT

INCORRECT TRANSCRIPT ORDERS

TRANSCRIPT ORDER REQUESTING INCORRECT DATES

An order for transcript requesting proceedings on an incorrect date received by a court reporter should be returned to the requesting attorney by the court reporter, accompanied by a letter indicating the requested proceedings did not occur on that date, with copies to the appellate clerk's office and opposing counsel. Information regarding the correct date of the proceedings may be provided, if available. The appellate clerk's office will begin running the court reporter's time on any additional proceedings requested in the order for transcript for which a correct date was given.

An order for transcript requesting proceedings on an incorrect date of an electronic recording should be returned to the requesting attorney by the district clerk's office, accompanied by a letter indicating the requested proceedings did not occur on that date, with copies to the appellate clerk's office, opposing counsel and the transcriptionist. Information regarding the correct date of the proceedings may be provided, if available. The appellate clerk's office will begin running the transcriptionist's time on any additional proceedings requested in the order for transcript for which a correct date was given.

INCORRECT COURT REPORTER OR TRANSCRIPTIONIST

An order for transcript listing the wrong court reporter should be returned to the requesting attorney by the court reporter, accompanied by a letter indicating that court reporter did not take the proceedings, with copies to the appellate clerk's office and opposing counsel. Any information regarding the court reporter who reported the requested proceedings or the fact that the proceedings were electronically recorded may be provided, if available. The appellate clerk's office will remove the transcript from the court reporter's Report of Pending Transcripts upon notification the court reporter did not take the proceedings.

An order for transcript incorrectly listing the transcriptionist should be returned to the requesting attorney by the district clerk's office, accompanied by a letter indicating the proceedings that date were not electronically recorded, with copies to the appellate clerk's office, opposing counsel and the transcriptionist. Any information regarding the court reporter who reported the requested proceedings may be provided, if available. The appellate clerk's office will remove the transcript from the transcriptionist's Report of Pending Transcripts upon notification the proceedings requested were not electronically recorded.

NO PROCEEDINGS ON DATE REQUESTED

An order for transcript on a date when no proceedings took place received by a court reporter should be returned to the requesting attorney by the court reporter, with a letter indicating no hearing took place that date, with copies to the appellate clerk's office and opposing counsel.

An order for transcript on a date when no proceedings took place of an electronic recording should be returned to the requesting attorney by the district clerk's office, with a letter indicating no hearing took place on that date, with copies to the appellate clerk's office, opposing counsel and the transcriptionist.

PROCEEDINGS PREVIOUSLY TRANSCRIBED

An order for transcript of proceedings previously transcribed which is received by a court reporter may be listed on the court reporter's Certificate of Filing upon completion of pending transcripts in that case. If the court reporter has no transcripts pending in the case, the order should be returned to the requesting attorney by the court reporter, with a letter stating that the requested proceedings were previously transcribed, accompanied by a copy of the Certificate of Filing, with copies to the appellate clerk's office and opposing counsel.

An order for transcript of proceedings which may have been previously transcribed of an electronic recording should be forwarded by the district clerk's office to the transcriptionist. An order for transcript received by a transcriptionist for electronic recordings which have been previously transcribed may be listed on the transcriptionist's Certificate of Filing upon completion of pending transcripts in that case. If the transcriptionist has no transcripts pending in the case, the order should be returned to the requesting attorney by the transcriptionist, with a letter stating that the requested proceedings were previously transcribed, accompanied by a copy of the Certificate of Filing, with copies to the district clerk's office, the appellate clerk's office, and opposing counsel.

ORDER FOR TRANSCRIPT NOT SERVED ON COURT REPORTER

A court reporter who becomes aware of an order for transcript which was not served on the reporter should notify the requesting attorney in writing, with copies to the appellate clerk's office and all parties, that the attorney should file an amended order with the current date, with service on the reporter, the appellate court and all parties, as required by SCR 3.03 (c). The appellate clerk's office will adjust the court reporter's due date to conform to the date on the amended order .

Revised: November 4, 2005