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AT THE TIME AND DATE NOTED
PAUL F. HARTSFIELD
CLERK OF CIRCUIT COURT

IN THE SECOND JUDICIAL
CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO. 81-13

RE: Procedures for Official Court Reporter Assignments; Court Reporter Responsibilities; and, Use of Mechanical Devices for Reporting Court Proceedings

This Order supersedes Administrative Orders Numbered 80-11 and 77-37.

To better serve the needs of the various courts of the Second Judicial Circuit, the following procedures for assignments of the official court reporters and use of mechanical devices for reporting court proceedings will be implemented and become effective immediately.

All assignments will be on a weekly rotating basis and will be prepared by the Court Administrator, or his designee, who shall have supervisory authority over all court reporters within the Second Judicial Circuit with regard to assignments and responsibilities.

LEON COUNTY

Three reporters will be assigned to Leon County each week and will be responsible for reporting those proceedings in the Criminal Division of both the Circuit and County Courts which are required to be reported, except those matters designated to be reported by mechanical devices.

One reporter will be assigned to Circuit Court; one to County Court; and, one assigned as first back-up reporter for both County and Circuit Court of Leon County. It is also the responsibility of each reporter to assist the other, whenever possible, if the need arises. If a reporter determines there is a conflict in the assignment, it is the responsibility of the assigned reporter to contact the back-up reporter for assistance.

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Reporting Procedures - Leon County

County Court - Criminal Division

1. All criminal jury and non-jury trials shall be reported by an official court reporter, unless otherwise ordered by the presiding judge.
2. All other criminal proceedings, including arraignments, plea day, motion hearings, all criminal traffic except trials shall be mechanically recorded. The exception may be a motion to suppress or similar type proceedings in which the presiding judge determines a need to have it reported by a court reporter, and then only by issuing a timely order to the reporter.
3. Proceedings in the Traffic Division which are classified as civil infractions or any civil cases shall not be reported either by a court reporter or mechanical device.

Circuit Court

Criminal Division

All proceedings shall be reported by an official court reporter unless otherwise ordered by the presiding judge.

Juvenile Division

All proceedings shall be reported by mechanical device unless otherwise ordered by the presiding judge.

Probate Division

All proceedings which are required to be reported shall be reported by mechanical device unless otherwise ordered by the presiding judge.

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FRANKLIN COUNTY

Circuit Court

One reporter will be assigned each week and will be responsible for reporting criminal matters and any other proceedings which the presiding judge requires to be reported. Mechanical recordings are authorized in those proceedings to be reported in which a court reporter is not required.

County Court

All proceedings required to be reported shall be reported by mechanical device unless otherwise ordered by the presiding judge.

This reporter is the first back-up reporter for the Circuit.

JEFFERSON COUNTY

Circuit Court

One reporter will be assigned each week and will be responsible for reporting criminal matters and any other proceedings which the presiding judge requires to be reported. Mechanical recordings are authorized in those proceedings to be reported in which a court reporter is not required.

County Court

All proceedings required to be reported shall be reported by mechanical device unless otherwise ordered by the presiding judge.

This reporter is the second back-up reporter for the Circuit.

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WAKULLA COUNTY

Circuit Court

One reporter will be assigned each week and will be responsible for reporting criminal matters and any other proceedings which the presiding judge requires to be reported. Mechanical recordings are authorized in those proceedings to be reported in which a court reporter is not required.

County Court

All proceedings required to be reported shall be reported by mechanical device unless otherwise ordered by the presiding judge.

This reporter is the third back-up reporter for the Circuit.

GADSDEN AND LIBERTY COUNTIES

Mrs. Priscilla Williams is permanently assigned to these two counties and is responsible for reporting all proceedings required to be reported by the presiding judge and the use of mechanical recordings are hereby authorized in those proceedings in which the court reporter is not required.

RESERVE

One reporter will be assigned to the reserve position each week. This reporter will not be assigned to any court, except in an emergency, and may use the time to do private work or assist any other reporter if the reporter desires. This reporter will be the fourth back-up reporter for the Circuit.

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BACK-UP REPORTERS

The back-up positions are designated as follows:

Leon County - Each reporter will back-up the other, except the unassigned reporter will be the first.

Franklin County - First back-up for the Circuit.

Jefferson County - Second back-up for the Circuit.

Wakulla County - Third back-up for the Circuit.

Reserve - Fourth back-up for the Circuit.

GRAND JURY AND CORONER'S INQUEST REPORTING

Leon County

Each reporter, when required, will report Grand Jury or Coroner's Inquest within their assigned court jurisdiction. If the Circuit or County Court reporters are busy within their assigned duties, then the back-up reporter for Leon County will be responsible for reporting the proceedings.

All Other Counties

All other reporters when required will be responsible for reporting these proceedings in their assigned counties.

DEPOSITIONS - PUBLIC EXPENSE

The taking of criminal depositions, which are requested by the State Attorney, Public Defender, or Court appointed attorney, shall be reported by an official court reporter unless otherwise directed by the presiding judge.

TRANSCRIBING - MECHANICAL RECORDINGS

If a transcription of a proceeding is ordered in those divisions in which a matter is mechanically recorded, the presiding judge may order it transcribed by an official court reporter if the clerk or other personnel is unavailable to transcribe. If an official reporter is ordered to

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transcribe, the notice shall be forwarded to the Office of the Court Administrator for assignment. The Court Administrator will assign the reporter who was assigned to the division or county during the week in which the recording was made.

In Leon County, any order for transcription from the Juvenile Division shall be assigned to the back-up reporter for Leon County during the week in which the recording was made.

FEES - MECHANICAL TRANSCRIPTIONS

If an official court reporter is required to transcribe a mechanical recording, the same page rate fees shall be charged as authorized for this circuit by administrative order. In addition to the page rate fees, the reporter is authorized to charge a fee of $10 per hour not to exceed two hours. The minimum fee shall be $10 and if the time is less than two full hours, then the reporter shall charge to the nearest quarter hour at the rate of $2.50 per quarter.

TRANSCRIPTION FEES - PRIVATE COUNSEL

Any person represented by private counsel or acting in his own behalf who requests the transcription of any proceeding shall be responsible for all fees and costs of the court reporter for transcribing such matters.

FEES - GRAND JURY AND CORONER'S INQUESTS

If a court reporter is required to report Grand Jury or Coroner's Inquest proceedings, the reporter is authorized to bill the county in which the proceeding was ordered to be reported. The fees charged shall be as prescribed by administrative order setting such fees to be charged by reporters.

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CIVIL REPORTING AND TRANSCRIBING

All civil cases and cases classified as civil traffic infractions are not required to be reported. Any party in any civil action requesting a proceeding to be reported and/or transcribed shall be responsible for all court reporter fees and costs for reporting or transcribing such proceedings.

DEPUTY COURT REPORTER FEES

The official court reporter using the services of any duly appointed deputy reporter shall be responsible for all billings for services to the County or State and any salaries or fees to be paid to the deputy reporter.

RESPONSIBILITIES

1. Each reporter is responsible for knowing his or her assignment during each week and to be available at all times for each assignment.
2. If any reporter desires to be off on any given day during his or her assignment, arrangements must be made with another reporter to cover the assignment not to conflict with any other schedule.
3. If at any time, except for emergency reasons to be determined by the Court Administrator, an assigned official court reporter fails to cover his or her assignment, and another official reporter or special reporter is assigned by the Court Administrator, that reporter is responsible for payment to the official or special reporter as outlined in the schedule of fees. The official reporter receiving the pay shall not claim credit on the Court Reporters Monthly Certification forms towards the sixty hours overtime requirement.

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4. Each reporter who is away from the office for an extended length of time is required to have another reporter on standby and to notify the office of the Court Administrator.

5. Any personal conflicts that may arise between court reporters which cannot be resolved between the parties will be reported to the Court Administrator. An effort will be made by the Court Administrator and the reporters to resolve the problem before any other action is taken.

6. Each reporter will make arrangements to have assignments covered during his or her vacation period. Only one reporter will be permitted to be on vacation at a time except if a hardship exists or if court calendaring during the requested period permits. This is to be determined and approved by the Court Administrator.

EFFECTIVE DATE

This Order shall become effective immediately.

DONE AND ORDERED in Chambers at Tallahassee, Florida, this 21st day of May, A. D. 1981.

Ben C. Willis

BEN C. WILLIS, CHIEF JUDGE

Copies:

All Judges - Second Circuit
All Court Reporters - Second Circuit
State Attorney - Second Circuit
Public Defender - Second Circuit
All Clerks of Court - Second Circuit

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