

# CONTRACT REPORTERS

## INSTRUCTIONS FOR COMPLETING REQUEST FOR PAYMENT IN INDIGENT MATTER

(Blank forms should be copied prior to completing;  
forms also available at [www.tncourts.gov](http://www.tncourts.gov))

**PLEASE COMPLETE FULLY, INCLUDING SIGNATURES OF THE COURT REPORTER, ATTORNEY(S), AND THE JUDGE PRESIDING OVER THE PROCEEDING OR WHO HAS ORDERED THE PREPARATION OF THE TRANSCRIPT. IF THE FORM RECEIVED IS INCOMPLETE, IT WILL BE RETURNED WITH FURTHER INSTRUCTIONS.**

### Form CR-3

#### “Request for Payment of Transcript in Indigent Matter”

**Invoice Number** – First initials of first and last name plus the case/docket number. If there is more than one case number, only the first case number may be used in the invoice number space.

**County** – County in which proceeding was held.

**Judicial District** – District in which county is located.

**Date of Proceeding** – Date that proceeding began.

**Date of Request** – Date the request was made for the transcript.

**Type of Proceeding** (i.e., sentencing, pre-trial motions, etc.) – If there is more than one type of proceeding for which the transcript is being prepared, abbreviations may be used. If the space provided is still not enough, additional information may be added at the top of the form.

**DPA #** - This number is listed on the authorization to vendor form. For example, DPA-13-CR999-00.

**Charge** – The crime defendant is charged with.

**Court in Which Proceeding Held** – i.e., criminal, general sessions, circuit

*\*In a single-defendant case, a court order should be attached if the request is for additional copies beyond the 1 original and 1 copy, as authorized by statute.*

*\*If there are multiple defendants, the box should be checked and the name(s) of the additional defendant(s) should be included.*

# CONTRACT REPORTERS

## INSTRUCTIONS FOR COMPLETING REQUEST FOR PAYMENT FOR COURT APPEARANCE BY PER DIEM COURT REPORTER

(Blank forms should be copied prior to completing;  
forms also available at [www.tncourts.gov](http://www.tncourts.gov))

**PLEASE COMPLETE FULLY, INCLUDING SIGNATURES OF THE COURT REPORTER AND THE JUDGE PRESIDING OVER THE PROCEEDING. IF THE FORM RECEIVED IS INCOMPLETE, IT WILL BE RETURNED WITH FURTHER INSTRUCTIONS. (THESE REQUESTS SHOULD BE SUBMITTED WITHIN 45 DAYS OF THE LAST APPEARANCE DATE).**

### Form CR-6

**“Request for Payment for Court Appearance by Per Diem Court Reporter”**

**Invoice Number** – First initials of first and last name plus the date of appearance (preferably the first appearance date that is listed).

**Court in Which Proceeding Held** – i.e., criminal, circuit

**Begin Time** – Time first court proceeding began. **End Time** – Time court adjourned.

**Full-day** – Hours worked beyond 3 hours and 45 minutes (i.e., 9:00 a.m. – 12:46 p.m.).

**Half-day** – Hours worked below and including 3 hours and 45 minutes (i.e., 9:00 a.m. – 12:45 p.m.).

**Lunch Taken** – Time in minutes taken as the lunch period (i.e., 60 minutes); if no lunch taken, indicate NA, 0, or no lunch. **NOTE: *The lunch period is deducted from the total number of hours worked. For example, if a reporter works from 9:00 a.m. to 1:00 p.m. and has lunch for 60 minutes (1 hour), the reporter will be paid for a half day (3 hours).***

**Primary/designated court reporter** – Per diem reporter who has been officially or unofficially designated to act as the regular reporter for a particular court or judge.

*\*If substituting for an official court reporter, please verify with the official court reporter the reason for the absence and check the appropriate box – sick leave, court-approved leave, workload relief, or other.*

*\*If substituting for a primary/designated reporter, please check the box “No official court reporter assigned to this court.”*

*\*Current mileage rate is \$0.47 per mile. Mileage is not reimbursable for service provided within a reporter’s residential county.*

*\*If the reporter worked for more than one judge during the dates for which payment is being requested, one form needs to be completed for each judge.*

*\*The AOC no longer pays an overtime rate.*