

**INSTRUCTIONS FOR COMPLETING REQUEST FOR
PAYMENT IN INDIGENT MATTER**

(Blank forms are available on the website: 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 the reporter’s first and last name plus the case/docket number. If there is more than one case number, please use only the first one in the invoice number space.
- County – County in which proceeding is held.
- Judicial District – District in which county is located.
- Date of Proceeding – Date on which proceeding began.
- Date of Request – Date the request was made to the court reporter for the transcript.
- Type of Proceeding (preliminary hearing, pre-trial motions, etc.) – If there is more than one type of proceeding for which the transcript is being prepared, the reporter may abbreviate. If the space provided is still not enough, the reporter may write additional proceedings at the top of the form.
- In a single-defendant case, a court order should be attached to the request if you are requesting payment for additional copies beyond the one original and one copy, as authorized by statute.
- If there are multiple defendants, check the box implicated and include the name(s) of the additional defendant(s).
- The cutoff date for official reporters to turn in requests for payment for preparation of transcripts is the 13th of each month. The requests must be received no later than 4:30 p.m. (CT). If the deadline falls on the weekend or a holiday, requests will be due on the following business day.

INSTRUCTIONS FOR COMPLETING MONTHLY WORK REPORT

(Blank forms are available on the website: 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.

Form CR-5 “Official Court Reporter Monthly Work Report”

- One form should be completed; however, if a reporter works for multiple judges, each judge should initial the appearance date that applies to the reporter's appearance in that judge's court. In addition, the form may contain the signature of only one judge.
- For each date of the month in which there is an activity performed (in-court, transcript preparation, office tasks), the number of hours the activity was performed should be included. If no activity was performed on a given day, with the exception of the weekend and holidays, this day should reflect that no court was scheduled, court was cancelled, or reporter was on leave.
- The county of residence is the county in which the reporter resides. Reporters may not claim reimbursement for mileage within their designated home county.
- Reason for Absence from Court (Work Relief) – Work relief is defined as days that are needed for transcript preparation and that are in addition to any other scheduled or nonscheduled days off during a particular month. If a reporter finds it necessary to take work relief, it is not necessary to submit a work relief request form if another official reporter will be used. However, if the reporter needing work relief has contacted other officials, and none of them are available, and it becomes necessary to contact a per diem reporter, the work relief request form must be completed and submitted to the AOC.

If the reporter is absent from court due to work relief, the docket number for the case the reporter worked on should be reflected on the work report.

If the reporter is absent from court due to illness or court-approved leave, the appropriate number of hours taken should be reflected.

- The mileage amount plus any additional office expenses should be included in the Total box at top of form. The current mileage rate is \$.47.
- The monthly work report must be received by the AOC on the 13th of the month following the month being submitted. Requests for reimbursement of expenses should be submitted within 45 days of purchase.