

# Procedures for Digital Recording of Criminal Court Proceedings

## **ALL COURT REPORTERS**

- All proceedings shall be saved (burned) to the recording file on the hard drive of the computer and also to a CD-R or DVD-R. This CD-R or DVD-R shall be considered the original recording.
- At the end of each day's proceedings, the reporter shall verify that the saving/burning of the proceedings has been successful by initiating playback of the audio recording and the CD-R or DVD-R.
- A new CD-R or DVD-R should be used each day, regardless of whether or not the previous CD-R or DVD-R used was completely filled. Additional CD's or other AOC-approved storage media may be utilized for transcription purposes. (Please contact the AOC for approval of storage media other than CD's.)

## **SUBSTITUTE COURT REPORTERS**

- The original CD-R or DVD-R shall be provided immediately to the official court reporter or the regularly designated reporter for whom you are substituting.

## **OFFICIAL COURT REPORTERS/REGULARLY DESIGNATED REPORTERS**

- The official court reporter or the regularly designated reporter shall immediately provide the original CD-R or DVD-R to the clerk of court or file in a location that has been approved by the AOC. (Please contact the AOC if uncertain of the approved location.)
- On the last work days in March, June, September, and December of every year, or as close to that date as possible, the official court reporter or regularly designated reporter shall delete from the hard drive of the recording system computer all proceedings that have been saved to a CD-R or DVD-R and previously filed with the clerk of court or in the AOC-approved location. This should be done only after it has been verified that the recordings of the proceedings have been saved successfully.