

# AOC COURT REPORTING SERVICES

## Quick Reference Guide

### **1. Court Reporter Statutes/Rules**

a. T.C.A. §40-14-301 through §40-14-317

b. TN Rules of Crim. Proc.

c. TN Rules of App. Proc. 24

### **2. Official Reporters**

Official reporters are full-time employees who receive State benefits, are paid a salary and a fee for producing transcripts, and may work for 1 or more judges.

### **3. Auxiliary/Per Diem Reporters**

Auxiliary/per diem reporters are contractors who substitute for official reporters, may work as the primary reporter for a specific judge, or may substitute for another per diem reporter.

### **4. Qualifications to Become Reporter**

Pursuant to T.C.A. §40-14-303, the qualifications of court reporters in the criminal trial courts are in accordance with standards adopted by the Administrative Director of the Administrative Office of the Courts.

### **5. Supervisor of Reporters**

The hiring judge is the direct supervisor for official reporters. (T.C.A. §40-14-310) Auxiliary reporters have a more direct relationship with the AOC. However, auxiliary reporters are to communicate all concerns to the judge immediately.

### **6. Transcript Orders in Indigent Criminal Cases**

According to Appellate Rule 24 (b), "Within 15 days after filing the notice of appeal, the appellant in a criminal action shall order from the reporter a transcript of such parts of the evidence or proceedings not already on file as the appellant deems necessary." T.C.A. §40-14-312 states that "if the defendant prays and is granted an appeal, and is determined by the trial judge to be without sufficient funds to pay for the preparation of the transcript of the proceedings, the trial judge shall direct the court reporter to furnish the defendant a complete transcript of the proceedings,..."

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## **7. Compensation**

Official reporters are paid a salary and transcript fee. Auxiliary reporters are paid according to the rates reflected in the contract.

### *Court Reporter Fund:*

This fund is used to pay for the costs of the majority of indigent criminal transcript costs and official court reporter salaries and per diem costs. Reporters should use the AOC-created forms to request payment.

### *Indigent Defense Fund:*

This fund is used to pay for other indigent criminal and civil costs pursuant to Supreme Court Rule 13. Prior approval is required for most cases.

## **8. Transcript Preparation**

In indigent criminal cases the AOC is authorized to pay for 1 original and 1 copy (included as a set). The AOC is **not authorized** to pay for a transcript provided to the district attorney general.

## **9. Code of Professional Ethics**

The AOC has adopted standards from the National Court Reporters Association (NCRA) {[www.ncra.online.org](http://www.ncra.online.org)}

The TN Board of Court Reporting has established rules and regulations that include standards of professional conduct for the licensed reporters in Tennessee.

## **10. Contact Information**

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