

FREQUENTLY ASKED QUESTIONS REGARDING COURT REPORTING PROGRAM POLICIES/PROCEDURES

1. What does the AOC pay for transcripts?

The current standard per page rate for transcription is \$4.00. Additional copies of transcripts are paid at \$.50 per page.

3. Does the AOC pay for expedited cases?

No.

4. The district attorney asked me to provide him/her with a copy of a transcript. Do I bill the AOC for this?

No. The AOC is not responsible for paying for transcripts provided to the district attorney. The local district attorney's office should be contacted for the proper procedure for securing payment.

5. A new attorney was appointed to a case, and she now wants me to provide her with a transcript that I have already prepared. What should I do?

A copy of the transcript may be provided at the AOC copy rate. A brief explanation of the charge should be included.

6. What is the procedure for obtaining a court reporter for a termination of parental rights or abuse/neglect hearing and to transcribe a preliminary hearing tape?

The attorney should motion the judge including specific findings for the necessity of court reporting services. Once the judge approves the motion and issues an order, the attorney should submit the order to the AOC for pre-approval. The attorney will be notified of the approval. The court reporter should not accept or begin work until the attorney has provided a copy of the AOC-approved order. The court reporter should then attach the order to the invoice, that includes the attorney's signature, and email to the Court Reporter Manager. If the court reporter begins work and has not been approved to do so via an order, any invoice submitted will not be paid.

The AOC provides the attorney with a list of reporters who have agreed to accept the standard rates for transcript production and court appearances.

7. What are the approved methods for recording criminal proceedings?

Each criminal court is equipped with a digital recording system as the primary recording method. Stenomachine, voice writing, and shorthand/pen are approved as secondary recording methods.

8. The judge has asked me to record a misdemeanor case. Am I required to record this case?

Misdemeanor proceedings do not entitle any party to services of a court reporter. If a regularly designated or substitute court reporter is requested to record an indigent misdemeanor proceeding while present to record felony proceedings, no prior approval is required. However, if a court reporter is specifically requested to appear to record only misdemeanor cases, this will be treated as a TN Supreme Court Rule 13 matter. The attorney is required to secure prior approval.

9. Are there any professional organizations for court reporters to join in Tennessee?

The Tennessee Court Reporters Association (TCRA) is the professional court reporting organization for Tennessee court reporters. Court reporters may also become members of the National Court Reporting Association (NCRA), National Verbatim Reporters Association (NVRA), and American Association of Electronic Reporters and Transcribers (AAERT).

11. Who do I contact if I begin to have problems with the digital recording system?

Notify BIS immediately (1-800-715-1234). If BIS determines the issue is hardware related and directs the reporter to contact the AOC, the reporter should use the AOC's ITSD portal (<https://support.tncourts.gov/request>).

12. What is the procedure for deleting audio files from the digital system?

Prior to deletion of audio files, the reporter should verify at the end of each day's proceedings, that the saving/burning of the proceedings has been successful.

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 another designated location.

13. I haven't been paid for my work in criminal court. When will I be paid?

There is no designated timeline for distribution of payments. When an invoice is submitted, please allow 30 days after acknowledgment from the Court Reporter Manager before inquiring about the status of payments.

14. I have been waiting for payment on a TN Supreme Court Rule 13 matter for a very long time. When am I going to be paid?

These matters are processed in accordance with TN Supreme Court mandates, so payment distribution takes longer. Please allow at least 6 – 7 weeks for final processing. If payment has not been received, the Court Reporter Manager may be contacted to inquire about payment status.

15. I have received a request for an audio recording. What should I do?

Please consult with the judge and the trial court clerk.

16. I would like to work more in court than I currently do and have more transcripts. How can I get more work?

You may contact the Court Reporter Manager about possible work opportunities.

17. What is the current mileage rate?

As of January 1, 2023, the current mileage rate is .655/mile.

18. I submitted an invoice that was more than what I was paid. Why wasn't my invoice paid as I submitted it?

All invoices should be carefully and cautiously completed to ensure that the information included is correct. Adjustments will be made accordingly and without notification to the reporter.

19. I have moved. What do I need to do?

A new W-9 form must be completed and submitted to the AOC. In addition, all subsequent invoices that are submitted must reflect the correct address as noted on the new W-9. If not, payment will be delayed.

20. Why does the AOC have all these rules? I just don't understand.

The AOC is the recipient of taxpayer funds and is held accountable for all processes through our office. Therefore, effective policies and procedures must be in place and strictly upheld. The AOC must maintain accountability and be good stewards of the State's funding.