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U.S. DISTRICT COURT

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**MANAGEMENT PLAN
FOR COURT REPORTING AND
ELECTRONIC SOUND RECORDING SERVICES**

DISTRICT OF IDAHO
CAMERON S. BURKE

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF IDAHO**

General Order # 89

Date Adopted by Court:

Date Adopted by Ninth Circuit Judicial Council:

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**MANAGEMENT PLAN FOR COURT REPORTING AND
ELECTRONIC SOUND RECORDING SERVICES**

**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF IDAHO**

**I.
ADOPTION OF PLAN BY COURT**

This Plan for the Effective Utilization of Court Reporting and Recording Services in the District of Idaho (hereinafter "Plan") has been adopted by this court subject to final approval by the Ninth Circuit Judicial Council.

**II.
APPLICABILITY OF PLAN**

This Plan is applicable to all reporters/recorders employed by the court.

**III.
SUPERVISION OF COURT REPORTERS/RECORDERS**

A. The Chief Judge of the District of Idaho is responsible for the management and supervision of court reporting/recording services. The Chief Judge or his or her designee will be responsible for the following:

1. Assignment and reassignment of reporters/recorders for the purpose of distributing fairly and equitably the workload of all reporters/recorders, minimizing travel and ensuring the lowest overall cost to the government.
2. Supervising the relationship between parties and reporters/recorders.

The Chief Judge will direct the Clerk to designate a court reporter/recorder supervisor whose duties and responsibilities shall include, but are not necessarily limited to the following:

1. Monitoring and keeping a record of all transcript/tape orders.
2. Reviewing transcripts to ensure full compliance with format requirements of the Administrative Office of the United States Courts and the Judicial Conference of the United States.
3. Reviewing transcripts prepared from tapes made on an electronic sound recording system to ensure timely and accurate preparation.

4. Reviewing transcript billings to ensure that authorized transcript rates are charged and that billings are in proper form. (See Appendix A for rates and Appendix B for information required to be included on all billings.)
5. Determining compliance by all court reporters with the provisions of 28 U.S.C. § 753 concerning the recording, certifying and filing of the tapes of all criminal arraignments, pleas and proceedings in connection with the imposition of sentence.
6. Reviewing the time records of the court reporters/recorders to ensure proper maintenance and accuracy.
7. Reviewing the records of the court reporters/recorders to ensure the timely filing of all reports required by the Administrative Office of the United States Courts and the Judicial Conference of the United States.
8. Acting as liaison to the Court of Appeals as to matters pertinent to court reporters/recorders and transcript production.
9. Performing such other duties relating to court reporting/recording services as shall be directed by the court.
10. Providing the Clerk on a monthly basis all necessary information relating to the duties set forth above.
11. Meeting with all court reporters/recorders at the time of separation to ensure that:
 - (a) all notes and tape recordings have been filed in accordance with 28 U.S.C. § 753 and Section XV of this Plan; and
 - (b) the court reporters understand their responsibility for preparing any transcripts currently ordered but not yet filed or which might be ordered after separation and properly execute a certification in this regard. (See Appendix E for certification form.)

B. All duties not specifically assigned herein to the Chief Judge shall be deemed to be the responsibility of the court reporter/recorder supervisor.

IV. EMPLOYMENT OF REPORTERS/RECORDERS

A. This court shall employ court reporters/recorders at the ratio of one per full-time judicial officer, excluding senior judges, unless a greater number is authorized by the

Administrative Office of the United States Courts upon good cause shown. Additional and/or contract reporters shall be employed by this court on an as-needed basis and only in compliance with Section IX of this Plan.

B. Court reporters are employed by the court en banc and shall retain employment at the will of the court en banc, regardless of the death, resignation or retirement of an individual judge.

C. If at any time the overall work volume of the court does not justify retention of the full complement of court reporters, a reduction shall be accomplished through relocation, attrition or by giving reasonable notice of termination.

D. It is the policy of this district that newly hired stenographic reporters be trained in computer aided transcriptions (CAT) and shall be appointed in accordance with the provisions of 28 U.S.C. § 753 of the United States Code and the policies and procedures of the Administrative Office of the United States Courts and the Judicial Conference of the United States. Only fully-qualified reporters pursuant to 28 U.S.C. § 753 shall be appointed. Pursuant to Judicial Conference policy, all initial appointments shall be on a probationary basis for a period of one year. Court reporters who do not perform in a competent and satisfactory manner or do not comply with the requirements of this Plan shall be subject to dismissal.

E. Whenever a court reporter is separated (resigns, retires or is dismissed), said reporter will be required to meet with the court reporter supervisor and execute a certification form (see Appendix E) regarding the reporter's responsibilities for the

1. filing of all official notes and tape recordings, and
2. preparation of all transcripts which are currently ordered but not yet filed or which might be ordered after separation.

V.

ASSIGNMENT OF REPORTERS/RECORDERS

A. In order to ensure an equitable distribution of work among court reporters and recorders and to ensure the court's reporting service needs are met, court reporters/recorders are to be assigned to courtroom duties by the Chief Judge or his or her designee in whatever manner most completely meets the goal of equitable work distribution. To the extent possible, assignments will be made in such a manner as to permit a reporter/recorder to remain on a specific trial assignment until the matter is concluded or until the assigned reporter/recorder requests relief.

B. Since transcript production by court reporters is considered outside work for which additional remuneration is received, time spent on transcript production need not be considered when assigning individual reporters.

VI.
HOURS OF EMPLOYMENT

Newly hired Court reporters/recorders will be placed on a "regular tour of duty" (8 AM to 5 PM, Monday through Friday) and are permitted to earn annual and sick leave pursuant to the Leave Act, 5 U.S.C. § 6301, et seq.

VII.
FREELANCE REPORTING

Court reporters placed under the Leave Act are not permitted to perform any private (freelance) work of any kind, including reporting the proceedings conducted before a federal grand jury, during their regular tours of duty.

VIII.
**REPORTING SERVICES TO
UNITED STATES MAGISTRATE JUDGES**

Proceedings conducted before a United States magistrate judge may be recorded by electronic sound recording or by a court reporter. The magistrate judge shall, subject to the guidelines of the Judicial Conference, determine whether the record taken pursuant to 28 U.S.C. § 636(c)(7) shall be taken by electronic sound recording, by a court reporter/recorder or by other means.

IX.
CONTRACT/FREELANCE COURT REPORTERS

A. Contract/freelance reporters may be utilized only when all official court reporters/recorders are occupied in court reporting proceedings pursuant to the policies of the Judicial Conference of the United States.

B. Contract/freelance reporters may be utilized in the place of official reporters/recorders on authorized leave pursuant to the terms of the Leave Act when no official reporter/recorder is available to replace the reporter/recorder on such leave.

C. Contract/freelance court reporters will not be paid by the court when official reporters are relieved of their courtroom duties to work on transcript backlogs. Costs associated with such contract/freelance reporting services shall be paid by the official reporter so relieved.

D. Unless good cause otherwise exists, travel of contract/freelance reporters within the district shall be limited to those occasions when no official reporter/recorder is available to travel to the location requiring reporting services or when such use of a contract/freelance reporter would be less costly to the government overall than utilizing an official reporter/recorder in travel status.

X.
HOURLY/DAILY TRANSCRIPT

Production of hourly or daily transcripts will not be subsidized by the court. If extra court reporters are required to produce hourly or daily transcripts, the cost of such reporters shall be paid by the official court reporter. This provision does not prohibit other official reporters from assisting in producing such transcripts if there are no other proceedings to report and when no transcript backlog will result for the court reporter(s) providing assistance.

XI.
ORDERING OF TRANSCRIPTS, TAPES AND DISKETTES

Orders for transcripts, tapes and/or diskettes can be made in writing or in person and shall be forwarded to the Court Reporter Supervisor or designee. An estimate shall be provided to the Ordering party and arrangements made for payment of the transcripts, tapes and/or diskettes (see appendix A for rates). Tapes shall be billed at a rate authorized pursuant to 28 USC 1914, unless the ordering party is a U.S. Judge/Law Clerk or with a Federal Agency. A deposit in the amount of the estimate shall be paid to the transcribers (Northwest Transcripts) for transcripts or diskettes before processing of the order begins. If there is a balance owing, payment is due upon delivery of the transcript or diskette. (See Appendix G for specific ordering instructions.)

XII.
FEES FOR TRANSCRIPTS
OF OFFICIAL PROCEEDINGS

A. All transcripts shall be produced in the format required by the Judicial Conference of the United States.

B. No court reporter/transcriber employed by this district shall charge fees for transcripts of official proceedings which exceed those recommended by the Judicial Conference of the United States. (See Appendix A for rates.)

C. A schedule of the prescribed fees shall be posted in a prominent location in the Office of the Clerk.

D. Each court reporter/transcriber shall furnish to the court reporter supervisor a copy of each billing for official transcripts, together with the court's free copy of the transcript for filing. (See Appendix B for information required to be included on all billings.) The term "official transcript" shall be deemed to be any transcript of any proceeding before a district judge or magistrate judge of this court, whether conducted in chambers or in open court, and regardless of the reason the transcript may be produced.

E. Each court reporter/transcriber is required to certify on each invoice that the fees charged and page format used conform to the regulations of the Judicial Conference of the United States.

F. For transcripts in non-appellate cases the full price may be charged only if the transcript is delivered within the required time frame. For example, if an expedited transcript is not delivered within seven (7) calendar days, payment would be at the ordinary rate. For transcripts not delivered within thirty (30) calendar days, payment would be reduced to 90% of the ordinary rate. (See Appendix C for computation of transcript delivery dates.)

G. For transcripts in cases on appeal the full price may be charged only if the transcript is delivered within thirty (30) days or within such other time as may be prescribed by the Court of Appeals. (See Appendix C for computation of transcript delivery dates.) Reduced rates for late delivery are as follows:

1. 90% for transcripts delivered between 31 to 60 days;
2. 80% for transcripts delivered after 60 days. No fee may be charged which would be higher than the fee corresponding to the actual delivery time.

H. In the case of a transcript which is subject to FRAP 11(b), the reduction in fee may be waived by the clerk of the Court of Appeals for good cause shown.

I. Nothing contained herein should be construed as sanctioning untimely delivery, nor should this provision be considered the only penalty which can be imposed by the court or Circuit Council on habitual offenders.

XIII. **C.J.A. TRANSCRIPTS**

A. All transcripts produced under the terms of the Criminal Justice Act shall be billed on form CJA 24.

B. The routine apportionment of accelerated transcript costs among parties in criminal cases is prohibited unless otherwise ordered by the court.

C. Unless otherwise ordered by the court for good cause shown, in multi-defendant cases involving CJA defendants, not more than one (1) transcript should be purchased from the reporter/transcriber on behalf of CJA defendants. One of the appointed counsel or the clerk of the court should arrange for the duplication, at commercially competitive rates, of enough copies of the transcript for each of the CJA defendants for whom a transcript has been approved. The costs of such duplication will be charged to the CJA appropriation.

D. The respective court reporter/recorder is responsible for assisting the ordering party in the proper preparation of form CJA 24.

XIV.
TIME LIMITS FOR
DELIVERY OF TRANSCRIPTS

A. All transcripts of official proceedings prepared for the purpose of appeal shall be delivered to the ordering party and a copy filed with the Clerk of the district court within the time limits prescribed.

B. Copies of transcripts ordered by judicial officers shall be filed with the Clerk and originals provided to the judicial officer within the time prescribed by the order.

C. Neither the schedule for completion of a transcript in a case on appeal nor for a transcript of proceedings requested by a judicial officer shall be modified except by the Clerk of the Court of Appeals in cases involving appeal transcripts or the judicial officer requesting the transcript.

XV.
FILING OF STENOGRAPHIC
AND ELECTRONIC RECORDINGS

A. The stenographic notes prepared by official court reporters, including contract, freelance and substitute reporters, shall be provided to the Clerk of court for filing and disposition in accordance with 28 U.S.C. § 753(b) (see Appendices D and E) within ninety (90) days after the conclusion of the proceeding or within ninety (90) days after the expiration of the contract, whichever first occurs.

B. Pursuant to the provisions of 28 U.S.C. § 753, court reporters must transcribe and certify all arraignments, pleas and proceedings in connection with the imposition of sentence in criminal cases unless they have been recorded by electronic sound recording and such recording has been certified and is maintained in the office of the Clerk of court. Reporters shall file a transcript of all such proceedings within thirty (30) days of their occurrence unless an electronic recording was made of the proceedings. In the event an electronic recording was made, the court reporter/recorder shall certify the accuracy of the recording and file same with the Clerk of court (see Appendix D).

XVI.
REPORTS REQUIRED TO BE FILED
WITH THE COURT REPORTER SUPERVISOR

At regular intervals as specified by the court reporter/recorder supervisor, each court reporter/recorder shall file with the court reporter supervisor an attendance report which details

the amount of time that court reporter/recorder actually served in court, together with a detailed report describing any transcript backlog which may exist at the time of filing the report. The report shall be in the format prescribed by the court reporter supervisor.

XVII.

REPORTS REQUIRED TO BE FILED WITH THE COURT REPORTING SECTION OF THE ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

A. The following reports shall be prepared by each official court reporter according to the schedule below:

1. The Report of Attendance and Transcripts of the United States Court Reporters (AO 40A), reviewed and signed by the court reporter supervisor, shall be prepared quarterly. A report for each calendar quarter shall be submitted to the court reporting section; Administrative Office of the United States Courts; Washington, DC 20544, so that it reaches the office within twenty (20) days after the end of the quarter. A copy of this report shall also be filed with the court reporter supervisor.

2. The Statement of Earnings of the United States Court Reporters (AO 40B) shall be prepared annually by all official court reporters. This report shall be mailed to the Court Reporting Section; Administrative Office of the United States Court; Washington, DC 20544, within sixty (60) days after the end of the calendar year. A copy of this report shall also be filed with the court reporter supervisor.

B. Each recorder shall prepare the Electronic Court Recorder Operator Quarterly Report (AO 40C) quarterly. A report for each calendar quarter shall be submitted to the Court Reporting Section; Administrative Office of the United States Courts; Washington, DC 20544, so that it reaches the office within twenty (20) days after the end of the quarter. A copy of this report shall also be filed with the court reporter/recorder supervisor.

XVIII.

SUBSTITUTE COURT REPORTERS

In the event it is determined that a reporter has overdue transcript(s), said reporter may be required to hire and pay substitute reporter(s) until such time as the overdue transcripts have been prepared. The reporter shall have the responsibility for the transcript production of any substitute reporter(s) so hired. A reporter shall not use substitute reporter(s) without the prior approval of the court reporter supervisor.

XIX.
RECORDS TO BE MAINTAINED
BY COURT REPORTERS

In order to permit the routine audit and inspection of records, official reporters must maintain accurate, legible and up-to-date records of their expenses, attendance in court, transcript orders and invoices. Such records shall be maintained on forms prescribed by the Judicial Conference of the United States and shall include, but are not limited to, the following:

1. AO 37 -- Expense Ledger
2. AO 38 -- Attendance Ledger
3. AO 39 -- Transcript Order/Collections Ledger
4. AO 44 -- Invoice

XX.
LEAVE POLICIES

A. Upon assignment to a regular tour of duty, official court reporters/recorders shall accrue annual and sick leave pursuant to the provisions of the Leave Act of the United States, 5 U.S.C. § 6301.

B. Leave records for official court reporters shall be maintained by the clerk of court in the same manner as those of deputy clerks. All requests for leave shall be submitted on form SF-71, Application for Leave, and must be approved by the court reporter supervisor.

C. Annual and sick leave are chargeable in one-hour increments. Planned sick leave (i.e., appointments, treatments, etc.) must be requested far enough in advance to permit the scheduling of an alternative reporter/recorder.

D. Other provisions governing use of annual and sick leave are contained in the Employee Personnel Manual for Clerk's Office Employees.

XXI.
TRANSCRIPT BACKLOGS

The Chief Judge or his or her designee is authorized to take necessary steps to reduce or eliminate transcript backlogs or production delays. Such steps may include, but are not necessarily limited to the following:

1. Use of substitute or additional reporters;
2. Reassignment or rotation of official reporters/recorders;
3. Requiring official reporters to hire substitutes at their own expense; and

4. Institution of progressive discipline as may be provided for in the Employee Personnel Manual for Clerk's Office Employees. Termination of any official reporter must be approved by the court en banc.

XXII.
MISCELLANEOUS PROVISIONS

A. The work of all court reporters shall be "note-readable" so that the notes of a court reporter can be read by another reporter if necessary.

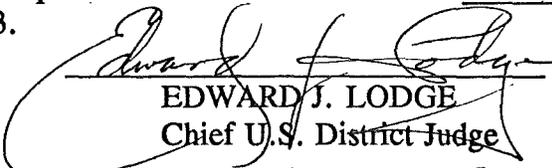
B. The marking, filing and storing of all notes and tapes shall be in accordance with the note storage procedures outlined in this Plan (see Appendix D).

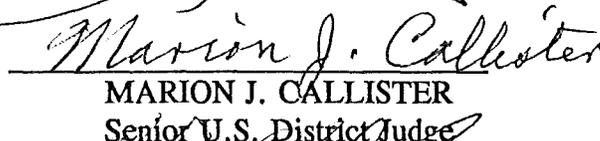
C. Annual performance appraisals shall be conducted by the court reporter supervisor for all official reporters/recorders.

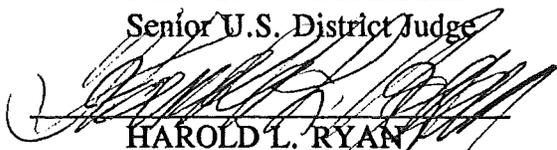
D. Discipline and/or sanctions of reporters/recorders shall be pursuant to the provisions of this Plan and/or the Employee Personnel Manual for Clerk's Office Employees.

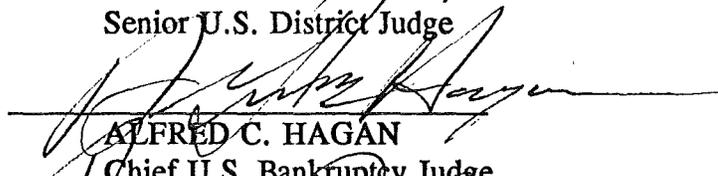
XXIII.
EFFECTIVE DATE.

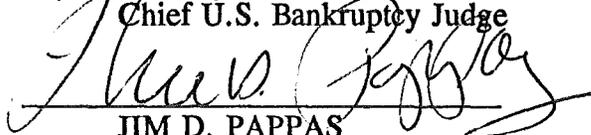
This Plan is approved, adopted and shall become effective February 5, 1993.
Dated: February 5, 1993.


EDWARD J. LODGE
Chief U.S. District Judge


MARION J. CALLISTER
Senior U.S. District Judge


HAROLD L. RYAN
Senior U.S. District Judge


ALFRED C. HAGAN
Chief U.S. Bankruptcy Judge


JIM D. PAPPAS
U.S. Bankruptcy Judge

APPENDIX A

TRANSCRIPT FEE RATES

(As approved by the Judicial Conference, U.S., September 1990 and effective April 15, 1992)

HARDCOPIES

	<u>Original</u>	<u>1st Copy to Each Party</u>	<u>Each Additional Copy to Same Party</u>
<u>ORDINARY RATE</u>	\$3.00	\$.75	\$.50
<u>EXPEDITED RATE</u>	\$4.00	\$.75	\$.50
<u>DAILY RATE</u>	\$5.00	\$1.00	\$.75
<u>HOURLY RATE</u>	\$6.00	\$1.00	\$.75

The above rates are applicable to each page of transcript, excluding the certification page which must be at the end of each volume of transcript.

DEFINITION OF METHOD OF TRANSCRIPTION:

ORDINARY: Transcript to be delivered within 30 days.

EXPEDITED: Transcript to be delivered within 7 days.

DAILY: Transcript to be delivered following adjournment and prior to normal opening of court on following morning whether or not it actually be a court day.

HOURLY: Transcript (ordered under unusual circumstances) to be delivered within 2 hours.

NOTE: For multi-defendant criminal cases involving CJA defendants, please refer to Section XIII.3. of this Plan.

TAPES

Tapes shall be billed at the rate of \$15.00 per tape, pursuant to 28 USC 1914, unless the ordering party is a U.S. Judge/Law Clerk or with a Federal Agency.

DISKETTES

The Judicial Conference at its September 1991 session amended its maximum page and copy rates for transcripts sold to authorize the sale of transcripts on computer diskettes at the same maximum rates authorized for paper transcripts and approved the following guidelines as recommended by the Committee on Judicial Resources:

Transcripts may be sold in computer diskette form in ASCII format, or other format requested by the ordering party and agreed to by the court reporter or transcriber, whether they represent originals, first copies or additional copies.

No additional charge is permitted for the cost of the diskette itself.

Each page of transcript sold on diskettes must be formatted consistent with the Judicial Conference's approved transcript format guidelines and diskettes may not contain any protection or programming codes that would prevent copying or transferring the data.

The transcript copy filed with the Clerk of court pursuant to 28 USC § 753 (b) must be on paper; diskettes may be sold only if a paper copy is produced, certified, and filed with the Clerk of court for the records of the court; and transcripts sold on diskettes must be identical to the paper transcripts filed with the Clerk of court.

Court reporters and transcribers who have Computer Assisted Transcript (CAT) or suitable word processing equipment are encouraged to provide diskettes of transcripts to parties upon request, but court reporters and transcribers who do not have CAT or suitable word processing equipment are not required to provide diskettes of transcripts to parties.

Court reporters and transcribers must continue to produce paper originals and paper copies at the Judicial Conference rates when ordered by parties.

APPENDIX B

INFORMATION REQUIRED TO BE INCLUDED ON ALL BILLINGS

1. Name of Client.
2. Criminal or Civil.
3. Date Ordered.
4. Date Delivered.
5. In the Matter of.
6. Number of Pages.
7. Number of Copies.
8. Type of Delivery Schedule.
9. Discount.
10. Refunds.
11. Total Due.
12. Certification of Reporter or Transcription Firm of Compliance with Fee and Transcript Format Prescribed by the Judicial Conference.

APPENDIX C

COMPUTATION OF TRANSCRIPT DELIVERY DATES

Transcripts delivery dates are computed from:

- a. The date on which satisfactory financial arrangements are made, except for transcripts to be paid for by the United States or free copies ordered by the court;
- b. The date on which the appropriate Transcript Order or CJA 24 form is received by the reporter/transcriber when the transcript is to be paid for by the United States;
- c. The date on which the court order is provided to the reporter/transcriber when a transcript has been ordered by a judicial officer.

APPENDIX D

PROCEDURES FOR STORAGE OF COURT REPORTERS' NOTES AND TAPES

All shorthand notes and tapes are to be provided to the Clerk of court within 90 days after the conclusion of the proceeding. If a transcript is ordered in a case on which the notes have been submitted to the clerk, the court reporter shall retrieve the notes from storage and refile the notes when the transcript is completed.

Procedures for Storage of Shorthand Notes of Court Reporters

1. All notes shall be filed chronologically and placed in filing cabinets.
2. The outside of the filing cabinets should be marked with a label indicating the court reporter's full name and the calendar years of notes contained in the filing cabinets.
3. Each packet of notes shall include the case number, case caption, presiding judge, date of proceeding and court reporter's name.
4. In order to maintain the security of shorthand notes, it is recommended that the shorthand notes be placed into storage containers by each reporter on a daily basis and secured at the end of the day within each reporter's respective office.

Procedures for Storage of Original Tape Recordings of Court Reporters

In accordance with 28 U.S.C. § 753(b), court reporters are required to file with the clerk of court either a transcript or an electronic sound recording of all arraignments, pleas, sentences and other proceedings required by the court. Accordingly, all tape recordings of official proceedings are to be provided to the clerk of court within ninety (90) days after conclusion of a proceeding. Each tape, or series of tapes if they pertain to one trial, must be accompanied by a Filing Certification Form for Tape Recordings (Enclosure 2 to Appendix F).

Procedures for Storage of Records of Court Recorders

Court records produced by court recorders in the utilization of an electronic sound recording system shall be maintained, stored and retrieved in accordance with the provisions set forth in the U.S. District Court Electronic Sound Recording Operations Manual and the U.S. District Court Records Disposition Program and Schedules as set forth in Part A, Chapter IV, Volume I of the Guide to Judiciary Policies and Procedures.

APPENDIX E

CERTIFICATION OF COURT REPORTER UPON SEPARATION

NAME _____ DATE OF SEPARATION _____

ADDRESS _____

CITY _____ STATE _____ TELEPHONE NO. _____

The following certification is made to the clerk of court upon my separation:

1. That all of my stenographic/shorthand notes or tape recordings have been filed with the Clerk of court.
2. That I am responsible for preparing any transcripts currently ordered but not yet filed and any transcripts ordered after my separation.
3. That I will immediately inform the clerk of court of any change in my address or telephone number in order to facilitate the preparation of transcripts.

Court Reporter's Name

Date

Court Reporter Supervisor's Signature

Date

APPENDIX F (con't)

UNITED STATES _____ COURT
DISTRICT OF _____

FILING CERTIFICATION FORM FOR ORIGINAL NOTES

In accordance with 28 U.S.C. § 753(b), I certify that these original notes are a true and correct record of proceedings held in the United States _____ Court for the _____ District of _____ on _____ pertaining to the following:

Case Number

Case Caption

Judicial Officer

By _____
Signature of Court Reporter

APPENDIX F (con't)

CERTIFICATE OF OFFICIAL COURT REPORTER

TO: CLERK, UNITED STATES DISTRICT COURT FOR THE _____
DISTRICT OF _____.

I, _____, certify that I am a duly appointed official court reporter for the United States District Court named above, and that I was present in the courtroom of said court on the ____ day of _____, 19____ and in the regular course of my profession made an electronic sound recording of the proceedings, including the arraignment, plea, and sentence proceedings had in the following cases:

<u>Docket Number</u>	<u>Name of Defendant</u>	<u>Name of Proceeding</u> (Arraignment, plea, sentence)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have played back said recording and certify that it is a true and correct record of the proceedings had, that it is sufficiently intelligible when played on a _____,
(Make & Model of Machine)
that it can be transcribed without undue difficulty, and that I have filed the original of said recording in the envelope to which this certificate is attached.

I further certify that I have filed my original (shorthand notes) (other record) taken of these proceedings with the clerk as required by 28 U.S.C. § 753(b) as amended.

(Signature)

(Place)

(Date)

APPENDIX G

ORDERING OF TRANSCRIPTS, TAPES AND DISKETTES

Orders for transcripts, tapes and/or diskettes can be in writing or in person and shall be submitted to the appropriate Court Reporter or ESR. The forms listed below shall be utilized for the ordering of transcripts, tapes and/or diskettes. Preparation instructions are included on the various forms.

TRANSCRIPTS

For Court-Appointed Counsel: Form CJA 24, Authorization and Voucher for Payment of Transcript

NOTE: Unless otherwise ordered by the court for good cause shown, in multi-defendant cases involving CJA defendants, no more than one transcript should be purchased on behalf of CJA defendants.

For Retained Counsel & Other Ordering Parties: Form AO 435, Transcript Order.

TAPES

For Court-Appointed Counsel: Form CJA 24, Authorization and Voucher for Payment of Transcript and
Form AO 436, Tape Order

For Retained Counsel & Other Ordering Parties: Form AO 436, Tape Order

DISKETTES

For Court-Appointed Counsel: Form CJA 24, Authorization and Voucher for Payment of Transcript, Block #10 (pending revision of the form to provide for a specific diskette order).

For Retained Counsel & Other Ordering Parties: Form AO 435, Transcript Order. Use the "Other" section in Block 16.

Samples of the above-referenced forms utilized to order transcripts, tapes and/or diskettes are attached hereto as enclosures to this Appendix.

Enclosure 1 - Form CJA 24, Authorization and Voucher for Payment of Transcript.

Enclosure 2 - Form AO 435, Transcript Order.

Enclosure 3 - Form AO 436, Tape Order

UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE DISTRICT OF IDAHO

550 W. Fort St., Box 039
Boise, Idaho 83724

Cameron S. Burke
Clerk of Court

208-334-1373
FAX 208-334-9215

February 11, 1993

Ms. Liz Lewis
Assistant Circuit Executive
121 Spear St., Suite 204
San Francisco, CA 94105

Dear Liz:

Enclosed you will find an amended court reporter/recorder management plan for the District and Bankruptcy Courts in Idaho.

This plan is based upon the model plan adopted by the Judicial Council and recommended by the Court Reporter Task force.

I certainly would appreciate it if you could submit this plan to the Judicial Council for their consideration and approval.

Thanks for your help in this matter.

Sincerely,



Cameron S. Burke
Clerk of Court

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