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**ADMINISTRATIVE ORDER 2003-04 - USE OF FREELANCE REPORTERS IN  
7<sup>TH</sup> JUDICIAL DISTRICT (AMENDED)**

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**Policy Regarding Use of Freelance Court Reporters in Civil Cases**

1. When the use of an FTR has been deemed necessary for recording proceedings in a civil case, counsel upon agreement have the option to hire a freelance court reporter at an agreed upon rate to report the proceedings in the matter. If such a reporter is retained, it is within the discretion of the court to designate that the record made by the reporter is the official record of those court proceedings. The court shall consider the qualifications of the Court Reporter prior to appointment. If the reporter's qualifications are deemed appropriate and the parties agree to the use and payment of reporter during the proceeding, the court shall approve the agreement, including an agreement on the per page cost to prepare a transcript and any copies.
2. The freelance reporter shall complete and leave a copy of this form with the clerk of the division in which the case is heard.
3. In the event of an appeal, the freelance reporter understands that he/she is responsible for preparation of the record of the proceedings according to Colorado Appellate Rule 10(b) and shall coordinate filing of same with the appeals clerk.
4. If a transcript is ordered by a private party, the freelance reporter shall make available an electronic copy of any transcript prepared from the proceedings for court use only at no cost to the court. If the court orders the original transcript, the fee structure for the court found in Appendix A of Chief Justice Directive 05-03 shall apply to the court.
5. The freelance reporter shall leave his/her paper notes, dictionary and/or a copy of the electronic notes of the proceedings reported with the Court Administrator or his/her designee. The dictionary shall be maintained by the District Administrator or Clerk of Court in a confidential secure location. The dictionary will only be used when the reporter refuses or is unavailable to produce the transcript.
6. The court reporter listed herein shall be given a first right of refusal regarding transcript preparation so long as contact information is kept current with this court.
7. The freelance reporter is not the custodian of the exhibits and shall not retain custody of the original exhibits.
8. It is understood that the freelance reporter is not an employee of the State of Colorado.
9. If conflicts arise between this order and CJD 2005-03 the CJD will control.

**Failure to comply with the above may result in loss of future opportunities to report court proceedings in the 7<sup>th</sup> Judicial District.**

Done this 19 day of May 2011.

BY THE COURT

  
\_\_\_\_\_  
J. Steven Patrick  
Chief Judge

Case No. \_\_\_\_\_ Judge/Div \_\_\_\_\_

Case Name

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**Freelance Court Reporter Information**

[Name, address, telephone number, email address, other contact information]

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I understand the above policy and agree to its terms.

\_\_\_\_\_ Date: \_\_\_\_\_  
Court Reporter

**CHIEF JUDGE ADMINISTRATIVE ORDER 2003-04**  
**CONCERNING PRIVATE COURT REPORTERS**

RECITALS

The District, because of fiscal constraints and health issues, has reduced from 3.0 FTE court reporters to 1.2 FTE court reporters. As a result, there are a number of instances in which the parties have desired to have a matter reported by a certified court reporter when one was not available in this District. The Court has permitted counsel to hire a court reporter. This Administrative Order is to clarify the status of the reporter and notes in such circumstances.

NOW, THEREFORE, the Court orders as follows:

1. Prior to commencement of the proceedings, all such court reporters shall be sworn in to serve as an official court reporter although paid by private parties with respect to the matter.
2. The court reporter shall not be viewed to be a State employee for any purposes.
3. The notes of the proceedings shall be retained by and owned by the State of Colorado.
4. Any charges for transcripts shall be consistent with the State rates.

This 7th day of October , 2003.

BY THE COURT:

**/s/ signed copy on file**

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J. Steven Patrick  
Chief Judge, 7th Judicial District