

CHAPTER 5

OTHER TRANSCRIPTS

I. Daily, Rush, or Expedited Original Certified Transcripts

[Rule 29\(C\)\(4\), Ala. R. Jud. Admin.](#)

Requests made of court reporters for a daily, rush, or expedited original certified transcript shall not be limited to the fees set out in subdivisions (C)(1) through (3) of this rule but shall be at a rate and upon terms that are mutually agreed to in writing by the court reporter and the requestor. In no event, however, shall the per-page fee be more than \$15.00 for rush/expedited requests or more than \$25.00 for daily requests. No fee shall be charged or collected for any subsequent request by the same requestor for any portion of the transcript previously provided pursuant to this subdivision. However, subsequent requests for additional portions of the transcript shall be controlled by the fees set out in subdivisions (C)(1) through (3) of this rule.

A court reporter must determine from the party making the request precisely what is to be contained in the daily, rush, or expedited original certified transcript. The court reporter should keep an electronic backup of the transcript.

A court reporter shall be fair and impartial toward each participant in all aspects of reported proceedings, and always offer to provide comparable services to all parties in a proceeding.

II. Suggestions for Preparation

- A. Peruse the court file and depositions and make a thorough word list. (Hint: If the lead court reporter has full-word indexing, he or she can type his or her word list in a text file, run the indexing program and print his or her word list alphabetically.)
- B. Build a job dictionary.
- C. Set up merge pages, i.e., title page, appearances.
- D. For consistency, make a list of parentheticals and, if applicable, distribute to each person on the daily copy team.
- E. Ensure everyone is using the same format and configuration.
- F. Discuss the daily copy operations with the judge and the party requesting the daily copy so they may anticipate the logistics of these events. The party requesting the daily copy transcript should be asked to provide copies of all appropriate exhibits to the daily copy reporting team, if applicable, as well as lists containing the correct spellings of proper names and

technical/scientific vocabulary pertinent to the proceedings. If depositions are to be read into the record, the party requesting the daily copy transcript should be asked to provide copies (temporarily) to the daily copy reporting team, if applicable.

III. Requests for Transcripts for Reasons Other Than Appeal

A. Juvenile Court Proceeding Transcripts

If a request is made for a transcript of a juvenile court proceeding or a proceeding in which youthful offender status is granted, and no appeal has been filed, then the requester must file a written request for the transcript in the circuit clerk's office. Staff in the clerk's office shall send the written request to the judge who presided over the proceeding to determine if the requester is entitled to the transcript and, if so, to issue a written order for the transcript to be prepared. See the applicable legal authority below.

[Rule 20\(A\), Ala. R. Juv. P.](#), provides that "...[t]he audio or stenographic recording shall be preserved until the time for taking an appeal has expired [which is 14 days after entry of order or judgment] and shall not be released except for the following purposes: (1) In the event of an appeal. **(2) Upon written order of the juvenile court judge, which shall include a specific finding that good cause exists for the creation and release of a transcript of the proceedings.**" **(Emphasis supplied.)**

B. Transcripts of Proceedings in which Youthful Offender Status is Granted

Section 15-19-7(b), Ala. Code 1975

"(b) The fingerprints and photographs and other records of a person adjudged a youthful offender shall not be open to public inspection unless the person adjudged a youthful offender is treated as an adult sex offender according to Section 15-20A-35; **provided, however, that the court may, in its discretion, permit the inspection of papers or records.**" **(Emphasis supplied.)**

IV. In Camera and Ex Parte Proceeding Transcripts

If a transcript of an in camera or ex parte proceeding is requested, that request must be sent to the judge presiding over that proceeding for approval before preparing the transcript.

V. Other Ex Parte Requests for Transcripts

An ex parte motion for a transcript that is granted by the judge presiding over the proceeding is confidential. The court reporter who was present in the proceeding shall not divulge details of the motion that was granted or the transcript that was prepared. The court reporter shall not inform the non-requesting party that a transcript has been prepared and that party may not receive a copy of this transcript unless it is requested and granted by the judge presiding over the proceeding.