

Chapter 11 - Court Records & Retention

Rule 11.01 - The Record

- (A) For all matters for which an evidentiary hearing is held, a court reporter shall be provided or an electronic or digital recording shall be created.
- (B) The creation of such record shall be taxed as costs unless otherwise ordered by the Court.

Rule 11.02 - Official Court Reporter

- (A) The official Court Reporter for the Court is appointed by the Administrative Judge. Notice and identification and contact information of the official Court Reporter is provided on the Court's website.
- (B) The official Court Reporter is the sole source to obtain a transcript of proceedings of the Court.
- (C) The Clerk shall accept no transcript of proceedings, other than one prepared and filed by the official Court Reporter, for filing as a transcript of proceedings.

Rule 11.03 - Requesting a Transcript

- (A) **Not for appeal.** A request for transcript of proceedings not for the purposes of appeal shall be made directly to the official Court Reporter by contacting the Court Reporter.
- (B) **Appeal.** A request for transcript of proceedings for the purposes of appeal shall be made by delivering a praecipe to the Court Reporter and receiving an acknowledgment of receipt of the praecipe from the Court Reporter.
- (C) A deposit for costs to secure the transcript shall be made by the requesting party pursuant to the instruction of the Court Reporter and upon the terms as established by the Court Reporter prior to preparation of transcript.
- (D) **Copy of filed transcript of proceedings.** A party who wishes to receive a copy of a transcript of proceedings prepared at the request of a different party and filed with the Clerk shall request the copy from the official Court Reporter and not the Clerk. The Clerk shall not provide a copy of a transcript of proceedings filed in a case.
- (E) A transcript required to support objections to a magistrate's decision or a motion to set aside a magistrate's order shall be filed no later than thirty (30) days after the filing of the objection to the magistrate's decision or motion to set aside. Failure to timely pay a deposit for costs which results in a delay of preparation of transcript may result in dismissal of an objection or motion to set aside.

Rule 11.04 - Requesting a Copy of Audio Recording

- (A) **Requesting a copy.** A party or current counsel for a party may request a copy of the digital audio file for a hearing in a case which is active, stayed, or on appeal by filing Audio Recording Request form.
- (B) Digital audio files will be provided by electronic mail to the email address indicated on the form.

Rule 11.05 - Retention of Exhibits, Depositions, and Transcripts

- (A) At the conclusion of litigation, including times for direct appeal, the Court will release the exhibits, depositions and transcripts in its custody to the party that tendered such items upon that party's written request.
- (B) If the party does not request release of the items, the Court will notify the party in writing at their last known address of the availability of the items and that said items will be destroyed if not retrieved within sixty (60) days of notification.

Rule 11.06 - Retention of Recordings of Proceedings

- (A) At the conclusion of litigation, including times for direct appeal, audio recordings are no longer available upon request.
- (B) Recordings of proceedings are destroyed by the Court 1 year following the conclusion of litigation, including time for direct appeal.