

LCR 80 COURT REPORTERS

(d) Scope of Rule. The provisions of this rule shall apply to official court reporters, visiting judge court reporters, and court reporters pro tempore.

(e) General Reporting Requirements.

(1) *Separate Civil and Criminal Notes.* Court reporters shall keep separate notes for civil and criminal cases.

(2) *Matters Reported.* Unless otherwise ordered by the court, all court proceedings will be reported by a court reporter or electronic means.

(3) *Oral Rulings and Decisions.* Oral decisions of the court that are transcribed for any purpose from court reporter notes or electronic recording shall be prepared by a court reporter and submitted to the judge for review and correction prior to delivery of the transcript.

(4) Transcripts and Statement of Facts.

(A) Transcripts; notice to opposing counsel. Subject to making satisfactory arrangements for payment of costs, court reporters shall furnish promptly all transcripts ordered by counsel. Upon request by one party for transcripts of any portion of the record, the court reporter shall give prompt notice of the request to all other parties.

(B) Statements of fact (verbatim report of proceedings); ordered in writing. An order for verbatim report of proceedings shall be in writing and shall be timely. Subject to making satisfactory arrangement for payment of the cost, court reporters shall furnish promptly all verbatim reports that have been ordered.

(C) Substitute court reporters. Substitute court reporters, prior to being placed on the pro tempore court reporter roster, must have the approval of the judicial administrative officer. In the event there is a substitution of court reporter, a party may order the transcript or verbatim report of proceedings from the court reporter first assigned, who shall notify the substitute court reporter of the order.

(D) Electronic recordings. To constitute an official record, transcripts of court proceedings recorded electronically shall be produced by an official court reporter or other court-approved designee.

(f) Filing Notes. A court reporter shall file his or her notes with the clerk within 30 days after the conclusion of the trial or proceedings. Notes from civil and criminal cases shall be filed separately.

(g) One Official Reporter. Only one official reporter may report the proceedings in court.

[Amended effective September 1, 1994; September 1, 2000; September 1, 2001;
September 1, 2004; September 1, 2010; September 1, 2017; September 1, 2022.]