In the
Indiana Supreme Court

IN THE MATTER OF THE	)	
	)	
APPROVAL OF LOCAL RULES	)	Case No.53S00-1407-MS-508
	)	
FOR MONROE COUNTY	)	

ORDER APPROVING AMENDED LOCAL RULE

The Judges of the Monroe Circuit Court request the approval of an amended local rule for court reporter services in accordance with Ind. Administrative Rule 15. Attached to this Order is the proposed amended local rule.

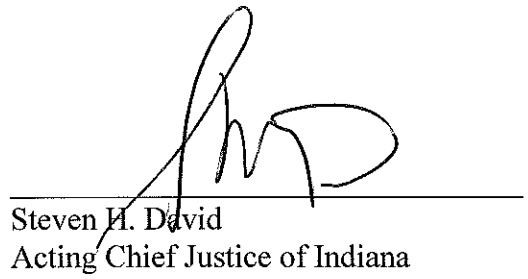
Upon examination of the proposed rule amendment requested by the Monroe Circuit Court, this Court finds that the proposed rule amendment, LR53-AR15-132 complies with the requirements of Ind. Administrative Rule 15, and, accordingly, should be approved and posted in the county clerk's office(s) and on the county clerk's website, if any, and on the Indiana Judicial Website.

IT IS, THEREFORE, ORDERED by this Court that amended Local Rule LR53-AR15-132 for Monroe Circuit Court, set forth as an attachment to this Order, is approved effective January 1, 2015. The Clerk of this Court is further directed to forward a copy of this Order to the Hon. Elizabeth Ann Cure, Monroe Circuit Court, Div. 9, 301 North College Avenue, Bloomington, IN 47404-3865; to the Hon. Mary Ellen Diekhoff, Monroe Circuit Court, Div. 4, 301 North College Avenue, Bloomington, IN 47404-3865; to the Hon. Stephen R. Galvin, Monroe Circuit Court, Div. 6, 301 North College Avenue, Bloomington, IN 47404-3865; to the Hon. Teresa D. Harper, Monroe Circuit Court, Div. 9, 301 North College Avenue, Bloomington, IN 47404; to the Hon. Valeri Haughton, Monroe Circuit Court, Div. 7, 301 North College Avenue, Bloomington, IN 47404-3865; to the Hon. Francie Hill, Monroe Circuit Court, Div. 5, 301 North College Avenue, Bloomington, IN 47404-3865; to the Hon. E. Michael Hoff, Monroe Circuit Court, Div. 1, 301 North College

Avenue, Bloomington, IN 47404-3865; to the Hon. Marc R. Kellams, Monroe Circuit Court, Div. 2, 301 North College Avenue, Bloomington, IN 47404-3865; to the Hon. Kenneth G. Todd, Monroe Circuit Court, Div. 3, 301 North College Avenue, Bloomington, IN 47404-3865; to the Clerk of the Monroe Circuit Court; and to the Division of State Court Administration. The Clerk is also directed to post this Order on the Court's website.

The Clerk of the Monroe Circuit Court is directed to enter this Order and attachment in the Record of Judgments and Orders for the Courts, to post this Order and attachment for examination by the Bar and the general public, and if available, to publish this Order and attachment on the county clerk's website.

DONE at Indianapolis, Indiana, on July 30, 2014.



Steven H. David
Acting Chief Justice of Indiana

LR53-AR15-0132 TRANSCRIPTS
Updated 1-1-15

A. Definitions. The following definitions shall apply under this local rule:

1. A ***Court Reporter*** is a person who is specifically designated by a court to perform the official court reporting services for the court including preparing a transcript of the record in a given case before the court.

2. ***Equipment*** means all physical items owned by the court or other governmental entity used by a court reporter in performing court reporting services. Equipment shall include, but not be limited to, telephones, computer hardware, software programs, disks, tapes and any other device used for recording, storing, and transcribing electronic data.

3. ***Work space*** means that portion of the court's facilities dedicated to each court reporter, including but not limited to, actual space in the courtroom and any designated office space.

4. ***Page*** means the page unit of transcript which results when a recording is transcribed in the form required by Indiana Rule of Appellate Procedure 7.2.

5. ***Recording*** means the electronic, mechanical, stenographic, or other recording made as required by Indiana Rule of Trial Procedure 74.

6. ***Regular hours worked*** means those hours which a division of the court is regularly scheduled to work during any given work week. Depending on the schedule of the court and its flex schedule for court reporters, these hours may vary from division to division of the court, within the county but remain the same for each work week.

7. ***Gap hours worked*** means those hours worked that are in excess of the regular hours worked but hours not in excess of 40 hours per work week.

8. ***Overtime hours*** means those hours worked in excess of 40 hours per work week.

9. ***Work week*** means a 7 consecutive day week defined by the County's payroll schedule which consistently begins and ends on the same day throughout the year; i.e. Sunday through Saturday, Wednesday through Tuesday, or Friday through Thursday.

10. ***Court*** means the Monroe Circuit Court and Division means the particular division of the Court for which the court reporter performs services. Court may also mean all of the divisions of the Monroe Circuit Court.

11. ***County indigent transcript*** means a transcript that is paid for from county funds and is for the use on behalf of a litigant who has been declared indigent by a court.

12. ***State indigent transcript*** means a transcript that is paid for from state funds and is for the use on behalf of a litigant who is declared indigent by a court.

13. ***Private transcript*** means a transcript, including but not limited to, a deposition transcript that is paid for by a private party. A transcript required within 14 days of the request is a category 1 expedited private transcript. A transcript required within 30 days of the request is a category 2 expedited private transcript. A transcript required within 45 days of the request is a category 3 expedited private transcript.

14. ***Volume*** applies to Appellate Court bound transcripts. Each volume is to be limited to 250 pages. The table of contents is to be a separate volume and the exhibits are to be included in a separate bound volume (or volumes if more than 250 pages).

B. Section Two. Salaries and Per Page Fees.

1. Court Reporters shall be paid an annual salary for time spent working under the control, direction and direct supervision of their supervising Judge during any regular work hours, gap hours or overtime hours. The Monroe Circuit Court shall enter into a written agreement with the court reporters which outlines the manner in which the court reporter is to be compensated for gap and overtime hours; i.e. monetary compensation or compensatory time off regular work hours.

2. The maximum per page fee a court reporter may charge for the preparation of a routine county indigent transcript shall be $3.50. The court reporter shall submit a claim directly to the county for the preparation of any county indigent transcripts. The court reporter shall not charge a fee for copies of an indigent transcript when the preparation of same has already been paid by the county. The court reporter shall not charge for copies of a prepared indigent transcript requested by a Court appointed entity (i.e. CASA, GAL) when the preparation of same has already been paid by the county.

3. The maximum per page fee a court reporter may charge for the preparation of a non-appellate state indigent transcript shall be $3.50.

4. The maximum per page fee a court reporter may charge for the preparation of a non-appellate private transcript shall be $4.50. The per page fee a court reporter may charge for a copy of a prepared transcript shall be $2.00. The maximum per page fee a court reporter may charge for the preparation of a category 1 expedited private transcript shall be $8.00. The maximum per page fee a court reporter may charge for the preparation of a category 2 expedited private transcript shall be $7.00. The maximum per page fee a court reporter may charge for the preparation of a category 3 expedited private transcript shall be $6.00. Category 1, category 2 and category 3 expedited private transcripts are defined in Section 1, definition #13.

5. Each court reporter shall report, at least on an annual basis, all transcript fees received for the preparation of county indigent, state indigent, or private transcripts to the Indiana Supreme Court Division of State Court Administration. The reporting shall be made on forms prescribed by the Division of the State Court Administration.

C. Section Three. Private Practice.

1. If a court reporter elects to engage in private practice by recording a deposition and/or preparing a deposition transcript, outside of and in addition to his or her official duties for the court, and the court reporter desires to utilize the court's equipment, work space and supplies, and the court agrees to the use of the court equipment for such purpose, the court and the court reporter shall enter into a written agreement which must, at a minimum, designate the following:

   a. The reasonable market rate for the use of equipment, work space and supplies;

   b. The method by which records are to be kept for the use of equipment, work space and supplies; and

   c. The method by which the court reporter is to reimburse the court for the use of the equipment, work space and supplies.

2. If a court reporter elects to engage in private practice though the recording of a deposition and/or preparing of a deposition transcript, all such private practice work shall be conducted outside of regular working hours.

D. Section Four. Appellate Court Transcripts.

1. The maximum per page a court reporter may charge for the preparation of an appellate indigent transcript is $4.00.

2. The maximum per page fee a court reporter may charge for the preparation of an appellate private transcript shall be $5.00.

3. A minimum fee of $35.00 per transcript may be charged for small transcripts but not in addition to the per page fee.

4. The Index and Table of Contents shall be charged at the same per page rate as the body of the transcript.

5. Labor charge may be assessed at the same rate as the Official Court Reporter's hourly salary for time spent binding the transcript and exhibits.

6. In addition, a reasonable market rate for office supplies may be charged for private appellate transcripts as designated in the Schedule of Supplies.