

Frequently Asked Questions Regarding Digital Recording

Questions/Answers

1. **Question:** When is a court reporter used for trials held before a magistrate judge?

Answer: If a magistrate judge wants a court reporter to cover the trial and a staff reporter is available, then a staff reporter will cover the trial. However, if a staff reporter is not available and a magistrate judge still requests a court reporter, then the chief judge must approve the request before a freelance reporter will be hired to cover the trial.

2. **Question:** May an attorney hire someone to transcribe the audio of a trial?

Answer: Yes, but the transcript will not be filed in ECF and it will not be an official transcript of the trial. If an attorney wants an official transcript of the trial, then he or she must file a request for transcript in ECF. The clerk's office will designate a staff reporter or court transcriber to prepare and file the transcript in ECF once the office receives the request.

3. **Question:** May an attorney receive a daily transcript of a trial?

Answer: Yes. The attorney must contact the appropriate courtroom deputy prior to the start of trial to make arrangements. After the start of the trial, the attorney must file a request for transcript (expedited) in ECF.

4. **Question:** May an attorney purchase a daily transcript requesting only one witness's testimony?

Answer: Yes. The attorney should file a request for transcript (expedited) in ECF and designate which witness's testimony should be transcribed. The price for a single witness's testimony is charged on a per-page basis.

5. **Question:** May an attorney still request a transcript of the trial if a trial is digitally recorded and the court grants an attorney's request not to have the audio uploaded to ECF?

Answer: Yes. The attorney must file a request for transcript in ECF.

6. **Question:** How does a non-party to a case request a digitally recorded transcript?

Answer: The non-party must complete a Request for Transcript (Non-Party) form found on the court's Web site.