

**DR 18. Transcript Request Procedure**

The following procedure shall be followed in requesting and preparing transcripts of proceedings.

- (A) Transcript requests shall be submitted in writing to the Transcript Coordinator in the Court's Administration Office. The Transcript Request form contains all required information for the transcript to be prepared. **No transcript will be prepared without the submission of this written request.** The Transcript Coordinator can be contacted for general information at (513) 887-3352 - 8:00 a.m. to 4:00 p.m. Monday through Friday.
- (B) There are two methods by which the Court will process transcript requests. The Transcript Coordinator, at the direction of the Court Administrator, shall assign requests to an in-house Court staff member or to a dedicated outside service agency. **The Court will determine which method will be selected based upon current transcript workload.**
- (C) With either assignment, the requesting party shall complete the Court approved Transcript Request form for submission. This form is available on the Court's website under "Court Services" - "Transcript Information."
- (D) Fully completed Transcript Request forms may be e-mailed to [DRCourtWebResponse@butlercountyohio.org](mailto:DRCourtWebResponse@butlercountyohio.org) or faxed to the Administration Office at 513-887-5640.
- (E) The Court shall appoint reporters and assistant reporters as the official reporters of the Court for a term not exceeding three years, unless removed by the Court after good cause shown for neglect of duty, misconduct in office, or incompetency. The official reporters and assistant reporters shall take an oath faithfully and impartially to discharge the duties of their positions.
- (F) **Method One: In-house Transcript Preparation Process**
  - (1) The Transcript Coordinator or designee will accept the Transcript Request form from the requesting party and calculate a cost estimate for the transcript, determine the date by which a deposit must be paid, estimate the completion date of the transcript, and inform the requesting party of same.
  - (2) The deposit for an in-house transcript shall be one-half the estimated cost and must be paid to the Butler County Clerk of Courts before the commencement of the transcription. It is the responsibility of the person requesting the transcript to pay the deposit at the same time an objection is filed.
  - (3) Payments will be accepted by the Butler County Clerk of Courts as follows: American Express, MasterCard and Discover Credit

Cards, checks, money order and cash. All checks and money orders shall be made payable to the **Butler County Clerk of Courts**.

- (4) Once the deposit has been made to the Clerk of Courts, the requesting party is held responsible for making the final payment. During the course of a hearing, the Court may allocate actual cost of transcripts upon oral or written motion by a party if presented with receipt of cost as an exhibit.
- (5) The Transcript Coordinator will immediately forward the transcript request order, which includes the deposit amount, to the Clerk of Courts to be filed. Parties shall not pay more than the deposit amount to the Clerk of Courts due to the uncertainty of the final cost.
- (6) Parties will be responsible for bringing the deposit receipt to the Transcript Coordinator as proof of the deposit payment.
- (7) When the transcript is completed by an in-house Court staff member, the Transcript Coordinator or designee will notify the requesting party of its availability and the balance due. The balance due shall be payable in full to the Clerk of Courts before a transcript is released. Parties will be responsible for bringing the payment receipt to the Transcript Coordinator as proof of the final payment.
- (8) All requests to cancel a transcript order shall be referred to the Transcript Coordinator or designee at (513) 887-3352. If transcription has already begun, the requesting party is responsible for the cost of **ALL** completed pages.
- (9) If a requesting party has overpaid for a completed transcript, the Transcript Coordinator or designee will prepare an order to the Clerk of Courts to release these funds to the requesting party.
- (10) Any transcript costs not paid shall be taxed as costs against the requesting party. The Transcript Coordinator or designee shall complete an entry setting forth the amount to be taxed as costs and obtain the signature of the assigned case judge.

**(G) Method Two: Outside Service Agency Transcript Preparation Process**

- (1) The Transcript Coordinator or designee will accept the Transcript Request form from the requesting party.
- (2) The Court will inform the requesting party that an outside service agency has been assigned to prepare the transcript request and the

agency will require an advance deposit of 100% of the estimated cost.

- (3) The agency will contact the requesting party to establish the estimated cost and make financial arrangements. The cost must be paid to the service agency before the transcript will be prepared.
  - (4) All requests to cancel a transcript order shall be referred to the Transcript Coordinator or designee at (513) 887-3352. If transcription has already begun, the requesting party is responsible for the cost of **ALL** completed pages.
  - (5) After final payment has been made to the outside agency, all transcripts will be delivered electronically to the requesting party in pdf format.
  - (6) For Court of Appeals transcript requests, in camera interviews with children will only be prepared by Court staff and not sent to the outside service agency. The responsibility for the cost of preparation will be that of the requesting party.
  - (7) Requesting parties will be charged by the Court for preparing copies of evidence for Court of Appeals cases.
- (H) Any person may request to listen to the record of a hearing by contacting the Transcript Coordinator at (513) 887-3352. Arrangements will be made for the record to be listened to under the supervision of Court staff. There is no charge for listening to a record of the hearing.
- (I) The cost of a typed transcript by Court staff or the outside agency is **\$4.00** (four dollars) per page for the original and **\$.05** (five cents) per page for each additional copy provided by the Court or the agency. The cost for an expedited transcript is **\$7.00** (seven dollars) per page. The cost for a copy of an exhibit is **\$.05** (five cents) per page. An audio recording of a hearing burned to a CD may be provided upon request at no cost to the party.