



EL PASO AND TELLER COUNTY COMBINED COURTS
FOURTH JUDICIAL DISTRICT, STATE OF COLORADO

CHIEF JUDGE ORDER 2022-9

RE: TRANSCRIPTS BY COURT REPORTERS AND TRANSCRIBERS

Effective immediately, all court reporters shall upload any newly completed and certified transcripts to SharePoint (into the designated transcript folder) within 30 days of completion and certification.

FTR audio transcribers shall provide the Clerk of Court's office with a copy of each completed and certified transcript to be uploaded to SharePoint (into the designated transcript folder) within 30 days of completion and certification.

All transcripts shall be indexed by year, case number, parties' names, and date of hearing.

Copies of transcripts currently uploaded into case files on JPOD may be requested by members of the public by submitting a JDF Form 4 request to the Clerk of Court's office.

This Order supersedes CJO 2021-10.

DONE AND SIGNED ON THIS 31st DAY OF MARCH 2022.

WILLIAM B. BAIN

Chief Judge

Fourth Judicial District