

District Court 9th Judicial District, Colorado Court Address: 109 8th St., Suite 104, Glenwood Springs, CO, 81601 970-928-3065	
ADMINISTRATIVE ORDER	COURT USE ONLY
Chief Judge: James B. Boyd	Order Number: 05-07 Amended February 2016
ADMINISTRATIVE ORDER CONCERNING COURT REPORTERS AND PREPARATION OF TRANSCRIPTS AND COPYING TAPES	

This Administrative Order implements Chief Justice Directive 05-03.

1. Court Reporters

The Ninth Judicial District has one certified court reporter and no electronic recording operators.

The Court reporter shall be assigned to District Court Divisions A, B, C, F, and 5 for trials and evidentiary hearings for, in order of priority, a) class 1 felonies; b) class 2 felonies, c) class 3 felonies involving alleged unlawful sexual conduct or sentencing enhancers, d) dependent and neglect jury trials, e) contested termination of parental rights trials, f) water case trials and g) such other cases as the Chief Judge deems necessary.

2. Copies of Tapes or Digital Records

Because the Ninth Judicial District does not have the available staff, the District will not copy all or parts of tapes or digital records of judicial proceedings for dissemination.

3. Transcript Order Forms

Persons requesting transcripts shall use Form No. JDF 4 R7/15, a copy of which is attached as Attachment A.

Orders for transcripts shall be addressed and sent as follows:

- a) for judicial proceedings **in District and County Court cases** in Garfield, Pitkin and Rio Blanco Counties: to Sheila Schiesser, Garfield County Courthouse, 109 8th Street, Suite 104, Glenwood Springs, CO 81601, sheila.schiesser@judicial.state.co.us;
- b) for judicial proceedings in **Associate County Court cases in Garfield County, Rifle, Division II**: Becky Ross, Clerk

of the Court, 200 E. 18th Street, Suite 103, Rifle, CO 81650,
Fax: 970-625-1125;

- c) for judicial proceedings in **Associate County Court cases in Rio Blanco County, Rangely, Division 2**: Karen Wilczek, Clerk of the Court, 209 E. Main, Rangely, CO 81648, Fax: 970-675-5029.

4. Audio Recording Devices

Court proceedings shall be recorded only by the Court's official court reporter or the FTR machines.

No unauthorized recording devices shall be allowed in any courtroom.

Dated: February 4, 2016.

BY THE COURT



Chief Judge

ATTACHMENT A

TRANSCRIPT REQUEST FORM

Pursuant to Chief Justice Directive 2005-03 (Amended July 1, 2015)

This transcript request form must be completed by any person requesting a transcript from any court proceeding whether reported stenographically or by electronic recording means. Upon completion of this Transcript Request Form, please follow established policies and procedures for each judicial district which outline instructions for ordering transcripts, tapes or digital recording disks. This information is available on the Colorado Judicial website at www.courts.state.co.us

Transcript Rates

Ordinary Rate (State Paid)

\$3.75
(within 30 days or per
C.A.R. 11(a)&(d))
Party
Price/page \$.75

Original Price/page \$3.00

Copy to Party Price/page \$.00
Add'l Copy to Non-Party Price/page \$.75

Expedited Rate

(within 10 days)
Copy to Party Price/page \$.75
Add'l Copy to Non-

Original Price/page

Ordinary Rate (Private Paid)

\$6.25
(within 30 days or per
\$1.25
C.A.R. 11(a)&(d))
Party
Price/page \$1.25

Original Price/page \$3.00

Copy to Party Price/page \$.75
Add'l Copy to Non-Party Price/page \$.75

Hourly Rate

(within 2 hours
of adjournment)
Copy to Party price/page
Add'l Copy to Non-

Original Price/page

Daily Rate

(following adjournment & prior
to normal opening hour of
court the following morning)

Original Price per page \$5.25
Copy to party Price per page \$1.00
Add'l Copy to Non-Party Price/page \$1.00

Transcripts will not be started and the time limits stated for delivery of transcripts will not commence until satisfactory payment arrangements are made for required fees. To avoid any disputes as to dates or payment, a dated receipt for payment shall be provided to requester.

ORDERING PARTY INFORMATION

1. Full Name (Include Firm Name)		2. Phone Number	3. Email Address	
4. Mailing Address		5. City	6. State	7. Zip Code

TRANSCRIPT INFORMATION

8. Case No.	9. Case Caption (i.e. People v. John Doe)	10. County
11. Judicial Officer/Division	12. Order For <input type="checkbox"/> Appeal <input type="checkbox"/> Civil <input type="checkbox"/> Upcoming Hearing/Trial on _____ <input type="checkbox"/> Non-Appeal <input type="checkbox"/> Criminal <input type="checkbox"/> Other	

12. Transcript Requested (Specify portion(s) and date(s) of proceeding(s) requested)

Portion(s)	Date(s)	Time(s)	Portion(s)	Date(s)	Time(s)
<input type="checkbox"/> Entire Proceedings			<input type="checkbox"/> Testimony (Specify Witness)		
<input type="checkbox"/> Jury Voir Dire					
<input type="checkbox"/> Opening Statements					
<input type="checkbox"/> Closing Arguments			<input type="checkbox"/> Pre/Post Trial Hearing (Spcy)		
<input type="checkbox"/> Jury Instructions					
<input type="checkbox"/> Judge's Ruling					

ORDERING INFORMATION

13. Date of Request/Date Transcript Needed	14. Rate Category: <input type="checkbox"/> Ordinary (State Pd.) <input type="checkbox"/> Expedited <input type="checkbox"/> Hourly <input type="checkbox"/> Ordinary (Private Pd.) <input type="checkbox"/> Daily
15. Orig. + Copies (Spcy #) _____ + _____ = _____	16. Certification (By signing below, I certify that I will pay all charges.) Signature: _____ Date: _____

FOR COURT USE ONLY

Date of Request	Transcript To Be Prepared By (Name of Court Rpt/ERO)	Date Court Rptr/ERO Contacted	
Notice of Estimate to Ordering Party Date _____ # of pages _____	Date of Deposit/Satisfactory Payment Arrangements	Deposit Paid \$ _____	Bal Pd/Refund \$ _____
Date Transcript Mailed/Delivered	I certify that the preparation of this transcript is in compliance with the fee & format prescribed by CJD 05-03. Reporter/ERO Signature _____ Date _____		