

County of Pueblo, State of Colorado, Tenth Judicial District

Administrative Order – Official Record

18-05

The official record of testimony for purposes of appeal or reference to the Court shall consist of a transcript prepared by a transcriptionist. The 10th Judicial District will not duplicate audio tapes or digital CD's for counsel, litigants or the general public. The 10th Judicial District will not grant outside requests for individuals to listen to any part or whole of a recorded proceeding.

All transcripts, or copies of transcripts, must be ordered by filling out a Transcript Request Form (JDF 4). Completed forms shall be delivered to the office of the District Administrator or the Clerk of Court, who shall assign a transcriptionist. The transcriptionist shall contact the ordering party with estimates of cost and to arrange payment and delivery time. Transcripts will not be started and time limits for delivery will not commence until payment is made. If the ordering party is indigent, they are responsible for obtaining and providing a court order approving waiver of the cost of the transcript.



Chief Judge

cc: District Attorney