


DISTRICT COURT, LARIMER COUNTY, COLORADO 201 Laporte Avenue, Suite 100 Fort Collins, CO 80521 Telephone: (970) 494-3500	COURT USE ONLY
AMENDED ADMINISTRATIVE ORDER RE: COURT REPORTER COVERAGE FOR NON- CRIMINAL JURY AND COURT TRIALS	
AMENDED ADMINISTRATIVE ORDER 2018-6	

Pursuant to CJD 05-03, a priority has been established for determining which cases are to be reported by a Colorado Judicial Branch Official Court Reporter, contract reporter or digital electronic sound recording equipment. In the event an official court reporter cannot be provided for a non-criminal district court proceeding, the parties may, upon agreement, hire a freelance court reporter.

Attorneys shall contact the managing court reporter 10 days prior to any non-criminal court or jury trial to determine if an official court reporter will be assigned to report the trial. In the event an official court reporter is unavailable, counsel, upon agreement, have the option to hire a freelance court reporter at an agreed-upon rate to report the proceedings, or the proceedings will be recorded by digital electronic sound recording equipment.

When a freelance court reporter is hired by the parties, counsel and the court reporter must read, abide by, and sign the Policy Regarding Use of Freelance Court Reporters in Non-Criminal Cases. A copy of the policy is attached to this order for reference. Outside freelance court reporters will not be permitted to report when an Official Court Reporter has been assigned.

Dated this 25th day of October, 2022.



 Susan Blanco
 Chief Judge, Eighth Judicial District

**Eighth Judicial District Court
State of Colorado**

Policy Regarding Use of Freelance Court Reporters in Non-Criminal Cases

1. When the use of digital electronic sound recording equipment has been deemed necessary for proceedings in a non-criminal case or if an official court reporter or contract reporter cannot be provided, parties and counsel have the option to hire a freelance court reporter at the parties' own cost. If such a freelance court reporter is retained, it is with the express understanding that the record made by the freelance reporter is the official record.
2. The freelance reporter shall complete and leave a copy of this form in the courtroom in which the case is heard.
3. In the event of an appeal, the freelance reporter is responsible for preparation of the record according to court rule and shall coordinate filing of same with the appeals clerk. In the event the freelance reporter is not available to complete the transcript, the freelance reporter's notes will be used to prepare the transcript.
4. The freelance reporter shall also provide to the court, at no cost to the court, an electronic copy of any transcript prepared from the proceedings. Transcripts shall be in PDF format and emailed to the managing court reporter at gina.meyer@judicial.state.co.us.
5. The freelance reporter shall email a copy of the steno notes in PDF format to gina.meyer@judicial.state.co.us at the conclusion of the proceedings.
6. The exhibits in proceedings reported by a freelance reporter shall be the responsibility of division staff with the original exhibits retained by the court.
7. It is understood that the freelance reporter is not an employee of the State of Colorado.

Failure to comply with the above may result in loss of future opportunities to report court proceedings in the Eighth Judicial District.

Case No. _____ Judge/Courtroom _____

Case Name _____

Freelance Court Reporter Information:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Other contact information: _____

I understand the above policy and agree to its terms.

Court Reporter: _____ Date: _____

Counsel Name: _____ Date: _____

Counsel for: _____

Counsel Name: _____ Date: _____

Counsel for: _____