

12th JUDICIAL DISTRICT TRANSCRIPT ORDERING POLICY

1. As provided in [Chief Justice Directive 05-03 \(CJD 05-03\)](#),¹ the official record of proceedings shall consist of a certified transcript prepared by a court reporter or transcriptionist. Therefore, consistent with [CJD 05-03](#), the 12th Judicial District (District) will not duplicate audio files for counsel, litigants, or the general public, nor will the District grant requests for individuals to listen to any part of a recorded proceeding except as provided in [Chief Judge Administrative Order 2019-01](#) (relating to extreme risk protection order (ERPO) cases) and [Chief Judge Administrative Order 2005-06](#) (relating to digital recordings of hearings for appeals of small claims cases or ERPO cases). See [CJD 05-03\(V\)\(D\)\(3\)](#).
2. A [JDF 4 Transcript Request Form](#) shall be used to obtain transcripts or copies of transcripts. The request form must be as complete as possible and indicate whether production is requested within the Ordinary (30 days) or Expedited (10 days) timeframe. See [CJD 05-03, Appendix A](#). The District is unable to accommodate requests within the Hourly or Daily timeframes.
3. Requests may be submitted via hand delivery, mail, or email, to the Transcript Coordinator or any clerk's office within the District.
4. Multiple dates may be included on the [JDF 4 Transcript Request Form](#). However, multiple cases shall be submitted on a separate form for each case.
5. Once received, the Transcript Coordinator will send the request to a court reporter or transcriptionist to prepare an estimate and contact the requestor for approval of the estimate and to make payment arrangements. The applicable transcript fee rates are set forth in [Appendix A to CJD 05-03](#).
6. Please be advised: Transcripts will not be started and the timeframes for delivery will not commence until satisfactory arrangements for payment are made. See [CJD 05-03\(V\)\(D\)\(1\)\(b\)](#). The computation of transcript delivery dates is provided in [Appendix D to CJD 05-03](#). District staff do not provide estimates or accept payments for transcript production.
7. The Transcript Coordinator will upload the request into the electronic case file, monitor progress and quality of production, and upload the completed transcript into the court's administrative file. Completed transcripts will not be uploaded into the electronic case file.
8. As provided in [CJD 05-03\(V\)\(D\)\(1\)\(b\)](#), the court reporter/transcriptionist shall produce a dated receipt for payment to the requestor.
9. Requests for copies of certified transcripts shall be submitted using the [JDF 4 Transcript Request Form](#). As the request form indicates, if a proceeding has already be transcribed, the requestor will be charged in accordance with the copy rates set forth in [Appendix A to CJD 05-03](#). See [CJD 05-03\(V\)\(G\)\(1\)](#).
10. If the requester is not a named party to the case, the approval of the Chief Judge or Court Executive is required. See [CJD 05-03\(V\)\(G\)\(2\)](#).

¹ CJD 05-03 can be accessed via this link: https://www.courts.state.co.us/Courts/Supreme_Court/Directives/CJD%2005-03_Amended%20Effective%20July%201,%202023%20PAGE%20RATE%20increases%20WEB.pdf

11. A waiver of fees may be requested if the requestor is indigent. To request a waiver of fees, [JDF 205](#) (along with the corresponding proposed order, [JDF 206](#)) must be filed with the court. A court order approving waiver of costs must be obtained and provided to the Transcript Coordinator when the [JDF 4 Transcript Request Form](#) is submitted.
12. Appellate rules apply for production of appellate transcripts.
13. Questions or concerns from ordering parties, court reporters, or transcriptionists should be directed to the Transcript Coordinator.

Contact Information

TRANSCRIPT COORDINATOR

(719) 589-7614

12transcriptcoordinator@judicial.state.co.us