

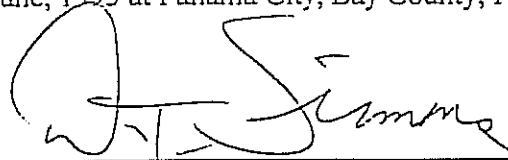
OFFICE OF THE CHIEF JUDGE
FOURTEENTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER 95-05


PURSUANT to Rule 2.070(a)(1), Florida Rules of Judicial Administration, as amended by the Florida Supreme Court on February 23, 1995, and upon consultation and agreement of the Circuit and County Judges of the Fourteenth Judicial Circuit, it is hereby

ORDERED that the circuit-wide plan set forth in the attached Schedule A, which is made a part hereof, be and is hereby adopted for use by the Circuit and County Judges of this Circuit to provide court reporting services for all proceedings required to be reported at public expense.

DONE AND ORDERED this 30 day of June, 1995 at Panama City, Bay County, Florida.



DON T. SIRMONS, Chief Judge

A CERTIFIED TRUE COPY
HAROLD BAZZEL, CLERK
OF THE CIRCUIT COURT
BY 
Deputy Clerk

FOURTEENTH JUDICIAL CIRCUIT

COURT REPORTING PLAN

Whereas the Supreme Court of Florida has found the existing form of employment for official court reporters inappropriate and in need of changing to a standard employment model or independent contracts and,

Whereas the Supreme Court of Florida has ordered the trial courts to develop a new plan for court reporting and,

Whereas the Supreme Court of Florida has ordered this change to be in place by July 1, 1995. (see attached-amendments to Rule 2.070 of the Florida Rules of Judicial Administration)

Therefore the Court has developed the following Court Reporting Plan.

COURT REPORTING SYSTEMS

The Court shall use the following Court Reporting Systems to record Court events.

- (1) Professional Judicial Court Reporters hired as County employees.
- (2) Professional video recording systems with managed transcription services,
- (3) Professional audio recording systems with managed transcription services
- (4) Contracts between Independent Court Reporters and a County.

- (5) Private Court Reporters retained and paid by the parties themselves.

JUDICIAL COURT REPORTERS

The Court will utilize full-time Judicial Court Reporters in Bay and Jackson Counties. These Court Reporters shall be employees of the respective counties.

There shall be a Judicial Court Reporter Manager in Bay County.

The Bay and Jackson Counties' office space, office supplies, equipment and all other utilities necessary shall be at county expense.

The Court prefers and will encourage all Judicial Court Reporters to be capable of Reel Time or CAT reporting and transcription.

The Court will pay the Official Court Reporters a salary, the structure of which is described in Schedule "A", attached. In said Counties, there shall be no other compensation paid to said employees, including but not limited to per diem, page fees for transcriptions and depositions or appearance fees.

The Court Reporters shall cover the Court events listed in Schedule "B".

Termination

All Official Court Reporters will be terminated as State Employees effective June 30, 1995.

Hiring

The Judicial Reporters and will be County Employees serving at the discretion of the Chief Judge.

Hours of Work

All full-time Judicial Court Reporters shall work eight hours a day five days a week. There is one hour each day provided for lunch. Any reporter working more than 40 hours in any given week must immediately report the over-time to their supervisor. Compensatory time at the rate of 1 1/2 times regular hours worked over 40 hours per week shall be taken off as soon as practical.

The employees shall complete daily time sheets and remit same to their Court Reporter Manager. Leave request for vacation shall be approved by the Court Reporter Manager.

Annual and sick leave shall accrue at rates established by the respective county personnel rules and regulations.

Time Sheet Procedures

All hourly employees must complete a time sheet daily. Said time sheet is attached hereto as Schedule "C".

Time sheet must be signed by the employee.

Time sheets must be retained in departmental files for a period of three years after an audit is complete. Time sheets will be audited periodically by Finance & Accounting. Hours reflected on the time sheets must match the hours keyed into the system.

Upon completion of the pay period, all time sheets must be completed, signed and forwarded to the Court Finance Office.

Completed leave request forms are required and shall be completed and delivered to the Court Reporter Manager. Attached hereto is the "Leave Request Form" marked as Schedule "D".

Working at home or at a private office is not permissible.

Qualification:

Attached hereto is Schedule "F" defining the required qualifications of Judicial Court Reporters.

Location

There will be five full-time Judicial Court Reporters headquartered in the Bay County Courthouse and one full-time Judicial Court Reporter headquartered in Jackson County Courthouse.

Manager Duties

The Judicial Court Reporter Manager shall develop and implement a plan for covering all court events in Bay County including depositions. Said manager shall further develop and implement all other procedures necessary for the employment of the Judicial Court Reporters.

Benefits

Judicial Court Reporter Employees will be paid a salary of \$35,000.00 per year beginning July 1, 1995. They shall be paid every two weeks beginning July 17, 1995.

Employees shall have the option of Bay County's Healthcare Plan as well as all other benefits offered other County Employees.

Holidays will be those holidays declared by the State of Florida. (10 plus 1 personal).

Sick and annual leave accrues at the rate established by the Bay County Employees Manual and under the same conditions as outlined therein.

Budget

Attached hereto as Schedule "E" is the proposed fiscal year 1995-1996 budget for Court Reporters employed by Bay County. A Similar budget shall be adopted by Jackson County.

The Florida Legislature, through a general Appropriations Act has provided funds for the Fourteenth Judicial Circuit to be used in off-setting Court Reporter expenses from July 1, 1995, through June 30, 1996. Said funds shall be paid directly to the various counties of the Fourteenth Judicial Circuit in an amount equal to their respective percentage of the total of criminal case filings in both Circuit and County Court. Said sum shall then be used by the County to off-set Court Reporter Expenses.

The Court Reporter employees of Bay County and Jackson County have all served as part-time county employees in the past and their status shall be changed to a full-time county employee effective July 1, 1995.

Equipment

All employees will be provided necessary equipment by the respective counties with which to perform their official duties.

Work prior to July 1, 1995

All Court Reporters shall make every effort to complete and deliver all outstanding transcript work prior to June 30, 1995. Any court/deposition transcript requested prior to June 30, 1995, and not completed by June 30, 1995, shall be done by the Court Reporter as part of their regular 40 hours per week work assignment.

Court Reporters must submit all outstanding bills for work by June 30, 1995.

Travel

While it is not contemplated, travel may be necessary. Any required travel shall be paid by the County. Court Reporters will be paid \$.25/mile and meals \$3.00/breakfast, \$6.00/lunch, \$12.00/dinner.

Special Accommodations

Any employee with special needs accommodations shall notify the Court Administrator.

Record

The Court owns the trial record and all the Court Reporter notes, tapes, or other documents generated as a result of their official duties.

Outside Court Reporting Business:

All request for the reporting services of a judicial Court Reporter employee shall be made through and appointed by the Court Reporter Manager. An hourly rate for said services shall be established and billed to third parties not otherwise entitled uncompensated court reporting. All funds generated by this procedure shall be paid to the respective County Employer.

ELECTRONIC COURT REPORTING (BOTH VIDEO AND AUDIO)

Electronic Court Reporting for all matters shall be utilized in all County and Circuit Courts of the Fourteenth Judicial Circuit except:

- A. Criminal Felony Trials
- B. Termination of Parental Rights, and
- C. Those matters which in the discretion of the Presiding Judge require otherwise.

The Court shall encourage every county to equip each Courtroom and each Chamber with audio and video recording equipment.

COURT REPORTING SERVICES PROVIDED BY INDEPENDENT CONTRACTORS:

The following counties shall provide Court Reporting Services by independent contractors:

Calhoun
Gulf
Holmes
Washington

These respective counties shall enter into agreements under such terms and conditions as may be mutually acceptable.

Contract Requirements:

The contract shall require the Court Reporter to have the minimum standards and skills as outlined in the Administrative Order attached hereto and made a part hereof.

The contract shall further require the Court Reporter to provide Court Reporting Services for all Court related matters as established by Presiding Judges in the respective counties.

The contract shall provide for the full management of the Court Reporters by the respective counties. Presiding Judges shall not exercise control or management of said Court Reporters.

All Court Reporter notes, transcripts, and other documents generated while performing the duties of Court Reporters shall become their sole and exclusive property.

Financial Arrangements:

The various county and contracted Court Reporters shall enter into an agreement as to the compensation to be paid for said services at terms and conditions mutually acceptable to the parties.

The County shall provide Court Reporters to the County and Circuit Court of their respective counties beginning July 1, 1995.

SCHEDULE "A"

SALARY RANGE	\$35,000.00-\$37,500.00
SALARY BASE	\$35,000.00
SUPPLEMENT FOR MANAGEMENT IN BAY	2,500.00