

**OFFICE OF THE DEFENDER GENERAL**

6 Baldwin Street, 4th Floor  
Montpelier, VT 05633-3301

Matthew F. Valerio  
Defender General

Phone: (802) 828-3168  
Fax: (802) 828-3163

FROM: Lora Evans, Business Manager

DATE: August 29, 2007

SUBJECT: Transcript Requests – New Procedures

The Court Administrator's Office has entered into a new contract with Court Reporters Associates that provides for considerable rate increases (\$2.65 per original page and \$.85 per copy page), including charging an expedited rate for transcripts that are prepared within seven days of receipt of the tapes from the court. We have noticed that "ASAP" is considered an expedited request, and we are being charged the higher rate if the transcript is done within seven days of receipt of the tapes. The rate increase on just the usual transcript cost (not expedited) will cost us about \$30,000 this year. We need to control these costs as much as possible. I have spoken with CRA in an effort to make sure they are not preparing transcripts, and charging, on an expedited basis when the transcript is not really needed within seven days. They will not be preparing expedited transcripts without confirming with us prior to starting the transcript.

**Please do not request any transcript to be completed "ASAP". Specify a date that is at least 14 days from the date you are submitting your request.** That should leave enough time for Court Reporters Associates to receive your request, get the tape from the court and be able to complete the transcript at the non-expedited rate. If you need the transcript any sooner than that, please contact either myself (for public defenders) or Charlie Martin (for assigned counsel contractors) for approval to order at the expedited rate. CRA also indicated that it would be helpful if you have a hearing scheduled that you need the transcript for, that you give them that date also.

The new contract also allows CRA to charge for electronic (e-mail) transcripts on a per transcript basis. **You cannot order electronic transcripts**, with the exception of an appellate defender who has a need to receive a copy of the transcript in juvenile cases. We are only making this exception because we have to comply with the time constraints in juvenile cases. Otherwise, you are not authorized to get an electronic transcript.

**Also, you cannot use CRA for transcribing depositions or other non-court recordings.** Their rate for non-court transcription is higher than any other transcriber we are using, and they are unwilling to give us a different rate. There are a number of independent transcribers who have the ability to transcribe from any format and are willing to work at state rates. We are updating our list of transcribers and will have it available on our website. In the meantime, if you need help finding a transcriber, please feel free to contact me. Thank you.