

MAR 03 2017

JULIA C. DUDLEY, CLERK
BY:  DEPUTY CLERK

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF VIRGINIA

IN RE: COURT REPORTER)
MANAGEMENT PLAN) STANDING ORDER 2017-2

The Court having approved revision of the Court Reporter Management Plan (hereinafter referred to as “the Plan”), and the Judicial Council of the Fourth Circuit having approved such revision by issuing a Certificate of Approval dated March 1, 2017, it is hereby **ORDERED** that the Plan as revised is hereby adopted in the form attached to and made a part of this Order.

The Clerk is directed to enter a copy of said Plan, together with a copy of this Order and a copy of the Certificate of Approval of the Judicial Council of the Fourth Circuit, in the order books for each division.

Entered this 3rd day of March, 2017.



Chief United States District Judge

UNITED STATES COURT OF APPEALS
FOR THE FOURTH CIRCUIT
JUDICIAL COUNCIL

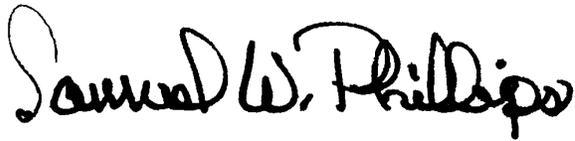
IN THE MATTER OF: REVIEW OF THE COURT REPORTER MANAGEMENT
PLAN SUBMITTED BY THE UNITED STATES DISTRICT
COURT FOR THE WESTERN DISTRICT OF VIRGINIA

CERTIFICATE OF APPROVAL

In accordance with the Guide, Volume 6, Chapter 2, Section 290.30.15, the foregoing revision of the Court Reporter Management Plan of the United States District Court for the Western District of Virginia has been duly received and approved as complying with the law by a Review Panel consisting of the members of the Judicial Council for the Fourth Circuit of the United States and the Chief Judge of the District Court and is effective upon said approval.

This 1st day of March, 2017.

FOR THE COUNCIL:

A handwritten signature in black ink that reads "Samuel W. Phillips". The signature is written in a cursive style with a large initial 'S'.

Samuel W. Phillips, Secretary



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA**

**COURT REPORTER
MANAGEMENT PLAN**

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1. **ADOPTION OF PLAN**

The Court adopts the following Court Reporter Management Plan (Plan), subject to the approval of the Judicial Council for the Fourth Circuit Court of Appeals, and subject to the rules and regulations of the Judicial Conference of the United States (Judicial Conference). When approved, the plan supersedes the *Plan for Effective Utilization of Court Reporters* adopted August 1, 1992, in the Western District of Virginia.

2. **APPLICABILITY OF PLAN**

This Plan shall be applicable to all court reporters (official, contract and substitute) employed by the Court. The Plan is intended to supplement the guidelines and procedures contained in Volume 6 of the *Guide to Judiciary Policy* and 28 U.S.C. §753.

3. **TYPES OF COURT REPORTERS**

Court reporters are categorized according to how they are utilized or employed in the Court.

a. **Official Staff Reporters**

Official staff reporters, or official reporters, are salaried employees of the Court, employed *en banc*, and not for any particular judge, for an indefinite term pursuant to the authority of the Judicial Conference.

b. **Contract Reporters**

Contract reporters are reporters that serve the Court on an as-needed basis as provided under 28 U.S.C. §753(g), and under delegated procurement authority from the Administrative Office (AO). Contract reporters may be utilized only when all official reporters are unavailable due to assigned courtroom duties or authorized leave.

Contract reporters must meet the qualification requirements established by the court and must be administered the Oath for Recording Court Proceedings.

Travel of contract reporters within the district shall be limited to those occasions when no official reporter is available to travel to the location requiring reporting services. Travel expenses are paid to the extent provided in the contract.

c. **Substitute Reporters**

Substitute reporters are employees of official reporters, hired with the approval of the court, and must meet the minimum qualification requirements established by the Judicial Conference. Use should be limited to expedited, daily, or hourly transcript work. The official reporter is responsible for paying for the substitute

reporter from his or her personal funds. Official reporters are responsible for the performance of substitute reporters. *The Guide*, Vol. 6, Ch. 4, §440.90.

Additionally, the Court may direct an official reporter who is unable to complete transcripts in a timely fashion to hire and pay for a substitute reporter to record proceedings while the official reporter works on the backlog of transcripts.

4. COURT REPORTER ALLOCATIONS

The Western District of Virginia has elected to have proceedings recorded by stenotype methods and is authorized one official reporter per active district court judge. Court reporter allocations for senior judges are based upon (1) the total number of in-court hours reported by the senior judges during the statistical reporting year or (2) certification by the circuit judicial council that the senior judge draws cases on substantially the same basis as all active district judges in the district.

5. EMPLOYMENT

a. Appointment of Official reporters

The Clerk of Court, with the approval of the Chief Judge, shall appoint and dismiss official reporters. Official reporters shall be appointed in accordance with the provisions of 28 U.S.C. §753 and Volume 6 of the *Guide to Judiciary Policy*. Official reporters serve the Court *en banc*.

An official reporter shall continue to retain employment at the will of the Court *en banc*, regardless of the death, resignation or retirement of an individual judge. If the volume of work does not justify retention of the full complement of reporters, a reduction shall be accomplished through relocation, attrition or by giving a reasonable notice for termination of the appointment.

Any official reporter who fails to comply with the provisions of this Plan or a directive of the Clerk of Court or who does not perform in a competent and satisfactory manner in connection with his or her duties shall be subject to disciplinary action up to and including dismissal.

b. Qualifications of Official Reporters

In order to qualify for appointment, official reporters must meet the qualifications listed in Vol. 12, Ch. 5, §580.40.30(a) of the *Guide to Judiciary Policy*. A Registered Professional Reporter (RPR) certificate from the National Court Reporter's Association (NCRA) or evidence of passing an equivalent qualifying examination must be provided. The Court prefers realtime reporters. Certified realtime reporters are those reporters who have successfully completed the Certified Realtime Reporter (CRR) examination offered by the NCRA. A CRR certificate must be presented as evidence of such.

c. Probationary Period

Newly appointed official reporters shall be placed on a one-year probationary period. Official reporters who do not perform in a competent and satisfactory manner shall be subject to dismissal.

d. Hours of Employment

Official reporters are placed on a regular tour of duty consisting of 40 hours per week and shall adhere to the Western District of Virginia's Time and Attendance Policy. An official reporter may choose to work the hours of 8:00 a.m. – 4:30 p.m., 8:30 a.m. – 5:00 p.m. or 8:30 a.m. – 5:30 pm. A written notification is to be sent the Coordinator, Clerk of Court and/or Chief Deputy Clerk for approval of scheduled work hours.

Unless on approved leave, an official reporter must be at his or her duty station or travel location and must remain available. Court reporters may, during their assigned tour of duty, prepare official transcripts as required by 28 U.S.C. §753(b) or by rule or order of the Court, including transcripts for which they are entitled to collect a fee from a party.

e. Leave

All official reporters earn leave in accordance with the Annual and Sick Leave Act of 1951, 5 U.S.C. §6301. Official reporters must use the appropriate type of leave for any paid absence from work. Official reporters must also comply with Western District of Virginia's Time and Attendance, Compensatory Time and Flex Time Policies.

6. RETIRED OR SEPARATED OFFICIAL REPORTERS

Whenever an official reporter is separated (resigns, retires or is dismissed), he or she will be required to meet with the Coordinator and execute a certification (Appendix A) regarding his or her responsibilities for:

- the preparation of all transcripts which are currently ordered but not yet filed;
- the preparation of transcripts which may be ordered after separation of proceedings recorded during the period of employment; and
- the requirement to inform the Clerk of Court of address and telephone number changes.

7. SUPERVISION

The Chief Judge delegates the supervision of this Plan to the Clerk of Court. The Clerk of Court shall designate a Court Reporter Coordinator (Coordinator) whose duties and

responsibilities are to provide day-to-day management of all court reporters and perform all other functions set forth in this Plan, including but not limited to:

- a. Assigning and reassigning official reporters for the purpose of fairly and efficiently distributing the Court's overall workload while minimizing travel and assuring the overall lowest cost to the Court.
- b. Monitoring requests for transcripts to ensure that transcripts are prepared in a timely fashion.
- c. Supervising the relationship between the court reporter and parties by monitoring transcript orders, delivery, billings, format and rates charged by court reporters.
- d. Reviewing transcripts to ensure full compliance with format requirements of the Judicial Conference and the *Guide to Judiciary Policy*.
- e. Reviewing the records of official reporters to ensure the timely filing of all reports required by the AO and the Judicial Conference, namely AO Forms 40A (*Attendance and Transcripts of the United States Court Reporters*) and 40B (*Statement of Earnings of the United States Court Reporters*).
- f. Ensuring compliance by all court reporters with the provisions of 28 U.S.C. §753(b) concerning the recording, certifying, and filing of electronic recordings of all criminal arraignments, pleas and proceedings made in connection the imposition of sentences.
- g. Certifying time and attendance records and acting as leave approver for official reporters.
- h. Serving as liaison to the Fourth Circuit Court of Appeals regarding matters pertinent to court reporters and transcript production.
- i. Providing actual and projected figures of contract court reporter usage for the annual request to the Fourth Circuit pursuant to 28 U.S.C. §753(g).
- j. Performing such other duties relating to court reporting as directed by the court.

8. ASSIGNMENT OF COURT REPORTERS

An official reporter serves the Court *en banc*; however, an official reporter will be assigned to a divisional duty station by the Clerk of Court after consultation with the Chief Judge. The duty station of an official reporter is subject to change at the discretion of the Court.

It is the responsibility of the Coordinator to ensure, to the extent practicable, that each official reporter works an equal number of hours in court. If a disparity in an official reporter's workload exists, the Coordinator may reassign an official reporter for a specific

period. Time spent on transcript production will generally not be considered by the Coordinator when assigning individual reporters.

Out-of-district travel by official reporters for work-related reasons must be approved by the Clerk.

9. RESTRICTION ON PRIVATE REPORTING ACTIVITIES

Official reporters are not permitted to perform any private reporting work of any kind during their regular tour of duty, including depositions and reporting for grand juries, or utilize the facilities of the Court to perform any private work. The regular tour of duty extends to time off from duty in a pay status (i.e., annual leave).

Official reporters may perform private reporting work on personal time (nights and weekends) as long as there is no conflict with official duties or in violation of the *Code of Conduct for Judicial Employees*. Such private reporting work must be approved in advance by the Clerk of Court. *The Guide*, Vol. 6, Ch. 2, §240.20; Vol. 2, Part A, Ch. 3, Canon 4.

10. COURT POLICY REGARDING AUDIO TAPES AND OTHER RECORDINGS PLAYED DURING COURT PROCEEDINGS

All official court transcripts must clearly indicate the length of time each audio tape or recording was played during a court proceeding. The court reporter will parenthetically note at which time stop the audio tape or recording begins and at which time stop the audio tape or recording ends – for each instance the recording is played.

11. REPORTER SERVICES TO UNITED STATES MAGISTRATE JUDGES

As a general rule, For The Record (FTR) electronic sound recording equipment operated by a deputy clerk will be used to record routine proceedings before a United States Magistrate Judge. If a magistrate judge determines that the record should be taken by a court reporter, an official or contract reporter will be assigned. *The Guide*, Vol. 6, Ch. 4, §410.

12. TRANSCRIPTS

The *Guide to Judiciary Policy*, Volume 6, Chapter 5 governs the preparation, billing, and delivery of transcripts. The Coordinator shall monitor the timely completion of all transcripts and notify promptly the Clerk of Court of any potential problems.

a. Transcript Orders

Requests for non-appellate transcripts must be ordered on AO Form 435 and filed to the requisite case in CM/ECF. Requests for appellate transcripts must be ordered on the *U.S. Court of Appeals for the Fourth Circuit - Transcript Order Form*. Transcript requests by a Criminal Justice Act (CJA) panel attorney must

be ordered through the Court's eVoucher system.

Unless otherwise directed by the Court, court reporters will prepare non-appellate transcripts in chronological order by the date requested, with criminal transcripts generally taking precedence over civil transcripts. The length and complexity of each case will be taken into account so as not to deny the court reporter reasonable time necessary for effective preparation.

b. Format Compliance

All court reporters shall comply with the Judicial Conference transcript format requirements in the *Guide to Judiciary Policy*, Vol. 6, Ch. 5. The Coordinator shall monitor transcripts to ensure compliance.

c. Filing of Original Transcripts

Official reporters shall electronically file in CM/ECF all official certified transcripts of official proceedings within three days of delivery to the ordering party. Contract reporters shall deliver the certified transcript in portable document format (PDF) to the Clerk of Court within three days of delivery to the ordering party. Under no circumstances are any other original transcripts to be retained by the court reporters or delivered to an ordering party.

Transcripts filed in CM/ECF will be available at the clerk's office for inspection only for a period of 90 days after filing. During the 90-day period, a copy of the transcript may only be requested from the court reporter and must be requested on AO Form 435. Fees charged for copies will be at the rate established by the Judicial Conference, as adopted by the Court. After the 90-day period has ended, the transcript will be available for copying in the Clerk's office and for download through PACER at a rate published on the Miscellaneous Fee Schedule.

If a redacted transcript is filed with the Court, the redacted transcript will be electronically available through PACER after 90 days from the date of filing of the original transcript; the original transcript will not be publicly available.

d. Criminal Justice Act Proceedings

Transcript requests by a CJA panel attorney must be requested on a CJA 24 form through the Court's eVoucher system. The CJA 24 form must be signed by the presiding judge prior to the production of the transcript.

In multi-defendant cases involving CJA defendants, no more than one transcript should be purchased from the reporter or transcriber on behalf of CJA defendants. The attorney for the CJA defendant who places the first transcript order will pay the original page rate and will be notified to provide the electronic version to co-counsel. However, if a paper transcript is needed by any other appointed CJA

counsel, the court reporter may prepare a copy at commercially competitive rates. A CJA 24 form must be submitted through the Court's eVoucher system as the cost of duplication will be charged to the CJA fund. *The Guide*, Vol. 6, Ch. 5, §550.40.30.

In accordance with the *Guide to Judiciary Policy*, Vol. 7, Part A, § 320.30.20, the routine apportionment of accelerated transcript costs among parties in CJA cases is prohibited.

e. Fee Schedule

1. Fees

No court reporter shall charge fees for transcripts that exceed the authorized fee schedule of the Judicial Conference, as adopted by the Court. Each court reporter is responsible for making financial arrangements with the party as soon as practicable. If financial arrangements cannot be made expeditiously, the court reporter shall promptly advise the Coordinator and, when applicable, the Circuit.

The Coordinator shall post a copy of the approved fee schedule in a prominent location in each divisional office of the Court and on the Court's website.

2. Transcripts Requested by a Judge

As set forth in 28 U.S.C §753(f), official reporters must provide certified transcripts without charge to a requesting judge. Official reporters may charge only copy fees for transcripts provided to parties when the original transcript was produced at the request of a judge.

An official reporter may charge for preparing a transcript that is required by the district judge of oral hearings held before a magistrate judge on motions for summary judgment, with a report and recommendation to be provided. *The Guide*, Vol. 6, Ch. 5, §530.75(b)(4).

Contract reporters may charge a fee for producing transcripts ordered by a judge of this Court.

3. Electronic Sound Recordings

Official reporters may produce transcripts from audio recordings of court proceedings which the reporter did not attend. The official reporter is considered a transcriber and may be paid no more than as set out in the

authorized fee schedule of the Judicial Conference, as adopted by the Court.

f. Timely Filing of Transcripts

It is the expectation of the Court that all transcripts are to be produced and filed in a timely manner. Transcript delivery dates are computed from:

- a. The date upon which satisfactory financial arrangements are made with private counsel.
- b. When the ordering party is the United States, the date upon which the transcript order is received by the court reporter.
- c. When the ordering party is CJA counsel, the date upon which the CJA 24 form is received by the court reporter.
- d. When ordered by a judge, the date upon which the Court order is provided to the court reporter.

g. Billing

All transcript orders shall be billed in writing by the official reporters, using AO Form 44 Billing Invoice. A copy of each invoice shall be provided to the Coordinator with the submission of the quarterly AO Form 40A. Contract reporters must submit a copy of each invoice when submitting an official transcript to the Coordinator.

h. Deposits

Reporters may request from the ordering party a deposit for a transcript based on the estimated number of pages. If the deposit exceeds the actual cost, the reporter shall reimburse the difference when the transcript is delivered to the ordering party.

i. Overcharging

Reporters found to be overcharging by violating the prescribed page, line, pitch-size formats, or by using any other non-conforming format, or by violating the time limit for delivery on a particular transcript category shall be required to make immediate restitution to the ordering party and may be subject to disciplinary actions.

j. Fee Reduction

1. Appellate Transcripts

For appellate transcripts that are not timely filed, the Fourth Circuit Court of Appeals may impose the mandatory fee reduction in accordance with

Rule 11(b) of Federal Rules of Appellate Procedure. Such reduction of fees shall be credited to the ordering party by the reporter.

2. Non-Appellate Transcripts

A court reporter may not charge a higher fee than the one that corresponds to the delivery category achieved. For ordinary (30-day) non-appellate transcripts not timely filed, the Court may impose a fee reduction of 10% of the prescribed fee, unless an extension of time for the delivery of transcript has been granted by the presiding judge. The extension of time, if granted, will not exceed fifteen days, unless extraordinary circumstances exist as determined by the presiding judge.

The Coordinator shall ensure that credits due to mandatory fee reductions are properly credited to the ordering party, when necessary.

k. Cancellation of Transcript Orders

A reporter shall immediately stop producing transcripts if advised of a cancellation and, if necessary, shall promptly notify the Coordinator of the cancellation of the transcript request. Any deposit received shall be refunded, excluding pages produced prior to the cancellation notice.

l. Expedited Transcripts

Unless ordered by the Court, official court reporters shall not expedite the preparation of any transcripts that would delay the preparation of appellate orders.

m. Production of Daily and Hourly Transcripts

Production of daily and hourly transcripts are not to be subsidized by the Court. If additional reporters are required to provide such transcripts, the cost of such reporters shall be paid for by the official reporter. This provision does not, however, prohibit other official reporters from assisting in producing such transcripts if there are no other official proceedings to record and no substantial transcript backlog will result.

n. Transcript Backlog

The Coordinator may reduce or eliminate transcript backlogs or production delays by taking, or recommending to the presiding judge, any of the following steps:

1. Reassign or rotate official reporters.
2. Require an official reporter to hire a substitute reporter at his or her own expense to cover courtroom duties, if the backlog in transcript production

- is due to the staff reporter's lack of diligence.
3. Hire a substitute reporter and place the official reporter on leave without pay in order to compensate for the substitute reporter's fees.
 4. Recommend disciplinary action up to and including dismissal.

13. ORDER FOR APPELLATE TRANSCRIPTS

All transcripts of official proceedings produced for the purpose of appeal to the Fourth Circuit Court of Appeals shall be promptly delivered to the ordering party and filed with the Clerk of this Court. The Coordinator will monitor fees and delivery times.

14. REALTIME REPORTING

Court reporters who have successfully completed the Certified Realtime Reporter examination offered by the National Court Reporters Association (NCRA) or who have passed an equivalent qualifying examination are recognized as Certified Realtime Reporters (realtime reporter). Only realtime reporters are permitted, but not required, to sell realtime translation at rates approved by the Judicial Conference.

All parties requesting realtime services will be responsible for providing their own personal computers, viewer/annotation software, and monitors. The realtime reporter will provide wiring necessary for his or her equipment. Official reporters are required to provide realtime services when requested by a judge in this Court. Realtime services may only be distributed to ordering parties to a case and will not be made available to the public unless authorized by the presiding judge.

The transcript format guidelines prescribed by the Judicial Conference apply to realtime translation with the following exceptions: realtime translation must be clearly marked as such with a header, footer or watermark on each page as "Realtime Unedited Transcript Only;" realtime translation should not include an appearance page, index or a certification; and if applicable, the electronic media label should be a different color than used on certified transcripts and should be marked with the words "Realtime Unedited Transcript Only."

Realtime reporters should request that parties acknowledge receipt of a realtime translation by signing a disclaimer which explicitly states that the ordering party is aware that the realtime translation is not an official court record of the court proceedings. *The Guide*, Vol. 6, Ch. 3, §320.50.50.

15. RECORDS MAINTENANCE

a. Filing, Certification, Availability and Storage of Steno Notes

Official reporters must promptly certify and file all original steno notes as a portable document format (PDF) to the appropriate case in CM/ECF. If a

transcript is not ordered, the official reporter will file the original steno notes within 90 days after the conclusion of the proceeding. If a transcript is ordered, the original steno notes must be filed within 90 days after the transcript is delivered to the requesting party.

Contract reporters must promptly certify and submit their notes in PDF format to the Coordinator. If a transcript is not ordered, the contract reporter will deliver the original steno notes within 90 days after the conclusion of the proceeding. If a transcript is ordered, the original steno notes must be delivered within 90 days after the transcript is delivered to the requesting party.

b. Transcript or Audio Recordings of Arraignments, Pleas and Sentencings

Pursuant to the provisions of 28 U.S.C §753(b), court reporters must transcribe and certify all arraignments, pleas, and proceedings in connection with the imposition of sentences in criminal cases unless they have been recorded by electronic sound recording and such recording has been certified and maintained in the office of the Clerk of Court. Transcripts of all such criminal proceedings must be filed within 30 days of the proceeding, unless recorded on electronic sound recording equipment. If electronically recorded, all electronic recordings must be accompanied by a certification of the court reporter and be submitted within 30 days of the proceeding. All recordings must be submitted with the appropriate certification (Appendix B).

c. Maintenance of FTR Digital Audio Recording and Certifications/Logs

All FTR recordings prepared by deputy clerks shall be automatically uploaded and stored on a District network server at the conclusion of each proceeding. Access is limited to authorized court personnel. Deputy clerks must promptly file the certification and log notes to the appropriate case in CM/ECF as the conclusion of each proceeding.

The Coordinator will arrange for transcription of a digitally recorded proceeding. Official reporters assigned to transcribe a digitally recorded proceeding will have access to the hearing directly from the Court's network. If a transcription firm is used, the Coordinator will provide a copy of the necessary digital recording.

16. MANDATORY REPORTS

a. Attendance and Transcript Report (AO40A)

Each quarter all official reporters must prepare and file through the Automated Court Reporter Application (ACRA) the report of Attendance and Transcripts of United States Court Reporters (AO 40A), which shall be reviewed and signed by the Coordinator. The form must be submitted to the AO within twenty days after the end of the quarter.

As part of the verification process, the official reporter must submit copies of all AO44 Invoices, the AO38 Attendance Ledger, and the AO39 Transcript Order and Collections Ledger reports to the Coordinator.

When reviewing the AO 40A, the Coordinator must:

- Ascertain that the reporter has completed the form as required;
- Ascertain accuracy and completeness;
- Compare the entries pertaining to attendance to AO 38; and
- Compare entries pertaining to transcripts to AO 39 and AO 44.

b. Statement of Earnings Report (AO40B)

Each official reporter shall prepare and file through ACRA the annual Statement of Earnings of the United States Court Reporters (AO40B), which shall be reviewed and signed by the Coordinator. A report shall be required of all present and former official reporters, who were employed by the Court during the preceding year, without regard to length of service, including full- or part-time employees and those hired on a limited time basis. A report is not required of contract reporters. The report shall be submitted to the Coordinator no later than April 15th of each year.

As part of the verification process, the official reporter must submit copies of all AO44 Invoices, the AO38 Attendance Ledger, and the AO39 Transcript Order and Collections Ledger reports and must state that they have maintained receipts for any expense listed to the Coordinator.

When reviewing the AO 40B, the Coordinator must:

- Ascertain that the reporter has completed the form as required;
- Ascertain accuracy and completeness;
- Compare the entries pertaining to official transcripts to AO 37 and against allowable expenses;
- Compare entries pertaining to gross income for official transcripts to AO 39; and
- Verify that the court reporter has a receipt for each expense listed.

c. Quarterly Report Requirement

Each quarter, the Coordinator shall submit to the Chief Deputy Clerk a report listing the number of transcripts produced, income, days in court and transcript backlog for each court reporter. The report must be submitted to the Chief Deputy within thirty days after the end of the quarter.

d. Records to be Maintained by Court Reporters

In order to permit the routine audit and inspection of records, official reporters shall maintain accurate, legible and up-to-date records of their expenses, attendance in court, transcript orders and invoices. Such records shall be maintained on forms prescribed by the Judicial Conference which include, but are not limited to, the following:

- AO 37 - Expense Ledger
- AO 38 - Attendance Ledger
- AO 39 - Transcript Order/Collections Ledger
- AO 44 – Invoice

e. Penalty for Not Submitting Reports

Failing to file an AO 40A or AO 40B may result in the withholding of the official reporter's salary until such time that the report is filed. *The Guide*, Vol. 6, Ch. 2, §290.40.80.

17. ACCESS TO DATA COMMUNICATIONS NETWORK (DCN)

Official reporters shall be provided the necessary hardware (one computer and peripherals) in order to access the DCN for official use. Official use includes access to judiciary electronic mail, the J-Net, JENIE, HRMIS, Case Management/Electronic Case Filing system (CM/ECF), calendaring systems, the automated travel voucher system, and automated forms. Official reporters are strictly prohibited from using any government-owned computer hardware or any automated systems access through the DCN to generate transcript income.

APPENDIX A

CERTIFICATION OF COURT REPORTER UPON SEPARATION

Name: _____

Date of Separation: _____

Address: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

The following certification is made to the Clerk of Court upon my separation:

1. All my stenographic notes and audio files have been filed with the Clerk of Court as well as a copy of my computer generate note file and a copy of my personal dictionary. The software program required is:
_____.
2. I am responsible for preparing any transcripts currently ordered, but not yet filed and any transcripts ordered after my separation.
3. I will immediately inform the Clerk of Court of any change in my address or telephone number in order to facilitate the preparation of transcripts.

Court Reporter's Name

Date

Court Reporter Coordinator's Signature

Date

APPENDIX B

UNITED STATES DISTRICT COURT

For the

Western District of Virginia

CERTIFICATE OF COURT REPORTER

Arraignments, Pleas, and Sentencing Proceedings

I, _____ (*print full name*), certify that I am a (*check one*) _____
duly appointed Official Court Reporter/ _____ duly sworn Contract Court Reporter for the United
States District Court for the Western District of Virginia, and that I was present in the courtroom
of this court on _____ (*date*). On this date during the regular course of my
profession, I made electronic sound recording(s) of the proceedings, for the following cases:

Name of Defendant	Docket Number	Nature of Proceeding (Arraignment, Plea, Sentence)

I have played back the recording and certify that it is a true and correct record of the
proceedings, that it is sufficiently intelligible when played on _____
(*machine or equipment – make and model or format*), that it can be transcribed without undue difficulty, and
that I have filed the original recording with the clerk of court.

I further certify that I have filed my original steno-notes, stenomask recordings, or other
original records taken of these proceedings with the clerk as required by 28 U.S.C § 753(b).

Date: _____ Court Reporter’s Signature: _____