

SIXTH JUDICIAL DISTRICT, STATE OF COLORADO

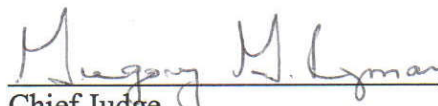
ADMINISTRATIVE ORDER NO. 2005 - 8

ORDERING OF TRANSCRIPTS, TAPES OR DIGITAL RECORDING DISKS

Pursuant to Chief Justice Directive 05-03*, it is the policy of the Sixth Judicial District that ordering of transcripts, tapes or digital recording disks is addressed as follows:

1. Transcripts may be ordered from the court following the procedure below:
 - a. The requesting party should use the request form for transcript of a hearing or trial which is available in the clerk's office unless your agency/department has a preapproved form. The completed form shall be returned to the clerk's office.
 - b. Persons ordering transcripts will be contacted directly by the court reporter/transcriber concerning payment of the appropriate fees. Transcripts will not be started and the time limits stated for delivery of transcripts will not commence until satisfactory arrangements are made with the reporter/transcriber for the payment of required fees.
 - c. It is the requestor's responsibility to properly pay or obtain a court order approving waiver of the fees in ordering of the transcripts. The requestor also must obtain and the reporter/transcriber must produce a dated receipt for the payment. This is to avoid any dispute as to the date, manner of payment and whether payment has in fact been made or not.
2. Copies of all or part of tapes or digital records shall not be allowed unless good cause shown and ordered by the court.
3. Due to staff shortages as well as lack of sufficient, secure facilities, the Sixth Judicial District shall not accommodate requests to listen to recorded proceedings (tapes, disks or CDs).

Done this 25th day of August, 2005.


Chief Judge

CC: Clerks of Court
Judges/Court Reporters/Deputy Clerks
Attorney Boxes

* Chief Justice Directive 05-03 can be viewed in its entirety on the Colorado Judicial Branch web site.