



**20<sup>th</sup> JUDICIAL DISTRICT OF COLORADO**  
**ADMINISTRATIVE ORDER** \_\_\_\_\_ **20-114**  
**SUBJECT:** \_\_\_\_\_ **Freelance Court Reporters**

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**To:** All Judicial Officers, Court Executive, Clerk of Court, Court Staff, District Attorney, Public Defender, Boulder County Bar Association, Chief Probation Officer, Probation Staff

**From:** Ingrid S. Bakke                      **DATE:** \_\_\_\_\_ **February 10, 2021**  
Chief Judge

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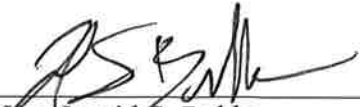
This order replaces 20<sup>th</sup> Judicial District Administrative Order 20-114 dated February 8, 2021.

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1. Parties and counsel may contract with freelance court reporters to report court proceedings. If such a reporter is retained, it is with the express understanding that the record made by the reporter is the official record of those court proceedings.
2. The party(ies) contracting with the freelance court reporter shall file a copy of the signed Freelance Court Reporter Form in the case not less than 14 days prior to the commencement of the court proceedings. If a party objects to the use of a freelance court reporter for the creation of the official record, the objecting party shall make such objections at least 7 working days prior to the commencement of the proceedings, at which time the Court shall determine that the FTR shall be the official transcript for the proceedings.
3. If the parties agree to use the services of a freelance court reporter but cannot agree as to which reporting firm to use, then no court reporter shall be used and the FTR shall be the official record of the proceedings.
4. The Freelance Court Reporter Form is attached to this administrative order and is also available on the 20<sup>th</sup> Judicial District web page, [https://www.courts.state.co.us/Courts/County/Custom.cfm?County\\_ID=62&Page\\_ID=85](https://www.courts.state.co.us/Courts/County/Custom.cfm?County_ID=62&Page_ID=85).
5. The division assigned the case will provide a copy of the filed Freelance Court Reporter Form to the Clerk of Court and Court Executive.
6. During the proceedings, the freelance reporter shall make available a Bridge or Real-Time transcript of the proceeding to the judge, either through the use of software or on an independent device provided by the reporter.
7. If there is dispute about any part of the record prepared by the freelance reporter, the matter shall be resolved by the Court.

8. In the event of an appeal, the freelance reporter understands that he/she is responsible for preparation of the record of the proceedings according to court rule and shall coordinate filing of same with the appeals clerk.
9. The freelance reporter shall also provide to this court, at no cost to the court, an electronic copy of any transcript prepared from the proceedings for appellate purposes.
10. To ensure compliance with Chief Justice Directive (CJD) 05-03, and if a final transcript has not been prepared, the freelance reporter shall leave his/her paper notes and/or a copy of the electronic notes or real-time file of the proceedings reported with the Clerk of Court or designee. Electronic notes may be emailed to [20Transcripts@judicial.state.co.us](mailto:20Transcripts@judicial.state.co.us).
11. If a non-party to the case requests a transcript directly from the freelance reporter, the freelance reporter must obtain permission from the Chief Judge and Court Executive before preparing such transcript. The freelance reporter will have first right of refusal with respect to preparation of the transcript requested so long as the contact information for the freelance reporter is kept current with the Court.
12. The freelance reporter is not the custodian of the exhibits and shall not retain custody of the original exhibits. During the proceedings, the bailiff shall retain custody of exhibits.
13. It is understood that freelance reporters hired by a party are not Colorado Judicial Department employees. Such individuals may provide services through a company or individually to party(ies).
14. The party(ies) are responsible for the court reporter's page rate and for paying any associated fees based on the negotiated page rate. The court will not set the court reporter's page rate for parties.
15. Transcripts ordered by the Court from a privately retained court reporter will be paid for by the Colorado Judicial Department and are subject to CJD 05-03, Appendix A, regardless of rates negotiated between the parties.
16. The freelance reporter is bound by the requirements of CJD 05-03.

**Failure to comply with the above may result in loss of future opportunities to report court proceedings in the 20<sup>th</sup> Judicial District and/or contempt of court proceedings.**

  
\_\_\_\_\_  
Hon. Ingrid S. Bakke  
Chief Judge  
Twentieth Judicial District

**20th Judicial District Court - State of Colorado  
Freelance Court Reporter Form**

**Case No.:** \_\_\_\_\_ **Judge/Div.:** \_\_\_\_\_

**Case Caption:** \_\_\_\_\_

**Freelance Court Reporter Information**

Court Reporter Name (printed): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Reporting Software Used: \_\_\_\_\_

I understand the requirements of 20<sup>th</sup> Judicial District Administrative Order 20-114 and agree to its terms.

\_\_\_\_\_  
Court Reporter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plaintiff or Plaintiff's Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant or Defendant's Attorney

\_\_\_\_\_  
Date

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**FOR INTERNAL USE ONLY**

- Date electronic notes were received and uploaded to server: \_\_\_\_\_ OR
- Date final transcript was received and uploaded to the server: \_\_\_\_\_