

**2nd Judicial District, State of Colorado**

**Policy Regarding Use of Freelance Court Reporters in Civil Cases**

If counsel agree to hire a freelance court reporter, such agreement shall be subject to the Court Administrative Order regarding Official Record and Use of Court Reporters, and the freelance reporter shall abide by the following guidelines:

1. The freelance reporter shall complete and leave a copy of this form with the clerk of the division in which the case is heard.
2. 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 Colorado Appellate Rule 10(b) and shall coordinate filing of same with the appeals clerk.
3. The freelance reporter shall make available, upon request of the Court, at no cost to the State, an electronic copy of any transcript prepared from the proceedings for court use only.
4. The freelance reporter shall leave his/her paper notes and/or a copy of the electronic notes of the proceedings reported with the trial court judge at the conclusion of the trial; thereafter, such notes shall be retained for safekeeping by the Court Administrator or his/her designee.
5. The freelance reporter is not the custodian of the exhibits and shall not retain custody of the original exhibits.
6. The court reporter listed herein shall be given a first right of refusal regarding transcript preparation so long as contact information is kept current with this district.
7. It is understood that the freelance reporter is not an employee of the State of Colorado.

**Failure to comply with the above may result in loss of future opportunities to report court proceedings in the 2nd Judicial District.**

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

Case Caption \_\_\_\_\_

Hearing Date(s) \_\_\_\_\_

**Freelance Court Reporter Information**

[Name, address, telephone number, email address, other contact information]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand the above policy and agree to its terms.

\_\_\_\_\_  
Freelance Court Reporter Date: \_\_\_\_\_

**Approved:**

\_\_\_\_\_  
District Judge Date: \_\_\_\_\_