

**4th Judicial District, State of Colorado**

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

1. In all civil proceedings, counsel, upon agreement have the option to hire a freelance court reporter. The retention rate shall be agreed to by the parties who shall be solely responsible for payment. Any dispute between the parties and the court reporter as to the terms of the reporter's employment shall be determined by the court.
2. Absent a contrary court order, the record made by the reporter is the official record of the proceedings.
3. The freelance reporter shall complete and provide a copy of this form to the clerk of the division in which the case is heard and to the local Judicial Administrator.
4. In the event of an appeal, the freelance reporter is responsible for preparation of the record according to Colorado Appellate Rule 10(b) and shall coordinate filing of same with the appeals clerk.
5. The freelance reporter shall make available upon request of the court, at no cost, an electronic copy of any transcript prepared from the proceedings for court use only.
6. The freelance reporter shall leave any reporting paper notes and/or a copy of the electronic notes of the proceedings with the Court Administrator or designee.
7. The freelance reporter is not the custodian of the exhibits and shall not retain custody of the original exhibits. The exhibits shall be retained pursuant to Chief Judge Order 10-1 for the Fourth Judicial District.
8. 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 court.
9. The freelance reporter shall remain under the jurisdiction of the court for all matters regarding the completion and transmission of the record on appeal. Failure to abide by the court orders, to include requirements to timely complete the transcript and/or keep the court advised as to the court reporter's whereabouts during the transcription process shall subject the reporter to penalties to include contempt of court and denial of future contract opportunities.
10. It is understood that the freelance reporter is not an employee of the State of Colorado.

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

Case Name \_\_\_\_\_

**Freelance Court Reporter Information**

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

---

---

---

I understand the above policy and agree to its terms.

\_\_\_\_\_ Date: \_\_\_\_\_