

## **Contract Court Reporter Instructions for Filing Notes and Preparation and Filing of Transcripts**

### **Shorthand Notes**

If a transcript is ordered, the court reporter shall email the original shorthand notes in pdf format to the general e-mail box for the appropriate division (Chattanooga: [chatclerk@tned.uscourts.gov](mailto:chatclerk@tned.uscourts.gov); Greeneville: [grvlclerk@tned.uscourts.gov](mailto:grvlclerk@tned.uscourts.gov); Knoxville: [knoxclerk@tned.uscourts.gov](mailto:knoxclerk@tned.uscourts.gov); Winchester: [chatclerk@tned.uscourts.gov](mailto:chatclerk@tned.uscourts.gov) within 90 days after the transcript is delivered to the ordering party/parties. The cover email should state:

“In accordance with 28 U.S.C. § 753(b), I certify that these original notes are a true and correct record of proceedings in the United States District Court for the Eastern District of Tennessee before [Insert Name of Judicial Officer] on [Insert Date] by s/[insert name of Court Reporter]”

If no transcript is ordered, the contractor shall email the original shorthand notes in the manner set forth above within 90 days after the proceeding.

### **Audio Backup Files**

The contractor must file with the clerk of court an audio backup file of all proceedings that include an arraignment, change of plea, or sentencing. The audio file must be submitted within 90 days after the proceeding. Files should be uploaded to the court’s file sharing site (contact clerk’s office for address). In the message box, please include the date of hearing(s), judge name, type of hearing(s), case number(s), and defendant’s name(s). The file naming convention will be YYYY-MM-DD\_Judge.XXX (e.g. 2024-02-01\_McDonough.wav).

Also, the contractor must complete the [AO 35 form](#) certifying that they have played back the recording, and it is a true and correct record of the proceedings. The [AO 35 form](#) may be added as an attachment when uploading the audio file to filemail.com.

### **Filing of Transcripts**

The contractor must file with the clerk of court a certified transcript of all proceedings prepared no later than three (3) working days after delivery of the transcript to the ordering party.

### **Electronic Transcripts**

At its September 2007 session, the Judicial Conference approved the following new policy regarding the availability of transcripts of court proceedings:

A transcript provided to a court by a court reporter or transcriber will be available at the clerk’s office for inspection only, for a period of 90 days after it is filed.

During the 90-day period, a copy of the transcript may be obtained from the court reporter or transcriber at the rate established by the Judicial Conference, the transcript will be available for court users, and an attorney who obtains the transcript from the court reporter or transcriber may obtain remote electronic access to the transcripts through the CM/ECF system.

After the 90-day period has ended, the transcript will be available for copying in the Clerk's Office and for download through PACER.

### **Voir Dire (Jury Selection)**

***Voir dire proceedings are to be transcribed only if the appropriate section of the transcript request form has been completed by the party who ordered the transcript and only with the permission of the presiding judge.*** The court reporter will request such permission by sending an e-mail to the presiding judge using the general e-mail box for the appropriate division (Chattanooga: [chatclerk@tned.uscourts.gov](mailto:chatclerk@tned.uscourts.gov); Greeneville: [grvlclerk@tned.uscourts.gov](mailto:grvlclerk@tned.uscourts.gov) ; Knoxville: [knoxclerk@tned.uscourts.gov](mailto:knoxclerk@tned.uscourts.gov); Winchester: [chatclerk@tned.uscourts.gov](mailto:chatclerk@tned.uscourts.gov)). The subject of the e-mail should read: "Request to transcribe voir dire - [case number]." The clerk's office will notify the court reporter by a return e-mail whether permission has been granted by the presiding judge.

### **Court Reporters: Initial Filing of Transcript**

The Court Reporter will prepare the transcript and convert it to a pdf document that will be e-mailed to the general e-mail box for the appropriate division (Chattanooga: [chatclerk@tned.uscourts.gov](mailto:chatclerk@tned.uscourts.gov); Greeneville: [grvlclerk@tned.uscourts.gov](mailto:grvlclerk@tned.uscourts.gov) ; Knoxville: [knoxclerk@tned.uscourts.gov](mailto:knoxclerk@tned.uscourts.gov); Winchester: [chatclerk@tned.uscourts.gov](mailto:chatclerk@tned.uscourts.gov)). The Subject of the e-mail should read: "Transcript - [case number]" or "Redacted Transcript - [case number]." The body of the e-mail (or cover letter) should include the style of the case, case number, and the name(s) of any attorney/party to be given access to the electronic transcript upon the initial filing.

After the entry of the transcript on the docket, during the 90-day period, any attorney/party that requests a copy of the transcript from the court reporter will be given remote electronic access upon notification, in writing, to the clerk's office by the court reporter.

### **Redactions**

Within seven calendar days of the filing of the transcript, a party who has determined the transcript should be redacted pursuant to the federal rules must file a Notice of Intent to Redact and serve a copy of the Notice on the court reporter. If redaction is requested, within 21 days of the filing of the transcript, the party must file a Redaction Request (and serve a copy of the Redaction Request upon the court reporter), indicating where the personal identifiers appear in the transcript by page and line and how they are to be redacted. (In order to request redactions other than those set forth in the federal rules, a party must file a separate motion to redact.)

After a Redaction Request has been filed, the Court Reporter has 10 days to submit the redacted transcript with the Clerk of Court.

The title page of the transcript should indicate that it is a redacted transcript immediately below the case caption and before the Volume number and the name and title of the Judge. A notation of “REDACTED TRANSCRIPT” should be inserted on a blank line, and care should be taken to ensure that the addition of this text does not cause changes to the length of the title page. Also, at the end of the transcript, and without causing a “page roll-over” (a smaller font may be used) the redacted transcript should be certified by the court reporter/transcriber stating:

“I (we) certify that the foregoing is a true and correct copy of the transcript originally filed with the clerk of court on dy/mo/year, and incorporating redactions of personal identifiers requested by the following attorneys of record: \_\_\_\_\_ in accordance with Judicial Conference policy. Redacted characters appear as an “x” (or a black box) in the transcript.”

Any motions for additional redactions will be filed with the court and served upon the court reporter. When an Order on the Motion to Redact is entered, the Court Reporter will be notified either by adding their e-mail address to the Notice of Electronic Filing or by sending them a hard copy.

If a redacted transcript is filed with the Court, the redacted transcript will be made remotely electronically available through PACER after 90 calendar days from the date of filing of the original transcript and the original transcript will be sealed. If there is no redaction of the transcript, the original transcript will be made remotely available electronically through PACER after 90 calendar days from the date of the initial filing of the transcript.

### **Transcript Rates**

Fees for transcripts requested by the parties and the Court may not exceed those set by the Judicial Conference of the United States and adopted by this Court. These fees are posted on the Court’s web site at: <http://tned.uscourts.gov/fees.php> (Court Information → Fees and Rates → Court Reporter Rate Information).