

CONTRACT REPORTERS

INSTRUCTIONS FOR COMPLETING REQUEST FOR PAYMENT IN INDIGENT MATTER

(Blank forms should be copied prior to completing;
forms also available at www.tncourts.gov)

PLEASE COMPLETE FULLY, INCLUDING SIGNATURES OF THE COURT REPORTER, ATTORNEY(S), AND THE JUDGE PRESIDING OVER THE PROCEEDING OR WHO HAS ORDERED THE PREPARATION OF THE TRANSCRIPT. IF THE FORM RECEIVED IS INCOMPLETE, IT WILL BE RETURNED WITH FURTHER INSTRUCTIONS.

Invoice Number – First initials of first and last name plus the case/docket number. If there is more than one case number, only the first case number may be used in the invoice number space.

County – County in which proceeding was held.

Judicial District – District in which county is located.

Date of Proceeding – Date that proceeding began.

Date of Request – Date the request was made for the transcript.

Type of Proceeding (i.e., sentencing, pre-trial motions, etc.) – If there is more than one type of proceeding for which the transcript is being prepared, abbreviations may be used. If the space provided is still not enough, additional information may be added at the top of the form.

Contract # - This number is listed on the authorization to vendor form. For example, DPA-18-CR999-00.

Charge – The crime defendant is charged with.

Court in Which Proceeding Held – i.e., criminal, general sessions, circuit

**In a single-defendant case, a court order should be attached if the request is for additional copies beyond the 1 original and 1 copy, as authorized by statute.*

**If there are multiple defendants, the box should be checked and the name(s) of the additional defendant(s) should be included.*

CONTRACT REPORTERS

INSTRUCTIONS FOR COMPLETING REQUEST FOR PAYMENT FOR COURT APPEARANCE BY PER DIEM COURT REPORTER

(Blank forms should be copied prior to completing;
forms also available at www.tncourts.gov)

PLEASE COMPLETE FULLY, INCLUDING SIGNATURES OF THE COURT REPORTER AND THE JUDGE PRESIDING OVER THE PROCEEDING. IF THE FORM RECEIVED IS INCOMPLETE, IT WILL BE RETURNED WITH FURTHER INSTRUCTIONS. (THESE REQUESTS SHOULD BE SUBMITTED WITHIN 45 DAYS OF THE LAST APPEARANCE DATE).

Invoice Number – First initials of first and last name plus the date of appearance (preferably the first appearance date that is listed).

Contract # – This number (i.e., 18-CR111-00) is reflected on the contract to provide court reporting services.

Court in Which Proceeding Held – i.e., criminal, circuit

Official Court Reporter – The name of the official court reporter who was unavailable to be in court should be listed in this space. The reason the official court reporter was unavailable should be reflected in the area provided on the form (i.e., *sick leave, court-approved leave, workload relief; other*). Please verify with the official court reporter the reason for absence.

Total Number of Hours (Hrs) Worked in Court (when calculating this number, round beginning and ending hours to the nearest quarter hour – i.e., 8:15; 9:30; 10:45; when reflecting hours on form, reflect in decimal format – i.e., 8.25, 9.5, 10.75) – This is the total number of hrs actually spent in court (when court begins and when court ends). This total should NOT include the time taken for lunch. For example, if court begins at 9:14 (round to 9:15) and ends at 7:18 (round to 7:15) with 1 hr for lunch, the total number of hrs worked would equal 9 hrs. (See sample schedule on following page)

Hours Worked in Excess of 8 hours – This is the number of additional hrs worked beyond 8 hrs. In the example listed above, the total number of hrs worked was 9; therefore, the number of hrs worked beyond 8 hrs would be 1 hr. This 1 hr would qualify for additional pay of \$25 per hr.

Primary/designated court reporter – Per diem reporter who has been officially or unofficially designated to act as the regular reporter for a particular court or judge.

**If substituting for another per diem reporter who acts as the primary/designated reporter, please check the box "There is no official court reporter assigned to this court."*

**Current mileage rate is \$0.47 per mile. Mileage is not reimbursable for service provided within a reporter's residential county.*

**If the reporter worked for more than one judge during the dates for which payment is being requested, one form needs to be completed for each judge.*

SAMPLE WORK SCHEDULE
(for calculating number of hours (hrs) worked & additional hours (hrs) worked

**When calculating hrs worked, round beginning & ending hrs to the nearest quarter hour. (Quarter hours are represented in the following increments - 15 minutes, 30 minutes, 45 minutes, 1 hour; when including hours worked on the pay request form, reflect hrs in decimal format.) (see examples below)

- If court begins at 8:27 a.m. (round to 8:30 a.m.), ends at 5:17 p.m. (round to 5:15 p.m.), with 1 hr for lunch, the total number of hrs worked would be 7 hrs & 45 minutes, which would be reflected on the pay request form as 7.75 hrs.
- If court begins at 9:00 a.m., ends at 7:15 p.m. with a 15-minute lunch, the total number of hrs worked would be 10 hrs. The additional hrs worked beyond 8 hrs would be reflected on the pay request form as 2. The 2 hrs would then be multiplied by \$25 = \$50 additional pay.
- If court begins at 8:00 a.m., ends at 6:25 p.m. (round to 6:30), with 1 hr for lunch, the total number of hrs worked would be 9.5. hrs. The additional hrs worked beyond 8 hrs would be reflected on the pay request form as 1.5 hrs.
- If court begins at 9:30 a.m., ends at 7:45 p.m., with a 120-minute lunch (2 hrs), the total number of hrs worked would be 8 hrs & 15 mins, which would be reflected on the pay request form as 8.25 hrs; the additional hrs worked beyond 8 hrs would then be .25 hrs.
- If court begins at 8:15 a.m., ends at 8:45 p.m., with a 45-minute lunch, the total number of hours worked would be 11 hrs & 45 minutes, which would be reflected on the pay request form as 11.75 hrs; the additional hrs worked beyond 8 hrs would be 3.75 hrs.