



Checklist for Court Reporters Billing Listening Fees for Recorded Statements

A court reporter should gather the following information and documentation before beginning a billing packet in MyJAC. The case must be opened by the attorney (or pro se defendant) before the court reporter will have access to the case.

The following information is required on the JAC Invoice Cover:

- Attorney's name and bar ID (if the Defendant is pro se, then the Defendant's name);
- County with case jurisdiction;
- Case number;
- Defendant's name;
- Vendor's name (the JAC Invoice pre-populates with information from the vendor's MyJAC account);
- Payee tax ID number (the JAC Invoice pre-populates with information from the vendor's MyJAC account);
- Invoice number (created by the vendor for their accounting purposes);
- Court reporter's name;
- Service date;
- Update:** In MyJAC, you **must separately** enter the Name of Each Interviewee/Witness, Type of Recording (e.g., 911 calls, etc.), **and** the Total Time Billed in tenths of an hour.
- Vendor printed name, signature and date; and
- Attorney's printed name, signature and date (If the defendant is pro se, the signature of defendant or standby counsel).

Required Documents (in PDF or Tiff format):

- Invoice that provides all required information above; and
- Motion and Order Authorizing Transcription:

For the Order, you are required to include the following:

1. Specify that you are authorized for Transcription (Per Page Rate) OR Listening Fee service.
Note: As Best Practice, Orders should include both authorization transcription and listening fee.
2. You may **ONLY** bill for Transcription (Per Page Rate) service OR Listening Fee service, whichever is greater. You are prohibited from billing for both services.
3. The Order must contain sufficient information to identify the specific recording to be transcribed, including the (1) Date of the Recording and (2) the name of witness or other person involved, or (3) the Type of Recording such as "911 call" "jail call," or "body cam footage."

Notes:

1. When a court reporter seeks payments on an hourly basis for audio recordings (other than deposition and hearing transcripts), he or she should bill actual time. The court reporter is not entitled to bill an entire hour for a portion of an hour. Services performed beyond a full hour should be billed in tenths of an hour. For example, services that begin at 10 AM and end at 11:15 AM would be billed at 1.3 hours. See the [Chart for Billing in Tenths](#).



2. If the bill covers more than one date or more than one recording, a detailed hourly invoice must be provided. The detailed invoice should include the date of service, type of recording(s) transcribed, and time spent transcribing the recording(s). **A vendor may not list several calls within one block of time (e.g. 15 phone recordings continuously). The vendor must list the start time and end time of each call on the detailed hourly invoice.** The vendor would be able to indicate what time he or she started (in hours and tenths of an hour) and the time ended; however, the billing may not contain entries in which the court reporter bills for services across multiple dates in a single entry.

3. The billing packet is not received by JAC until the attorney certifies and submits it to JAC. The vendor will receive email confirmation at that time. Billing packets deemed to be untimely received are subject to penalty according to the JAC contracts.

BILLING QUESTIONS?

Please email any questions to onlinesupportteam@justiceadmin.org.