

# Court Reporters – Appellate Transcripts Checklist

## Due Process Vendor Contract

- Vendors **must** submit a current fiscal year contract. The contract runs through June 30 of each year. The contract **must** be approved before a bill can be processed.

## Substitute Form W-9

- Prior to executing a contract, a properly completed Substitute Form W-9 must be submitted to the Department of Financial Services.

## Court Appointed (Note: Attorney must submit this document when opening a case.)

- Order of Appointment, or Notice of Appeal, or copy of the docket indicating the date of Notice of Appeal.

## Indigent for Costs (Note: Attorney obtains and submits these documents. Send to pleadings@justiceadmin.org). These documents should be provided prior to the submission of any billing.

- Motion to Declare the Defendant Indigent for Costs – submit prior to billing, not at time of billing.
- Clerk’s Application for Indigency – submit prior to billing, not at time of billing.
- Affidavit Attesting to Attorney’s Fees – submit prior to billing, not at time of billing.
- Order Declaring the Defendant Indigent for Costs – submit prior to billing, not at time of billing.
- IFC Agreement/ Contract (Attorney will execute online).

## Additional Required Documents

- Designation to Court Reporter: The designation should list all date(s) of proceedings to be transcribed. \*\*Motion and Order Authorizing Transcription may be utilized in lieu of the Designation to Court Reporter. **Must** include dates(s) of all proceedings(s)/hearing(s) to be transcribed and must match those listed on voucher/invoice. \*\*If expedited rates are billed, the order **must** specify the rate type (Overnight, 5-day, Regular), otherwise default to standard rates.

## Information Required on Voucher/Invoice

- Attorney name and Bar ID of attorney handling the lower tribunal case. (If the Defendant is Pro se, then the Defendant’s name.)
- Vendor Name.
- Payee Tax ID Number.
- Case number.
- Defendant name.
- Service date or Order date.
- Date of proceeding(s)/hearing(s).
- Number of pages billed.
- Total amount billed.
- Vendor Signature and Attorney Signature. (If the defendant is Pro se, then the signature of Defendant or Standby Counsel).