

# Court Reporters – Hearings/Proceedings 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 these documents when opening a case)

- Order of Appointment – **Must** contain Regional Conflict language.
- Charging Document(s) *if available*.

## 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.
- Charging Document(s) *if available*.
- IFC Agreement/ Contract (Attorney will execute online.)

## Additional Required Documents

- Motion and Order Authorizing Transcription: **Must** include date(s) of all proceeding(s)/hearing(s) to be transcribed and **must** match those listed on voucher/invoice.  
\*\*If expedited rates are billed, the order **must** specify the authorized rate type (Overnight, 5-day, Regular), otherwise default to standard rates.

## Information Required on Voucher/Invoice:

- Attorney name and Bar ID. (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.)