

# Court Reporters – Listening Fees for Audio Recording 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 Counsel 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 dates(s) and type of recording such as: 911 calls or Witness statement of John Doe.
- If billing for mileage, a Department of Financial Services Travel Voucher is required with 2 signatures (Court Reporter, as the traveler, and Attorney, as the supervisor) and FDOT City to City Mileage map. Only applies to witnesses in criminal cases who reside out-of-county and more than 50 miles from the courthouse or other location.

## 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(s).
- Start time and end time, if billed per hour; if billed per page, number of pages.
- Deponent/Witness name(s), or date(s) of hearing(s)/proceeding(s).
- Total amount billed.
- Vendor Signature and Attorney Signature. (If the defendant is Pro se, then the signature of Defendant or Standby Counsel).

NOTE: For audio recordings (other than deposition and hearing transcripts), the vendor may seek either the applicable per page rate or the applicable listening fee hourly rate. A vendor cannot bill both the per page rate and the listening fee hourly rate.

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 point 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](#).

If the billing 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 list several calls within one block of time. For example, if a court reporter listened to 15 phone recordings continuously, the start time and end time would not have to be indicated for each call. 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.