

**TENTH CIRCUIT ELECTRONIC COURT REPORTER'S OFFICE  
POLICIES AND PROCEDURES & FEE SCHEDULE**

In the Tenth Judicial Circuit, staff of the Electronic Court Reporter's Office (ECR Office) monitors court proceedings and depositions that are being recorded electronically. An Electronic Court Reporter Manager leads the department. The Electronic Court Reporter Manager's responsibilities are to supervise the activities of the staff, manage the affairs of the ECR Office, and implement policies and procedures for the effective administration of the office.

County Court

The procedure for obtaining County Court transcripts of court proceedings held in Hardee, Highlands or Polk County shall be as found in the attached County Administrative order No. 22, entered in Polk County on May 13, 1983.

Other Matters

In cases wherein the court appoints private counsel, requests for transcription of court proceedings shall be made by providing the motion for transcription and signed order of the court to the ECR Office. Unless authorized by the Electronic Court Reporter Manager, privately ordered transcripts (non-court ordered), which are not being rendered at public expense, require a \$50.00 deposit for trials and motion to suppress hearings and a \$20.00 deposit for all other hearings, with the balance due upon receipt. In these matters, requests for transcription of court proceedings shall be made, in writing, directly to the ECR Office. Transcripts or compact discs will not be released until full payment has been received. The costs for these services will be as outlined in the Fee Schedule for the Tenth Circuit Electronic Court Reporter's Office.

**FEE SCHEDULE**

Transcript Rates

Original plus one copy:       \$4.00 per page

Additional copies:           \$1.00 per page

Expedited Rates (only when permitted by the Electronic Court Reporter Manager)

Delivery within 72 hours:   page rate plus 100%

Compact Disc

\$20.00 per copy

Contact Information

The ECR Office is located on the 7<sup>th</sup> floor of the Polk County Courthouse, Blue Side, at 255 North Broadway, Bartow, Florida. The mailing address is: Post Office Box 9000, Drawer J124, Bartow, FL 33831-9000. The telephone number is (863) 534-4009. The fax number is (863) 534-2599.