

UNITED STATES BANKRUPTCY COURT
District of Vermont

Thomas J. Hart
Clerk of Court

67 Merchants Row
P.O. Box 6648
Rutland, VT 05702-6648
(802) 776-2000 Phone
(802) 776-2020 Fax
www.vtb.uscourts.gov

TO: Court Users
FROM: Thomas J. Hart
DATE: December 11, 2008
RE: Digital Audio Recording and Transcripts

**CLERK'S
ANNOUNCEMENT
08-03**

Effective January 1, 2009 the court will no longer supply court reporters for hearings and trials. A digital audio recording will be taken of all court proceedings. Parties interested in obtaining a copy of the audio record of a hearing on CD-ROM (fee payment of \$26 required) may contact the Clerk's Office. Audio files may be provided in a few different formats. If selecting either WAV or Windows Media (WMA) formats, no special hardware or software is needed because any standard media player will work. Parties wishing to receive the audio files in the format of our recording equipment vendor, Voice IQ Solutions, can download a free playback utility at <http://www.viqsolutions.com/support/downloads.aspx>.

Written transcripts may be obtained by following the procedure below. For a transcript of a hearing prior to January 1, 2009, please contact the court reporter directly. You can find a listing of court reporters on specific days at <http://www.vtb.uscourts.gov/crtrptr.php>.

Parties preferring to have a court reporter for hearings after January 1, 2009 may make arrangements to supply a court reporter at their own expense, and should advise Courtroom Deputy Terri Satterlee in advance. Her telephone number is (802) 776-2010.

I would like to take this opportunity to thank our current courtroom reporter agencies for their service and dedication to the court's needs over the years. These agencies, Capitol Court Reporters, Inc. of Burlington, headed by JoAnn Carson and Kim Sears, and O'Brien Reporting Services, Inc. of Rutland, headed by Linda O'Brien, have for many years, without fail, and regardless of the weather, consistently provided excellent service, sometimes on very short notice.

If you have any questions, or would like additional information, about the court reporting or transcript procedures in this Court, please contact Chief Deputy Kathleen Ford at (802) 776-2003.

Instructions for Ordering a Written Transcript After January 1, 2009

- 1) Select a vendor from the list of Court Approved Transcription Services (attached as an Internet link) and call to arrange for them to produce a transcript for you. The transcription service will advise you regarding the procedures and costs associated with your request.
- 2) The transcription service will then contact the Clerk for a digital audio recording of the hearing you are interested in. From the audio, the service will provide an original, hard-copy transcript according to the specifics of your request.
- 3) When the transcription service you have selected contacts the Clerk, the Clerk will review the court hearing log to see if a request similar to yours has already been received. If so, and if the request has already been assigned to a different transcription service, the Clerk will notify you of the other request and give you the information needed for you to contact that vendor directly.
- 4) You need not contact the Clerk or anyone at the Court to request a written transcript.
- 5) Neither the Clerk nor the Court recommends particular transcription services.
- 6) The ability of a transcription service to provide daily transcripts may vary depending on various factors such as current workload and the time a request is received. Parties anticipating the need for a daily or overnight transcript are strongly encouraged to make arrangements with the transcription service in advance.

General Information Regarding Transcripts

For guidelines regarding redaction procedures, see Vt. LBR 5007 - RECORD OF PROCEEDINGS & TRANSCRIPTS; ENSURING PRIVACY IN TRANSCRIPTS

For a list of Court Approved Transcription Services go to http://www.vtb.uscourts.gov/issues/Approved_Transcription_Services.pdf

Current maximum transcript rates attached as Attachment 1.

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF VERMONT**

Effective October 1, 2007, the maximum rates to be charged by any court reporter for a court transcript. These rates were set by the Judicial Conference of the United States at its September 2007 session.

**MAXIMUM TRANSCRIPT RATES – ALL PARTIES
PER PAGE**

Transcript Order Type	Original	First Copy to Each Party	Each Add'l Copy to the Same Party
Ordinary Transcript (30 day) A transcript to be delivered within thirty (30) calendar days after receipt of an order	\$3.65	\$.90	\$.60
14-Day Transcript A transcript to be delivered within fourteen (14) calendar days after receipt of an order.	\$4.25	\$.90	\$.60
Expedited Transcript (7 day) A transcript to be delivered within seven (7) calendar days after receipt of an order	\$4.85	\$.90	\$.60
Daily Transcript A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.	\$6.05	\$1.20	\$.90
Hourly Transcript A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours.	\$7.25	\$1.20	\$.90

Realtime Transcript A draft unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following adjournment	\$3.05	\$1.20	
--	--------	--------	--