

INSTRUCTIONS FOR COURT REPORTER ANNUAL REPORT

Reporting Year: January 1, 2024, through December 31, 2024

The “Court Reporter Annual Report” must be filed on-line by all court reporters employed by the court no later than February 15, 2025.

In the appropriate area, provide the name of court reporter, work phone, the name of the county for which court reporting services were provided, and court identification number (i.e., Marion Circuit Court: 49C01). If you perform court-reporting services for more than one court, report for **only** the primary court. (Example: If you work for Circuit Court but occasionally fill in or type transcripts for Superior Court, report that your court is Circuit Court and report **all** fees.)

1. **Indigent Money Collected** – Enter the total money collected for indigent transcripts, depositions, and hearings.
 - a. Do not include money for copies.
 - b. Additional fees, if any, for exhibits should be included here.
 - c. Include all money collected even if overhead expenditures had to be deducted for paper, typist, etc.
 - d. Indicate not only complete transcript preparation, but also partial transcripts prepared for other court reporters or for other courts.
 - e. **If no money was collected for the category, please indicate “0” or “none” for the totals.**
2. **Money Collected for Other Government Transcripts** – For example, prosecutors or any other government office but **not** Public Defender.
3. **Non-indigent Money Collected** – Enter the total money collected for private transcripts, depositions, and hearings.
 - a. Do not include money for copies.
 - b. Additional fees, if any, for exhibits should be included here.
 - c. Include all money collected even if overhead expenditures had to be deducted for paper, typist, etc.
 - d. Indicate not only complete transcript preparation, but also partial transcripts prepared for other court reporters or for other courts.
 - e. **If no money was collected for the category, please indicate “0” or “none” for the totals.**
4. **Total of all money collected** – Add lines 1 through 3.
5. **Money Collected for Copies** - Provide the total copy money collected for all hearings and depositions transcripts. **If no money was collected for the category, please indicate “0” or “none” for the totals.**
6. **Total of All Money Collected** – Add together lines 4 and 5.
7. **Total number of Transcripts** – Enter the total number of indigent and non-indigent transcripts.

Instructions for line 1c and 3c apply because of Administrative Rule 15 C (3) which states that the courts may, by adopting a local rule, elect to procure all court reporter services by private contract and submit such contract for approval by the Indiana Supreme Court in accordance with Section A of the rule.

Copies of the Court Reporter Annual Report Worksheet and instructions are also available on-line at: www.courts.in.gov

**To obtain your password, please contact the Trial Court Technology Help Desk
at: 1-888-275-5822**