
APPEALS & APPELLATE DECISIONS**COURT REPORTERS & TRANSCRIPT
PREPARATION**

Administrative Rule 15

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A Court Reporter is responsible for the preparation of the record, including a transcript of all proceedings, upon which an appeal is made. The cost of the transcript preparation is borne by the party appealing the decision, ruling or verdict of the trial court. In 1998, in an effort to bring uniformity within a county and to bring Indiana's practices in line with U.S. Department of Labor's regulations, the Indiana Supreme Court adopted [Ind. Administrative Rule 15](#).

The rule requires all courts of record within a county to adopt, for Supreme Court approval, a local court rule governing court reporter services. They must select one of three Court Reporter Models. Models One and Two provide that a court reporter shall be paid an annual salary and provides the method for court reporter compensation for preparing a transcript and when the transcript will be prepared.

Model Three allows the court(s) to procure all court reporter services by contract and submit the contract for approval by the Supreme Court.

Since the end of 1998, each county has adopted a uniform method by which a court reporter charged for transcript preparation. Any changes to a local rule promulgated under [Admin. R. 15](#) require the approval of the Supreme Court. A listing of [local court reporter fees by county](#) is published to the Division website.

On July 1, 2016, new rules became effective that changed the time allowed for completing an appellate transcript (from 90 days to 45 days) and the way transcripts are filed (from paper transcripts to digital transcripts). With the introduction of electronic filing, the traditional way of preparing and filing appellate transcripts changed dramatically.

The Judicial Website has a page dedicated to assisting court reporters transition to the new system for preparing and filing appellate transcripts. It contains Publications (Court Reporter Handbook and Fillable Exhibit Log); Rules (Indiana Rules of Appellate Procedure, Standards for Preparation of Electronic Transcripts/Appellate Rules Appendix A), and a Summary of Rule Changes effective July 1, 2016); Tutorials (Tips to ensure a transcript is accepted by the appellate clerk, Setting up a transcript in Word and WordPerfect); and, Training (NCSC online transcript preparation training course and TheRecordXchange transcript template).

This page is located at <http://www.in.gov/judiciary/center/2448.htm>.

In December 2001, the Supreme Court issued a memorandum to the Division of State Court Administration (now Indiana Office of Court Services[IOCS]) that outlined the guidelines by which requested changes to the local court reporter rules are reviewed. Those guidelines, which are still in effect today, are as follows:

1. Rate increases of up to \$0.50 per page to any existing page rate are justifiable based upon the increased work product obligations;
2. A minimum fee up to \$35.00 per transcript is permissible;
3. Index and Table of Contents pages should be charged at the per page rate being charged for the rest of the transcript;
4. An additional labor charge approximating the hourly rate based upon the court reporter's annual court compensation may be charged for the time spent binding the transcript and the exhibit binders;
4. A reasonable charge for the office supplies required and utilized for the binding and electronic transmission of the Transcript, pursuant to [Ind. Appellate Rule 28](#) and [29](#), is permissible. The costs for these supplies should be determined pursuant to a Schedule of Transcript Supplies which should be established and published annually by the judge or judges of the county.

IOCS is dedicated to assisting Indiana court reporters and trial court clerks transition to the new rules concerning the preparation and filing of appellate transcripts. Please visit the Judicial Website and contact our office for assistance.

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