

**MERCER COUNTY LOCAL RULE OF JUDICIAL ADMINISTRATION 4004(B)**  
**Court Reporter Qualifications:**

- (1) On or before the 15<sup>th</sup> day of January of each year, every court reporter shall provide to the lead court reporter the number of continuing professional education hours that the court reporter completed for the just ended calendar year.
  
- (2) On or before the 31<sup>st</sup> day of January of each year, the lead court reporter shall provide a report to the President Judge and District Court Administrator of the hours of continuing professional education that each court reporter has completed during the three (3) year requalifying period. The qualifying period shall coincide with the three (3) year cycle of any court reporter that is currently in an NCRA continuing education cycle.

**MERCER COUNTY LOCAL RULE OF JUDICIAL ADMINISTRATION 4006**  
**Court Reporter Duties:**

- (A) Reserved.
- (B) Reserved.
- (C) Reserved.
- (D) Reserved.
- (E) Reserved.
- (F) Reserved.
  
- (G)
  1. On the first business day of each month, each court reporter shall provide to the lead court reporter a report listing the following:
    - (a) The case caption, type of proceeding to be transcribed, date requested and expected completion date for every transcript requested for the preceding month;
    - (b) The case caption, type of proceeding to be transcribed, date requested and expected completion date for every transcript requested prior to the 1<sup>st</sup> day of the preceding month;
    - (c) The case caption and completion date of every transcript completed in the prior month.
  2. On or before the 10<sup>th</sup> day of each month, the lead court reporter shall provide a report to the President Judge and the District Court Administrator listing the transcripts pending to be transcribed, the court reporter assigned to the matter, the date requested and the expected completion date.
  3. The report shall be developed by the lead court reporter and approved by the President Judge if no form is provided by the AOPC.

**MERCER COUNTY LOCAL RULE OF JUDICIAL ADMINISTRATION 4007**  
**Requests for Transcripts:**

- (E) Anyone requesting a transcript, unless waived by the Court, shall file a Motion with the Mercer County Court Administrator setting forth what is to be transcribed; whether or not it is to be an ordinary, expedited, daily or same day delivery; whether or not it is to be in electronic format or bound paper format; and whether or not a waiver is being requested.
- (1) The District Court Administrator shall contact the assigned court reporter to determine the estimated cost of the transcript and provide that amount orally to the requesting party within 24 hours of the filing of the motion.
  - (2) If a fee waiver is requested, the District Court Administrator shall schedule a hearing to be held within five (5) business days after the filing of said motion to be heard by the presiding judge. If the waiver is not granted or a partial waiver is granted, then the requesting party shall pay a deposit equal to 75% of the estimated cost of the transcript within three (3) business days of said hearing.
- (G) 1. A party requesting a transcript, unless a waiver is requested, shall pay a deposit in the amount of 75% of the requested estimated cost of the transcript. The check shall be made payable to the court reporter.
4. The final payment is due at the time that the transcript is picked up and/or delivered.

**MERCER COUNTY LOCAL RULE OF JUDICIAL ADMINISTRATION 4008(A)**

**Fees:**

A. Fee schedule for court reporters.

- (1) The requesting party, unless waived, shall pay \$2.50 per page for ordinary and electronic transcripts and \$2.75 per page for a bound paper form transcript. The Commonwealth shall pay \$2.00 and \$2.25, respectively, per page;
- (2) The requesting party, unless waived, shall pay \$3.50 per page for expedited transcripts in electronic format and \$3.75 per page in bound paper form. The Commonwealth shall pay \$3.00 and \$3.25, respectively, per page;
- (3) The requesting party, unless waived, shall pay \$4.50 per page for daily transcripts in electronic format and \$4.75 per page in bound paper form. The Commonwealth shall pay \$4.00 and \$4.25, respectively, per page;
- (4) The requesting party, unless waived, shall pay \$6.50 per page for same day delivery in electronic format and \$6.75 per page in bound paper form. The Commonwealth shall pay \$6.00 and \$6.25, respectively, per page;
- (5) Any party requesting a copy of a transcript, unless waived, shall pay \$0.75 in bound paper form, and \$0.50 per page in electronic format. The Commonwealth shall pay \$0.50 and \$0.25, respectively, per page;
- (6) A court reporter shall be paid by the County, the sum of \$1.50 per page for court orders;
- (7) If the transcript involves a mass tort, medical malpractice, or unusually complex litigation, a surcharge of \$0.50 per page shall be added to the set forth herein, upon Order of the presiding Judge;
- (8) Any requesting party shall pay a fee of \$1.00 per page for a rough draft, with no certification. There will be no waiver of said fee.

**MERCER COUNTY LOCAL RULE OF JUDICIAL ADMINISTRATION 4011**  
**Deadline for Delivery of Transcripts:**

- (A) The date of notice to transcribe for appeal shall be the date of the post-appeal conference.