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REPORTING SERVICES:

PROPOSED REGULATIONS

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National Center for State Courts

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CONNECTICUT COURT REPORTING SERVICES:
PROPOSED REGULATIONS

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CONNECTICUT COURT REPORTING SERVICES:
PROPOSED REGULATIONS

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Introduction

In December 1977, when the Executive Secretary of the Connecticut Judicial Department was reviewing a draft of Transcripts by Connecticut Court Reporters with the National Center's project director, the Executive Secretary requested a revision of reporter regulations in light of that study. This work has been prepared in response to his request. Its terms reflect the recommendations in the transcript study, and it should be read as a companion volume to the final report of that study. Since these are proposed regulations, this document does not necessarily reflect the policy or views of the Connecticut Judicial Department.

Regulations before those proposed here consisted of three separate items: "Regulations Concerning Court Reporters" (effective July 1, 1974); and regulations for the preparation of transcripts (format regulations) (May 4, 1959). In addition there were memoranda and other documents in furtherance of Judicial Department policy relating to court reporting services. The regulations proposed here represent an effort to collect all of those regulatory documents in a single format.

The reader who is familiar with some or all of those documents will find that the pattern proposed here varies considerably in format from prior Judicial Department policy expressions. The proposed regulations are organized according to a rationale different from that in prior regulations. It is proposed here that the regulations be published as a booklet for reporters and monitors, with appendices. They are intended to "govern," rather than simply "concern," those to whom they are addressed. Matters requiring more detail than might be appropriate in regulations, for which details might change more than regulations.

Because of the variation between what is proposed here and what has

gone before, there is an extensive commentary relating the regulations proposed here not only to the recommendations in Transcripts by Connecticut Court Reporters, but also to the pre-existing regulations and other policy statements. The commentary is organized from two perspectives. First, it takes the perspective of the prior regulations, indicating their disposition in the newly-proposed regulations. Then it comments on each of the proposed regulations, appendices, and guidelines, discussing their origin and purpose.

I. TEXT OF PROPOSED REGULATIONS

STATE OF CONNECTICUT

JUDICIAL DEPARTMENT

R E G U L A T I O N S G O V E R N I N G
R E P O R T E R S A N D M O N I T O R S I N T H E
S U P E R I O R C O U R T O F
C O N N E C T I C U T

Effective July 1, 1978

OFFICE OF THE CHIEF COURT ADMINISTRATOR

HARTFORD, CONNECTICUT

FOREWORD

The regulations set forth here govern salaried and per-diem court reporters and court recording monitors serving in the Superior Court of Connecticut. It is the responsibility of all court reporters and court recording monitors to familiarize themselves with these regulations and to record and transcribe court proceedings in accordance with statutes and regulations. Certain sections apply only to salaried reporters or monitors and should be given particular attention by such personnel.

All reporters and monitors are urged to keep these regulations at hand for ready reference. Any questions regarding interpretation of these regulations should be directed first to official court reporters and then, if not satisfactorily answered, in writing to the Chief Court Administrator, c/o Executive Secretary, Judicial Department, P.O. Drawer N, Station A, Hartford, Connecticut 06106.

CHIEF COURT ADMINISTRATOR
CONNECTICUT JUDICIAL DEPARTMENT

REGULATIONS GOVERNING REPORTERS AND MONITORS
IN THE SUPERIOR COURT OF CONNECTICUT

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REGULATIONS GOVERNING REPORTERS AND MONITORS

IN THE SUPERIOR COURT OF CONNECTICUT

1. Scope of Regulations. The regulations set forth herein shall apply to all court reporters and court reporting monitors serving the Superior Court, unless otherwise indicated.
2. Effective Date. These regulations shall take effect on July 1, 1978.
3. Definitions.
 - a. *Board of Examiners.* The Board of Examiners of Court Reporters shall prescribe methods and regulations for determining the capacity and skills of all applicants for court reporter positions in the Superior Court, assuring that only the most competent applicants are certified as qualified for such positions.

The Board shall include two judges of the Superior Court and three official court reporters, to be appointed by the Chief Justice. Each of these members shall be appointed for a term of five years, and terms shall be staggered with one term expiring each year. The Executive Secretary of the Judicial Department, a court recording monitor, and two other employees of the Judicial Department named by the Chief Justice shall also be members of the Board.
 - b. *Carriage Number.* In transcript format regulations herein, character spacing on the carriage of a typewriter.
 - c. *Court Recording Monitor.* A full-time Judicial Department employee assigned to record testimony at court proceedings or other hearings by operation of an electronic recording device and, when necessary, to make an accurate transcript of the record.
 - d. *Court Reporter.* Unless otherwise indicated, this term shall include salaried and per-diem court reporters, as well as official court reporters and assistant court reporters.
 - e. *Daily Copy.* Transcripts ordered by the court or counsel to be delivered the same day as ordered or before the opening of court the following morning. If such transcripts are prepared by a two-person "daily copy" team, such delivery shall be considered to be within a reasonable time.
 - f. *Official Station.* The official station of each court reporter shall be his regular place of employment, if one has been assigned; otherwise, the court reporter's place of residence shall be his official station.
4. Qualification and Appointment of Court Reporters.
 - a. *Certification Necessary.* No person shall be appointed to a salaried court reporter position or employed as a per-diem court reporter unless that person has been certified by the Board of Examiners as a qualified court reporter.

b. Recording Methods Allowed at Examination. Applicants taking an examination given by the Board may employ shorthand or any other recording method approved by the Judicial Department.

c. Filling Vacant Reporter Positions. In determining who will be appointed to fill a vacant court reporter position at any location of the Superior Court, consideration shall be given to any application for that position by a certified court reporter. If more than one application for the position has been made, priority of consideration shall be in the following order:

(1) the court reporter with prior service to the court who has the highest overall performance evaluation;

(2) the court reporter with prior service to the court who was first employed by the court; and

(3) the court reporter with no prior service to the court rated highest by the Board of Examiners.

5. Full-Time Employment.

a. Full-Time Status. All salaried court reporters and court recording monitors shall be considered full-time employees of the Judicial Department. Accordingly, reporters and monitors shall be available for assignment Monday through Friday, with the exception of holidays observed by the court and approved vacations.

b. Reporter Presence when Unassigned. On each working day of the week when a court reporter is unassigned, he shall be present at his official station at 9:00 A.M., and he shall remain in attendance until 5:00 P.M., unless specifically excused by his official court reporter.

c. Monitor Work When Unassigned. On each working day of the week when a court recording monitor is unassigned, he shall work in the office to which he has been assigned from 9:00 A.M. until 5:00 P.M.

d. Outside Employment. No court reporter may accept outside employment during any part of a court work-day, unless he has no undelivered transcripts on appeal, has no other assignments, and has been specifically excused by his official court reporter.

e. Free-Lance Reporting; Advertising. Since salaried court reporters are full-time employees of the Judicial Department, they shall not be permitted to form free-lance court reporting firms, nor shall any salaried court reporter be permitted to advertise, publish or announce publicly by paid printed notice or broadcast that he is available to accept outside employment on any working day of the week, with the exception that any salaried court reporter may print personal business cards, billheads or letterheads for the purpose of identifying himself with a particular office, or an assigned station, or the profession of court reporter.

f. Attendance Record Reports. A satisfactorily completed attendance record report, submitted by each court reporter and court recording monitor on a form furnished by the Office of the Executive Secretary, shall be received in the Office of the Executive Secretary every Monday morning.

g. No Per-Diem Fees. Salaried court reporters and court recording monitors shall receive no per-diem fees for services rendered to any other state-maintained court or to any agency of a state-maintained court except while on regularly scheduled vacations or on Saturdays, Sundays, or evenings.

6. Work Locations and Travel.

a. Initial Assignment to Official Station. When a court reporter is first employed, his official station shall be assigned by the Executive Secretary if it has not been assigned by the Executive Committee.

b. Change of Official Station. The change of an official station from one court location to another court location must be approved by the Executive Committee.

c. Assignment at Any Place in the State. All salaried court reporters and court recording monitors, except the official court reporters in the courts at Bridgeport, Hartford and New Haven, may be assigned by the Office of the Executive Secretary to attend a court, judge, referee or committee at any place in the state, subject to assignments at their official stations.

d. Transportation to Place of Assignment. All court reporters and court recording monitors shall provide themselves with adequate means of transportation to the place where they have been assigned.

e. Motor Vehicle if Unassigned. Unassigned court reporters and court recording monitors shall have the immediate use of a motor vehicle by no later than one hour before the scheduled opening of court on each working day of the week.

f. Reimbursement for Travel and Parking. For the use of his motor vehicle, a court reporter or court recording monitor shall be reimbursed for each mile traveled in excess of the number of miles from the court reporter's home to his official station and return. The monetary rate of such reimbursement shall be the rate set for state employees. If parking is not available at the reporter's or monitor's place of assignment other than (1) his official station and (2) Waterbury or New Haven, the court reporter or court recording monitor shall provide for parking at his own expense.

7. General Supervision of Reporters and Monitors.

a. Supervisory Responsibility. The Office of the Executive Secretary shall directly supervise the work of official court reporters and court recording monitors, and shall generally supervise the work of all court reporters, and it shall be its duty to enforce the directions and regulations of the Judicial Department with respect thereto.

b. *Directives and Guidelines.* To aid court reporters and court recording monitors in complying with these regulations, the Executive Secretary may issue such directives and guidelines as may be necessary.

c. *Assignment Requirements Throughout the State.* The Office of the Executive Secretary shall have general responsibility for assuring that there are sufficient court reporters or court recording monitors to record proceedings or hearings throughout the state, and that day-to-day assignment responsibilities at each court location are met. To this end, the Executive Secretary shall regularly assess the Judicial Department's needs for court reporters or court recording monitors, and the Office of the Executive Secretary shall give assignment assistance to any official court reporter who cannot arrange to have a sufficient number of reporters available on a given work-day for proceedings or hearings to be held at court locations for which he is responsible.

d. *Suspending Salaried Reporter or Monitor for Late Transcript.* When any salaried court reporter or court recording monitor has failed to make timely delivery of a transcript, the Executive Secretary shall direct that the reporter or monitor be immediately suspended from courtroom assignment or from eligibility to accept outside employment, or both, until the delinquent transcript is completed and delivered. The Executive Secretary shall further direct that any cost for hiring a per-diem reporter, to substitute for a salaried court reporter or court recording monitor so suspended by either the Executive Secretary or an official court reporter shall be deducted from the suspended reporter's or monitor's salary. If the reporter or monitor does not thereupon make a prompt delivery of the transcript, the Executive Secretary shall refer the matter to the Executive Committee for further appropriate disciplinary measures.

e. *Suspending Per-Diem Reporters for Late Transcript.* When any per-diem court reporter has been suspended by an official court reporter for failure to make timely transcript delivery, the Executive Secretary shall direct that the reporter be suspended from eligibility for assignment in all court locations throughout the state until the delinquent transcript is completed and delivered. If the per-diem court reporter does not thereupon make a prompt delivery of the transcript, the Executive Secretary shall refer the matter to the Executive Committee for further appropriate disciplinary measures.

f. *Forced Leave of Absence Without Pay.* If a court reporter or court recording monitor continually fails to make timely delivery of transcripts, the Executive Committee, on recommendation of the Executive Secretary or on its own initiative, may place the reporter or monitor on a forced leave of absence without pay.

g. *Suspension or Cancellation of Per-Diem Reporter Certification.* If a per-diem reporter continually fails to make timely delivery of transcripts, the Executive Secretary or on its own initiative, may suspend or cancel the reporter's certification as a qualified court reporter in Connecticut.

h. *Excessive Transcript Fees.* Any court reporter or court recording monitor charging an excessive fee for preparation of a transcript shall be required by the Office of the Executive Secretary to refund excess fees charged and

may, in the discretion of the Executive Committee upon recommendation of the Executive Secretary, be subject to further disciplinary measures.

i. Failure to Submit Reports or Transcript Notification. If a court reporter or court recording monitor does not

(1) make timely submission of properly completed income and weekly attendance reports as required by these regulations; or

(2) comply with Practice Book rules, the regulations set forth here, and directives from the Executive Secretary, regarding notification of the order and delivery of transcripts,

such failure to comply shall be given serious attention in evaluation of the reporter's or monitor's work performance. On his next anniversary date for receiving an annual increment, the Executive Secretary shall bring it to the attention of the Executive Committee. The Executive Committee may deny the annual increment. If the reporter or monitor is receiving the maximum pay for his paygroup, it may order the reduction of his pay by one increment or suspend him without pay for such time as it deems proper, or both.

j. Performance Evaluations. Each year the Office of the Executive Secretary shall evaluate the performance of official court reporters and court recording monitors. The Office of the Executive Secretary shall review all performance evaluations of court reporters by official court reporters.

Performance evaluation results shall be made available to the judges of the Superior Court at their annual meeting when appointment or re-appointment of official court reporters is under consideration. Evaluation results shall be considered in determining which court reporters and court recording monitors merit incremental pay increases.

k. Vacations. The Office of the Executive Secretary shall have overall responsibility for coordinating the vacation schedules of court reporters and court recording monitors, reviewing vacation schedules submitted for approval by official court reporters and by supervisors of court recording monitors.

8. Official Court Reporters.

a. Supervisory Responsibility. Each official court reporter shall be responsible to the Office of the Executive Secretary for the effective performance of all court reporters under his supervision, and shall exercise direct supervision of all court reporters and clerical assistants serving his court location.

b. Assignment to Record Proceedings. Each official court reporter shall be responsible for assigning court reporters to record testimony at court proceedings and other hearings as designated by rule or order of court, and shall himself be available for such proceedings or hearings.

c. Employment of Per-Diem Reporters. Each official court reporter shall make efficient use of salaried court reporters under his supervision in making assignments to record proceedings or hearings. Per-diem reporters shall be employed only if absolutely necessary.

- d. *Assistance with Assignments.* If an official court reporter cannot arrange to have a reporter available for a proceeding or hearing to be held at his place of employment, he shall notify, and seek the assistance of, the Office of the Executive Secretary.
- e. *Daily Copy Teams.* When daily copy is required for a court proceeding or other hearing, the official court reporter shall assign two reporters to the same case. If a per-diem reporter must be engaged to substitute for one of these reporters, the per-diem fee shall be charged to the state.
- f. *Transcript Notification.* Each official court reporter shall review and sign all notification of transcript forms (Form JDSR-1120) submitted by court reporters under his supervision, to assure timely submission of properly completed notification forms.
- g. *Timely Transcript Delivery.* Each official court reporter shall oversee the workload and transcript preparation of all court reporters under his supervision to assure timely delivery of accurate transcripts.
- h. *Pending Transcript Workload Limit.* Each official court reporter shall seek to avoid the accumulation by any court reporter under his supervision of an extraordinary backlog of transcripts on appeal.
- i. *Five-Day Rule.* When a transcript (other than daily copy) has been ordered in advance for a lengthy proceeding, the official court reporter may re-assign the reporter initially assigned from the proceeding after five days to another courtroom or hearing and assign a second reporter to the proceeding, so that no reporter has more than five days of the proceeding to transcribe.
- j. *Suspending Salaried Reporter.* When any salaried court reporter has failed to make timely delivery of a transcript, the official court reporter supervising him shall immediately suspend him from courtroom assignment or from release during court hours for outside employment, or both, until the delinquent transcript is completed and delivered. The official court reporter shall also immediately notify the Office of the Executive Secretary of the suspension.
- k. *Suspending Per Diem Reporter.* When any per-diem court reporter has failed to make timely delivery of a transcript, the official who employed him to record the matter to be transcribed shall immediately suspend him from eligibility for further employment until the transcript is completed and delivered. The official court reporter shall also immediately notify the Office of the Executive Secretary of the suspension.
- l. *Compliance with Format Regulations.* Each official court reporter shall assure that transcripts prepared by court reporters under his supervision comply with transcript form at regulations set forth below.
- m. *Transcript Fees.* Each official court reporter shall assure that all court reporters under his supervision comply with statutory provisions applicable to fees charged for transcript preparation.
- n. *Performance Evaluations.* On an annual basis, each official court reporter

shall evaluate the performance of all court reporters under his supervision, reviewing each evaluation with the reporter before transmitting a copy to the Office of the Executive Secretary.

o. Outside Employment. No official court reporter shall accept outside employment during any part of a court work-day, unless he has no undelivered transcripts on appeal and has no other assignments; nor shall the official court reporter release any court reporter under his supervision for such outside employment unless the above conditions are met.

Each Monday morning the Office of the Executive Secretary shall receive a written report from each official court reporter, containing the names of reporters released in the preceding week to accept outside employment and the official court reporter's verification that the above conditions were met.

p. Reporter Vacations. Subject to final approval by the Office of the Executive Secretary; each official court reporter shall schedule the vacations of all salaried court reporters under his supervision.

q. Employment During Vacations. Salaried court reporters shall not be employed as per-diem court reporters during their scheduled vacations, unless there is a real, immediate and compelling need for such employment.

9. Duties and Responsibilities of Reporters and Monitors.

a. Recording Testimony. Court reporters and court recording monitors shall record the testimony at court proceedings and hearings before judges, committees and other persons designated by rule or order of court, including grievance committees during regular business days.

Nothing contained herein shall prevent the assignment of a classification II court reporter to work temporarily in an assignment usually performed by a classification I court reporter or by a court recording monitor.

b. Transcribing the Record. Court reporters and court recording monitors shall prepare accurate transcripts and make timely delivery thereof in compliance with relevant statutes, rules and regulations.

c. Compliance with Transcript Notification Requirements. Court reporters and court recording monitors shall comply with Practice Book rules, and with regulations set forth herein, giving timely, full and accurate notification to the Executive Secretary of the order and delivery of transcripts.

d. Compliance with Format Regulations. Court reporters and court recording monitors shall prepare transcripts in compliance with format regulations set forth below.

Any reporter or monitor preparing a transcript that has excessive pages because of failure to comply with these regulations shall be required to refund excess transcript fees charged and may be subject to disciplinary measures.

e. Transcript Fees. The rate of the transcript fees that court reporters and court recording monitors are entitled to charge the state or any person ordering a transcript shall comply with the provisions of the General Statutes, allowing one fee for each original page of transcripts and a reduced fee for

each copy of an original page of transcript. No fee shall be charged for title and certification pages of any transcripts, but each court reporter shall prepare without additional compensation a cover or title page and such certification as is necessary.

Under no circumstance shall a reporter or monitor receive more than once per page the statutory fee for original pages of a transcript.

f. Fees for Daily Copy. For preparation of transcripts on a daily basis a reporter shall not charge a fee exceeding the amount set forth in the General Statutes, which shall be considered a reasonable fee for such service.

g. Compensation for Non-Court Transcripts. Salaried court reporters or court recording monitors shall be compensated for transcripts of testimony recorded at grievance committee hearings, state's attorneys' investigations, and, provided the court reporter or court recording monitor is neither a coroner's secretary nor a replacement for the coroner's secretary who is not ill nor on vacation, coroner's inquiries.

h. Stenographic and Typing Work. Court reporters or court recording monitors assigned to attend court at places where special provision has not been made for secretarial services for the judges shall, without additional compensation, do the stenographic and typing work in connection with the official business of the judges holding court at those places.

i. Work by Unassigned Monitors. During the time any court recording monitor is unassigned and has no transcripts to prepare, he shall do clerical, stenographic and typing work in the office to which he has been assigned.

j. Work by Clerical Assistants. During the hours when the offices of the Clerks of Court are required to be open, no court reporter or court recording monitor shall request or engage any clerical assistant assigned to an office of a court reporter to type depositions or to perform any other tasks not related to the direct business of the courts. Clerical assistants are prohibited from such typing or such tasks during these hours.

l. Income Reports. On or before May 1st in every year, each salaried court reporter shall report to the Executive Secretary, on forms to be provided by the Office of the Executive Secretary, both his total income for the preceding calendar year from his profession or vocation as a court reporter and his total expense in connection therewith which has not been repaid or is not repayable by the state. Each court recording monitor shall also make such a report to the Executive Secretary. Similar reports may be requested by the Executive Secretary from any salaried clerical assistant in the office of any official court reporter. Adequate records of earnings and expenses shall be maintained by each court reporter and court recording monitor which records shall be subject to examination by the Executive Secretary.

m. Vacations. Vacation time shall generally be granted only if scheduled to occur at the same time as most judge vacations, or at other times when there is reduced need for court reporters and court recording monitors to record court proceedings and other hearings. If it is absolutely necessary to request vacation during any other period, the request must be submitted in writing to the office of the Executive Secretary. The written request shall contain a fully detailed explanation of the reasons for the request, as well as a statement of the hardship that would be caused were the request disapproved.

10. Transcript Order, Preparation and Delivery.

- a. *Time Standard.* Thirty days after the date a transcript has been ordered shall be considered a reasonable time within which to prepare and deliver the transcript.
- b. *Notification of Transcript Order and Delivery.* Any court reporter shall submit each notification of transcript and delivery order to his supervising official court reporter, and the official court reporter shall review each notification for accuracy of estimated pages and reasonableness of estimated delivery date, before forwarding the notification to the Office of the Executive Secretary. The Office of the Executive Secretary shall review each notification of transcript order and delivery for accuracy of estimated pages; and the Executive Secretary, after consultation if necessary with the trial judge, shall determine what is a reasonable time within which to deliver any particular transcript.
- c. *Attorney Requests to Delay Transcription.* Unless made the subject of a court order, requests by any attorney to delay preparation of a transcript that has been ordered shall not be honored by any court reporter or court recording monitor.
- d. *Notice of Inability to Honor Transcript Order.* If any court reporter or court recording monitor cannot begin transcription because of failure by any attorney to comply with relevant Practice Book rules, the reporter or monitor shall notify the attorney immediately in writing, with concurrent copies to the trial or appellate court and the Office of the Executive Secretary, of reasons why the transcript order cannot be honored.
- e. *Supplementary Transcript Notification.* If a transcript has been ordered for only part of a proceeding or hearing and transcription of a further part is subsequently ordered, the court reporter or court recording monitor shall submit a supplementary transcript notification to the Executive Secretary immediately upon receipt of the subsequent order.
- f. *Notification of Withdrawn Transcript Order.* Court reporters and court recording monitors shall notify the Office of the Executive Secretary immediately in writing when all or part of a transcript order has been withdrawn, with a concurrent copy to the clerk of the trial or appellate court.
- g. *Transcript Productivity Standards.* Court reporters who dictate their notes on an audio tape and give the dictation to a typist for transcription shall be expected to dictate an average of twenty pages of transcript per hour. Court reporters or court recording monitors who type transcripts themselves from notes or tapes shall be expected to type an average of ten pages of transcript per hour.
- h. *Release from Recording Assignment.* When any court reporter or court recording monitor has pending transcripts on appeal due on or near the same date and totalling an extraordinary amount, he may request in writing to be excused by the Office of the Executive Secretary from assignment to record court proceedings or other hearings until the outstanding transcript work is completed. If his request is approved, the reporter or monitor shall be prohibited from accepting outside employment while so excused, and the cost for engaging a substitute per-diem reporter shall be borne by the state only until the scheduled transcript delivery date.

i. *Requests to Extend Transcript Delivery Time.* Any court reporter or court recording monitor seeking to extend the time approved for delivering any transcript shall be required to make a written extension request, with justification, to the office of the Executive Secretary, with concurrent copies to counsel and the clerk of the appropriate court. The grant or denial of any extension request by the office of the Executive Secretary shall be made in writing on stated grounds, with concurrent copies to counsel and the clerk of the appropriate court, and shall be based on guidelines approved by the Judicial Department.

j. *Limitations on Transcript Extensions.* There shall be no automatic extension of the time allowed for preparing any given transcript. Extensions shall not be granted for longer than 15 days at a time. Except in extraordinary circumstances, no transcript delivery time shall be extended beyond 60 days after the date the transcript was ordered.

11. Transcript Format.

a. *Characters and Lines.* All transcripts shall be prepared on typewriters that produce ten characters to the horizontal inch and six lines to the vertical inch.

b. *Paper to be Used.* The first or original copy of each page of transcript shall be prepared on the margin-ruled paper supplied by the Judicial Department with line numbers 1-27 preprinted in the left-hand margin, or on paper similarly ruled and numbered.

c. *Twenty-Seven Lines Per Page.* Each page of transcript, other than the title page, index page, certification page, or the final page of testimony by any witness, shall contain 27 lines. On paper without line numbers 1-27 preprinted in the left-hand margin, this is best accomplished by placing the page number two double spaces from the very top of the paper and starting the text on the fourth double space from the top of the paper (not from the ruled line). The 27th line will then be the next line below the bottom punched hole.

d. *Margins and Tabular Stops.* Margins shall be set at carriage numbers 15 and 80, with tabular stops at carriage numbers 18, 22, and 27. Paper shall be inserted in the typewriter so that carriage number 15 will be either the first or second space to the right of the left margin ruling.

e. *Questions.* Each question shall begin on a new line, with the Q at carriage number 18 and the question starting at carriage number 22. The second and each subsequent line of the question shall start at carriage number 15. New paragraphs within a question shall start at carriage number 22, with subsequent lines starting at carriage number 15. In no case shall the Q be followed by a period.

f. *Answer.* Each answer shall begin on a new line, with the A at carriage number 18 and the answer starting at carriage number 22. The second and each subsequent line of the answer shall start at carriage number 15. New paragraphs within an answer shall start at carriage number 22, with subsequent lines starting at carriage number 15. In no case shall the A be followed by a period.

g. *Colloquy and Parenthetical Notes.* Colloquy and parenthetical explanatory notes shall begin at carriage number 27, with second and subsequent

lines beginning at carriage number 22. Subsequent paragraphs in colloquy or parenthetical notes shall begin at carriage number 27, with subsequent lines beginning at carriage number 22.

h. Each Witness on a New Page. The testimony of each witness sworn or recalled shall begin on a new page.

i. Argument of Counsel or Jury Charge. Transcription not of testimony, but of argument of counsel or of a jury charge, shall contain 27 lines per page. Each paragraph of such transcription shall begin at carriage number 22, with subsequent lines beginning at carriage number 15.

12. Maintenance and Storage of Notes or Tapes

a. Ownership of Notes or Tapes. All notes or tapes by court reporters and court recording monitors recording courtroom proceedings or other hearings shall be the property of the Judicial Department.

b. Responsibility of Each Reporter and Monitor. Each salaried court reporter shall be responsible for all notes taken by him, and each salaried court recording monitor shall be responsible for all tapes recorded by him, in any courthouse in the state.

c. Filing Notes or Tapes. Except for notes or tapes being used in the process of transcription, all notes or tapes of a court reporter or court recording monitor shall be filed for future retrieval in chronological order in the courthouse where the proceedings recorded took place.

d. Per-Diem Reporter Notes. Per-diem court reporters shall leave their notes in the courthouse where the proceedings they recorded took place. It shall be the responsibility of the court reporter for whom the per-diem court reporter was substituting to maintain such notes in chronological order with his own.

e. Guidelines. Further details regarding the storage, labeling and retrieval of court reporters' notes and court recording monitors' tapes shall be controlled by guidelines issued by the Office of the Executive Secretary.

II. APPENDICES TO
PROPOSED REGULATIONS

APPENDIX A

Attendance Reports for Court Reporters and
Court Recording Monitors

JUDICIAL DEPARTMENT

Court Reporter
Attendance Record

Name _____

Dated, Friday _____ 19_____
(Please Type)

Week Ending Friday

19____

Name of Judge-Referee
Place of Hearing

Type of Work
(Jury: Non-Jury:)
(Referee Hearing)

Monday

Tuesday

Wednesday

Thursday

Friday

Week Beginning Monday

19____

Monday

Tuesday

Wednesday

Thursday

Friday

(Signature)

At the close of business every Friday mail to Executive Secretary—PO Box 1350—Hartford, Conn. 06101
Please use typewriter in preparing this record.
Report any known engagements beyond following week. One or more additional forms may be
used for that purpose.

LOCATION _____

| <u>Monday</u> | | | <u>Thursday</u> | | |
|---------------|-------|-----------------|-----------------|-------|-----------------|
| TIME | DUTY | NUMBER OF HOURS | TIME | DUTY | NUMBER OF HOURS |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

| <u>Tuesday</u> | | | <u>Friday</u> | | |
|----------------|-------|-----------------|---------------|-------|-----------------|
| TIME | DUTY | NUMBER OF HOURS | TIME | DUTY | NUMBER OF HOURS |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

| <u>Wednesday</u> | | |
|------------------|-------|-----------------|
| TIME | DUTY | NUMBER OF HOURS |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| DUTIES | CODE NUMBER | TOTAL HOURS PER WEEK |
|-----------------------|-------------|----------------------|
| Monitoring Hearings | 1 | _____ |
| Preparing Transcripts | 2 | _____ |
| Clerks Office | 3 | _____ |
| Other (explain) | 4 | _____ |

TOTAL

35

APPENDIX B

Transcript Notification Form

OFFICE OF THE COURT REPORTER
SUPERIOR COURT OF COMMON PLEAS
, Connecticut

Date:

To: Chief Court Administrator
c/o Executive Secretary, Judicial Department
P. O. Drawer N, Station A
Hartford, Connecticut 06106

Hon.
Judge, Superior Court of Common Pleas
, Connecticut

of , Connecticut,

placed an order on , 19 , for a transcript
to be used in the following case, an appeal to the
Appellate Division of the Superior Supreme Court:

No.

vs.

Superior Court of Common Pleas
County of
At

I estimate that delivery of the transcript
will be made on , 19 , and that it will
consist of pages.

When this transcript order was placed, I had an
estimated pages of other transcripts to prepare.

The delivery date was extended to , 19 .

Delivery was made on , 19 , and the
transcript consisted of pages.

Court Reporter Monitor

I have reviewed this notice.

Official Court Reporter

APPENDIX C

Release for Outside Employment

Release for Outside Employment
Form JDSR-

OFFICE OF THE COURT REPORTER
SUPERIOR COURT

, Connecticut

Date:

Chief Court Administrator
c/o Executive Secretary, Judicial Department
P.O. Drawer N, Station A
Hartford, Connecticut 06106

During the week from to , 19 , no/ the following court reporters were released from the requirement to be present for assignment at this court location and were allowed to accept outside employment.

Name

Date(s) Released

I verify that no reporter listed above had any undelivered transcripts on appeal or any other assignments on the date(s) he or she was allowed to accept outside employment.

Official Court Reporter

APPENDIX D

Income Report

COURT REPORTER
INCOME RETURN

_____ Court, _____ County

CALENDAR YEAR _____

INCOME

1. Salary paid by State:
 As Reporter \$ _____
 As Clerical Assistant \$ _____
 In Other capacity \$ _____ \$ _____
2. Received from State for transcripts, etc. \$ _____
3. Other income paid by State check for services rendered any court or other State department, or any officer or representative thereof (explain on separate sheet). \$ _____
4. Total income paid by State (sum 1, 2 & 3). \$ _____
5. Income from sale of transcripts of court proceedings not paid by State check. \$ _____
6. Income from other sources, but due to vocation as Reporter such as taking depositions, recording testimony at hearings, the sale of transcripts of such testimony, payments to clerical assistant reporters, etc. \$ _____
7. Total income as listed above (sum 4, 5 & 6). \$ _____

EXPENSE

8. Paid for clerical assistance in addition to that provided by State. \$ _____
9. Supplies, equipment and services not paid for by State. \$ _____
10. Other expense (explain on separate sheet). \$ _____
11. Total expense (sum of 8, 9 & 10). \$ _____
12. Net income (Item 7 less Item 11). \$ _____

I hereby certify that the foregoing is correct, to the best of my knowledge and belief.

Date, the _____ day of _____ 19 _____

Title

(To be filed with the Executive Secretary, Judicial Department, on or before May 1 in each year.)

APPENDIX E

Transcript Extension Request

Transcript Extension Request - 1/78
Form JDSR-

Date:

To: Chief Court Administrator
c/o Executive Secretary, Judicial Dept.

Request is hereby made to extend, from , 19 , to
, 19 , the date set for delivering the transcript of the following
case, an appeal to the Appellate Division of Superior Supreme Court:

No.

vs.

As of this date, pages of this transcript have been completed, and an
estimated pages remain untranscribed.

During the past thirty days, I have completed pages of transcript. As
of this date, I have the following transcripts pending completion:

| <u>Case Number and Name</u> | <u>Pages Completed</u> | <u>Pages Pending</u> | <u>Ordered</u> | <u>Est. Date of Completion</u> |
|-----------------------------|----------------------------|--------------------------|----------------|------------------------------------|
|-----------------------------|----------------------------|--------------------------|----------------|------------------------------------|

Justification for this request:

Court Reporter Monitor

I have reviewed this request, and I recommend
Comments:

Official Court Reporter

The request for extension of time to deliver the transcript for the above case is
denied approved to , 19 . Reasons:

Executive Secretary

APPENDIX F

Sample Transcript Pages

1 MR. WALDMANN: I don't claim it, your Honor. Per-
2 fectly all right. I withdraw it.

3 BY MR. WALDMANN:

4 A Mr. Friend, would you please tell the Court the average
5 weight, or the exact weight, if you know, of each of the four
6 hundren chickens that were eviscerated for Mr. Miller?

7 A Well, we did not weigh them and we don't know the exact
8 weight per chicken or for the total.

9 Q You do not know?

10 A No, but I could approximate it if you want me to.

11 Q Yes, please do.

12 A I would say two and one-quarter to two and one-half pounds
13 eviscerated.

14 Q What type of birds were they?

15 A Broilers.

16 Q Broilers?

17 A Broilers or fryers. You can use them for either one.

18 Q So in the evisceration process did you cut these particu-
19 lar birds? Did you cut them in quarters and halves, and so forth?

20 A Yes, I did.

21 Q And after you cut the birds, what did you do with them?

22 A We simply turned them over to Mr. Miller.

23 Q You delivered them to--

24 A No, he came to the place to get them.

25 Q And you delivered the birds as eviscerated to Mr. Miller?

26 A Yes, but at my place.

27 Q At your place of business in Chester?

1 A Every time I come down--

2 Q Referring to Plaintiff's Exhibit A.

3 A Every time I go down the stairs--

4 THE COURT: I can't hear this.

5 MR. COUNSEL: Say it loud enough so he can hear you,
6 too.

7 THE COURT: I think you had better go back to--well,
8 if she will face toward the jury--

9 MR. COUNSEL: Stand up there in the witness box.

10 (The witness resumed the witness stand.)

11 MR. COUNSEL: Now, can the lady on the end see this--
12 turn the picture around so that these folks can see it.
13 Can you see that picture?

14 A JUROR: Yes.

15 BY MR. COUNSEL:

16 Q Will you indicate what you would do?

17 A I used to be to put my hand on the post over here all the
18 time I go down.

19 Q Now, how would you place you foot on the first step?

20 A This way. (Indicating.)

21 Q Sideways?

22 A Sideways.

23 Q Why.

24 A Because it ain't--there ain't no place--to be sure of that.

25 THE COURT: Did you get that?

26 THE WITNESS: I can't talk very good.

27 THE COURT: Can you talk louder, the way you did for

1 Q Now, at the speed that you have told us about, approxi-
2 mately six to eight miles an hour, wihtin what distance could you
3 bring your car to a stop, under the circumstances similar to
4 those existing on Congress Avenue at the time of the accident?

5 A Five or six inches.

6 Q That is from the time you put your foot on the brake; is
7 that right?

8 A Yes, the time I put my foot on the brake.

9 Q As you were going west on Congress Avenue, in the vicinity
10 of Redfield Street, did you sound your horn at all before you
11 struck the plaintiff?

12 A No. I hadn't had an occasion to sound my horn.

13 Q Now, on March 26 before this happened, and before that
14 time, did you know that Congress Avenue, as you traveled along
15 from Vernon Street west to Redfield Street or West Street, was a
16 congested neighborhood?

17 A Yes.

18 Q And did you know on March 26, before this accident hap-
19 pened, and before March 26, that this was a neighborhood in which
20 there were a lot of children?

21 A Yes.

22 Q And as you were approaching Congress Avenue in the vicin-
23 ity of Redfield Street, did you think about that fact?

24 A I did.

25 Q That is, that this was a neighborhood in which there were
26 a lot of children?

27 A I did.

1 more of the manners specified in the complaint, then that should
2 end your deliberations. However, if you conclude that he was
3 negligent in at least one of the allegations, then you proceed to
4 analyze the conduct of Mr. Peterson and determine whether or not
5 he was negligent. Now, if you find that Mr. Leavitt was negli-
6 gent and that that negligence was a proximate cause of Mr. Peter-
7 son's injuries, and that Mr. Peterson was not negligent, then you
8 would proceed to the question of damages. But if you should find
9 that Mr. Leavitt was negligent and that Mr. Peterson was also
10 negligent, and that Mr. Peterson's negligence was also a substan-
11 tial factor in causing his own injuries, then the negligence of
12 Mr. Leavitt is offset by the contributory negligence of Mr.
13 Peterson, and your verdict should be for the defendant.

14 Now, if you come to the conclusion that liability should
15 be imposed upon this defendant because of one or more of the acts
16 of negligence which was the proximate cause of the injuries sus-
17 tained, and if you come to the conclusion, after considering the
18 entire evidence, that the plaintiff exercised reasonable care,
19 you will fasten liability upon the defendant and determine the
20 amount of damages to which the plaintiff is entitled.

21 As to the elements of damages, you can only give them as
22 they are justified by the pleadings. The burden, as I indicated
23 before, is upon the plaintiff to prove the material allegations
24 of the complaint by a fair preponderance of the evidence, and
25 that not only goes for the allegations of negligence, but also
26 the allegations with respect to the nature and extent of the in-
27 juries which the plaintiff sustained. As to the elements of dam-

III. SUGGESTED GUIDELINES IN
FURTHERANCE OF CERTAIN
REGULATIONS

STATE OF CONNECTICUT

Judicial Department

To: All Court Reporters and Court Recording Monitors

From: Office of the Executive Secretary

Re: Guidelines for Extension of Transcript Delivery Times

Pursuant to Regulations Governing Reporters and Monitors in the Superior Court of Connecticut, Regulation 7b, the guidelines that follow are issued to inform court reporters and court recording monitors of grounds on which extensions of time for delivery of transcripts may be granted.

Circumstances under which a request will be granted for extension of time within which to deliver a transcript include, but need not be limited to, the following:

1. Reporter's or monitor's illness for one or more consecutive weeks within two weeks before the date a transcript is due.
2. Death or serious illness in the reporter's or monitor's immediate family within two weeks of the date a transcript is due.
3. A three-week vacation already scheduled by the reporter or monitor when the transcript order was received.
4. Circumstances in which the reporter or monitor cannot start transcription until 15 days or less before the date the transcript is due.

STATE OF CONNECTICUT

Judicial Department

To: All Court Reporters and Court Recording Monitors
From: Office of the Executive Secretary
Re: Guidelines for Maintenance and Storage of Notes and Tapes

Pursuant to Regulations Governing Reporters and Monitors in the Superior Court of Connecticut, Regulations 7b and 12e, the guidelines that follow are issued to govern the maintenance, storage and retrieval of court reporter notes and court recording monitor tapes.

1. Maintenance of Notes. Wrap the daily docket sheet around the day's notes or tapes, then, on a strip of the paper used for the notes, place the information concerning their contents and wrap this slip around the notes secured with a rubber band and placed at one end of the back of notes so that when the notes stand on end this information is instantly apparent. For tapes, wrap a slip of paper with the same information around the tapes, secure with a rubber band, and place so that the information is also instantly apparent.

a. The following is the type of information which should be there:

CRIMINAL - arraignment
June 6, 1975
J. Jones
P. Smith
Doe (student)
C. Brown
R. White

b. It will facilitate permanent storage of these notes if they are placed in the standard Judicial Department storage files on end so that the tops are visible. Each reporter's notes and each recorder's tapes will be in a separate box.

c. It will be responsibility of the official court reporter or recorder supervisor to update the diary (see paragraph 4, below) and see that the notes are properly wrapped immediately upon his or her return.

2. Retrieval - Diaries.

a. It is important that at each location a diary or diaries be kept which will enable the reporter or recorder to locate his notes or tapes, especially where considerable time has elapsed.

b. These diaries are not to be taken from the court house. This does not prevent the reporter or recorder from maintaining an additional personal diary for his or her own use.

c. The diary (which may vary somewhat in different locations) will contain - for each reporter and recorder - the information wrapped around each day's notes in paragraph 3 above. It would be helpful if in addition to the above information in contested proceedings, the names of counsel were listed, e.g.:

"State v. J. Jones - Jury Trial - voir dire
(Atty. Brown) (Atty. White)"

or

"Green v. Black - Paternity - court
(Atty. Smith) (Atty. King)"

d. It shall be the responsibility of one reporter in each location to list daily all of the reporters working that day.

3. Label. Place a label (available from Records Center) on the front of the storage carton-rear has staples. Give your name, the first date and the last date covered but do not fill in the box number.

4. Retention. Normally, the cartons are retained in the court house for five years but exceptions can be made where there are storage problems at that loca-

tion.

5. Transfer to Storage. When the cartons are ready for pick-up, contact the clerk, as he may also have some boxes to pick up. If not, write (do not telephone) the Records Center, 75 Elm Street, Hartford, Conn., 06115, stating the number of cartons to be picked up. A Records Center Storage List will be filled out in triplicate for each carton, listing the contents. Make no entry in the section for the "Box Number." The contents should then be checked against the list and the box sealed. Give two copies of the storage list to the person picking up the boxes.

6. Return of Storage List. A copy of the storage list will be returned to you with the box number of the Records Center. Refer to the appropriate box number if any of these files are needed in the future.

STATE OF CONNECTICUT

Judicial Department

To: Official Court Reporters
From: Office of the Executive Secretary
Re: Guidelines for Assignment of Court Reporters

Pursuant to Regulations Governing Reporters and Monitors in the Superior Court of Connecticut, Regulation 7b, the guidelines that follow are issued to assist official court reporters in their assignment of reporters to record testimony at court proceedings and other hearings.

In making assignments, each official court reporter should take the following into consideration:

1. A reporter should be assigned to each courtroom rather than to individual judges. These assignments should be rotated every month or two as the official court reporter sees fit.
2. As much as possible full-time salaried reporters should remain at their official stations; and if they must travel, such travel should be kept to a minimum.
3. If the official court reporter needs to cover an extra judge or a reporter is out sick and there are no salaried reporters unassigned, he or she should attempt to hire a per diem reporter to cover the vacancy.
4. It is understood that in certain situations it is impossible to avoid taking a reporter out of an assigned court; however, they should be limited to the following situations:
 - a. When the official has knowledge of a difficult case or one that will most likely be appealed, he or she should use one of the more competent reporters to cover that case.

b. When the assignment which needs to be covered is a great distance from the nearest unassigned reporter.

c. When there are no unassigned reporters and a per diem reporter could be hired locally but could not or would not travel to the assignment, the official should hire the per diem and have a full-time reporter travel.

d. When a reporter has been traveling for an extended period, the assignments should be rotated so as not to place all the burden of travel on any one reporter.

5. If it is necessary to take a reporter from an assigned court to cover elsewhere, it is best to use the reporter assigned to motor vehicles or arraignments.

6. If, after every attempt is made to cover all courtrooms, there are still more courtrooms in operation than available reporters, the official court reporter should cover the out lying court location where there is only one judge and one reporter. Attempts should be made to double up assignments at locations where there is more than one courtroom.

IV. COMMENTARY ON PROPOSED
REGULATIONS

Commentary on Proposed Reporter-Monitor Regulations

A. Proposed Disposition of Former Regulations

1. Regulations concerning Court Reporters (effective July 1, 1974)

| <u>1974 Regulation</u> | <u>Location in New Proposed Regulations</u> | <u>Comments</u> |
|------------------------|---|--|
| I | 3a, 4a, 4b | This section in the 1974 regulations was split, with part included in "definitions" and part in "qualification and appointment." |
| I(a) | 3a | Subsections I(a) and I(b) set forth the duties and makeup of the Board of Examiners, so they were combined in a new subsection defining that Board. |
| I(b) | 3a | |
| I(c) | 4b | |
| I(d) | 4a | Under a new "qualification and appointment" section, I(c) is modified to include recording techniques other than mechanical. |
| II | 3f, 6a, 6b | This subsection is essentially unchanged in the new proposal, except "per diem" is substituted for "non-salaried." |
| II(a) | 3f | Discussion of "official station" is treated in the new proposal under "definitions" and "work locations and travel." |
| II(b) | 6b | Since this is essentially a definition of "official station," it has been placed with other definitions. |
| II(c) | 6a | Since this relates to where a reporter is assigned to work, it is included among other "work location" items. |
| III | 4c | The proposed regulations reverse the order in which initial assignment and change of station are presented. |
| IV | 5a, 5b, 5d, 5e | This is combined with items about reporter examinations because exams and filling vacancies treat the process by which people gain "entry" to reporting positions. |
| IV(a) | 5a | This section is carried over intact from the 1974 regulations, although there are significant modifications. |
| | | But for the addition of reference to monitors, this subsection is essentially unchanged. |

| <u>1974 Regulation</u> | <u>Location in New Proposed Regulations</u> | <u>Comments</u> |
|------------------------|---|---|
| IV(b) | 5b | The new proposal extends the hours an unassigned reporter is required to be present from noon to 5 P.M. |
| IV(c) | 5d | The privilege to accept outside employment is sharply reduced in the new proposal. |
| IV(d) | 5e | The new proposal adds only the word "salaried" to the former regulation. |
| V | 7a, 7d, 7f, 7i, 8a | The new proposal gives far more detailed treatment to OES and official reporter supervisory responsibilities. |
| V(a) | 7a | The new proposal distinguishes "direct" from "general" supervision |
| V(b) | 8a. | Direct supervisory responsibility for individual reporters at each court location is assigned to the official reporter. |
| V(c) | 7d, 7f | The former regulation is split to distinguish one-time transcript delay from continued failure to make timely delivery. |
| V(d) | 7i | Tying failure to make timely reports to the performance evaluation process, the new proposal identifies to party charged with calling for disciplinary measures. |
| VI | 6c, 8b, 8d, 9a, 9h | The former section is distributed among three new sections. |
| VI(a) | 9a | But for the addition of reference to monitors, the former regulation is essentially unchanged. |
| VI(b) | 8b | Although re-worded, the new proposal says the same thing as the old regulation. |
| VI(c) | 8d | The former regulation is carried forward, with addition of reference to OES assistance to official reporters. |
| VI(d) | 6c | The new proposal does not alter the former regulation, except to make it applicable to monitors as well as reporters. |
| VI(e) | 9a | Regulations VI(a) and VI(e) are combined in the new proposal, with reference to monitors added and the distinction between Superior Court and Common Pleas reporters changed to one between classifications I and II. |

| <u>1974 Regulation</u> | <u>Location in New Proposed Regulations</u> | <u>Comments</u> |
|------------------------|---|---|
| VI(f) | 9h | The former regulation is re-stated, with reference to monitors added, in the new proposal. |
| VII | 6d, 6e | The 1974 regulations' section on "means of transportation" is incorporated in a more inclusive new section. |
| VII(a) | 6d | Reference to monitors has been added. |
| VII(b) | 6e | Reference to monitors added. |
| VIII | 5g, 6f, 9e, 9g | The old section on "fees and expenses" is distributed among other sections in the new proposal. |
| VIII(a) | 5g | Regulation wording is changed to eliminate redundancy and reflect new trial court organization. |
| VIII(b) | 9g | Reference to monitors added. |
| VIII(c) | 6f | Reporter and monitor regulations combined, with reference to level of reimbursement added. |
| VIII(d) | 9e | A new sentence added to make clear that the "original" fee can only be charged once. |
| IX | 5f, 9c, 9e | The old section on "reports" is distributed between "full time employment" and "duties and responsibilities." |
| IX(a) | 9i | Reporter and monitor regulations combined. |
| IX(b) | 5f | Old regulation essentially unchanged: reporter and monitor regulations combined. |
| IX(c) | 9c | Reference to the new proposal's regulations about the transcript notification process is added. |
| X | 7k, 8p, 9j | The new proposal finds a home for these "miscellaneous" items. |
| X(a) | 9j | The old regulation about work by clerical assistants is re-written to emphasize reporter responsibility. |
| X(b) | 7k, 8p | Former regulation re-written and distributed among OES and official reporter responsibilities. |

A 2 Regulations Concerning Court Recording Monitors (effective July 1, 1974)

| <u>1974 Regulation</u> | <u>Location in New Proposed Regulations</u> | <u>Comments</u> |
|------------------------|---|--|
| I | 5c, 9a, 9i | Monitor and reporter regulations combined; nature and location of unassigned monitor work treated in greater detail in new proposal. |
| II | 7a | Reporter and monitor regulations combined; note that OES retains direct supervisory responsibility for all monitors, with no intervening level of supervision. |
| III | 6f, 9e | Old regulations section distributed between two different sections in new proposal. |
| III(a) | 9e | Reporter and monitor regulations combined, with new sentence added about charges for "originals." |
| III(b) | 6f | Reporter and monitor regulations combined, with sentence added about level of reimbursement. |
| IV | 5f, 9c, 9l | Former "reports" section distributed between two sections in new proposal. |
| IV(a) | 9l | Monitor and reporter regulations combined. |
| IV(b) | 5f | Monitor and reporter regulations combined. |
| IV(c) | 9c | Reference to the new proposal's regulations about the transcript notification process is added. |
| V | 7k | Included among OES responsibilities, repeating reference in former regulation to monitor "supervisor." |

A.3. Format Regulations for Transcript Preparation (May 4, 1959)

| <u>1959 Regulation</u> | <u>Location in New Proposed Regulations</u> | <u>Comments</u> |
|------------------------|---|---|
| 1 | 11a | More mandatory tone created by changing "should" to "shall." |
| 2 | 11b | Reference to pre-printed numbering of lines (1-27) added. |
| 3 | 11c | New proposal adds phrase referring to pre-printed numbering of lines. |
| 4 | 11d | The phrase "carriage number" (defined at 3b in the new proposal) is added in this and other format regulations. |
| 5 | 11e | Former regulation #9 is incorporated with former regulation #5 in the new proposal. |
| 6-8 | 11f | With all answers starting on a new line, former regulation ##6-8 are dropped. |
| 9 | 11e, 11f | Separate regulation split into two parallel sentences. |
| 10 | 11g | Former regulation essentially unchanged. |
| 11 | 11h | Former regulation essentially unchanged. |
| 12 | 11i | Former regulation essentially unchanged. |

Commentary on Proposed Reporter - Monitor Regulations

B. Discussion of Proposed Regulations

| <u>1973 Regulation</u> | <u>Source*</u> | <u>Discussion</u> |
|------------------------|--|--|
| Cover Page | See N.J. Reporter Regulations (1972) | It is suggested that the proposed regulations be promulgated as a separate document, with a front and back cover, although they may be made part of a loose leaf binder. The regulations are held out to "govern" rather than "concern," to indicate that they are binding and mandatory rather than precatory. As the title indicates, reporter and monitor regulations have been combined. |
| Foreword | <u>Ibid.</u> | The foreword reiterates the binding nature of the regulations, and it is suggested that the Chief Court Administrator sign the foreword to make it clear that the regulations carry his full authority. |
| Table of Contents | | In order to accommodate the substantial changes proposed here, the organization of the prior regulations for reporters and monitors was discarded. |
| 1 | | The proposed regulations are applicable to both reporters and monitors. |
| 2 | See P.A. 76-436 | The effective date is intended to coincide with the transfer of all trial jurisdiction to Superior Court. |
| 3 | | This section isolates former regulations of a definitional nature and adds new terms. |
| 3a | 1974 Reporters I(a), I(b); NCSC recommendation 19. | This definition assumes that the Common Pleas judge member will be a Superior Court judge as of July 1, 1978. The Board's function is defined in terms of the purpose for its methods and regulations, explicitly charging the Board to certify only "the most competent applicants." It also provides for one monitor to be a member. |
| 3b | Note to 1959 Transcript Regulations | To avoid the note appended to explain numbers used in the transcript format regulations, this term was added to format regulations when they were incorporated with the others. |

1976 RegulationSource*Discussion

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|----|-------------------------------------|---|
| 3c | See OES 3/29/76 memo to monitors | The regulations proposed here incorporate those formerly promulgated separately in 1974 for monitors, and the definition here distinguishes them from reporters. |
| 3d | | This definition is intended to indicate the scope of the term "court reporter" rather than to explain what a "court reporter" is and does. |
| 3e | NCSC recommenda- tion 8 | This term does not appear to be defined else- where in Connecticut rules or regulations. |
| 3f | 1974 Reporter Regs, II(a) | The former regulation is repeated verbatim. |
| 4 | | With two former regulations moved to "definitions," the process by which reporters become eligible for employment and attain regular positions is set forth in a single section. |
| 4a | 1974 Reporter Regs, I(d) | This requirement is listed first because it is a prerequisite to employment as a reporter. |
| 4b | 1974 Reporter Regs, I(c) | In anticipation of possible Judicial Department decisions to consider technological alterna- tives to stenotype reporting, the new proposal does not limit the authorized recording methods to mechanical devices. |
| 4c | 1974 Reporter Regs, III(a) | The new proposal modifies the former regulation by adding merit to seniority as a criterion to be considered in filling vacant positions. |
| 5 | | The new proposal seeks to reinforce and strengthen emphasis made in the 1974 reporter regulations on the employee status of court reporters. |
| 5a | 1974 Reporter Regs, IV(a) | New proposal refers to monitors as well as reporters. |
| 5b | 1974 Reporter Regs, IV(b) | The new proposal sharply alters the former regu- lation by eliminating the Monday exception and extending required presence from three to eight hours, making for a true "full-time" employment. |
| 5c | See 1974 Monitor Regs, I(a) | Under this proposal, monitors are also to be working a full day. |
| 5d | NCSC recommda- tion 5 | Compare 1974 Reporter Regs, IV(c), which allows outside employment any time on Mondays and after 2:00 P.M. other days. The basic premise of the proposed regulation is that it is unacceptable for a reporter with a transcript backlog to be generating outside income while receiving his court salary. |

| <u>1973 Regulation</u> | <u>Source*</u> | <u>Discussion</u> |
|------------------------|---|--|
| 5e | 1974 Reporter Regs, IV(d) | Except for limiting its scope to salaried court reporters (since per-diem court reporters are not full-time court employees), the new proposal does not alter the former regulation. |
| 5f | 1974 Reporter Regs, IX(b); 1974 Monitor Regs, IV(b) | The new proposal applies to both reporters and monitors, and it requires that attendance reports be satisfactorily completed. |
| 5g | VIII(a) | Assuming that monitors as well as reporters may be assigned to record court-agency proceedings, the new proposal, does not otherwise modify its predecessor. |
| 6 | | This section in the new proposal combines regulations about geographical place of work and transportation to work that were split among several sections in the 1974 regulations. |
| 6a | 1974 Reporter Regs, II(c) | Reference in former regulation to Common Pleas Personnel Committee has been deleted. |
| 6b | 1974 Reporter Regs, II(b) | Personnel Committee deleted; 1974 Regulations placed change of station before initial assignment, but that order is reversed in the new proposal. |
| 6c | 1974 Reporter Regs, VI(d) | Reference to monitors added; the new proposal re-asserts the former regulation's recognition that there are no geographical limits to OES cross-assignment authority. |
| 6d | 1974 Reporter Regs, VII(a) | Reference to monitors added. |
| 6e | 1974 Reporter Regs, VII(b) | Reference to monitors added; substitution of "one hour before the scheduled opening of "court" for 9:00 A.M." anticipates the possibility of having court open earlier each morning. |
| 6f | 1974 Reporter Regs, VIII(c); 1974 Monitor Regs, III(b) | Reporter and monitor regulations combined, with sentence added about rate of reimbursement being the rate set for state employees. |
| 7 | NCSC recommenda- tions generally | This new section elaborates on the responsibilities of OES and the Superior Court Executive Committee in the management of reporting services. |

1979 RegulationsSource*Discussion

- 7a 1974 Reporter Regs, V(a); 1974 Monitor Regs, II(a) Reporter and monitor regulations combined; distinction made between "direct" and "general" supervision, with OES having direct supervisory responsibility for official reporters and for monitors. This is part of a general thrust to clarify the responsibilities of OES and official reporters.
- 7b NCSC recommendations generally Although former regulations charged OES with responsibility to "enforce the directions and regulations of the judges," OES enforcement means were left vague. This new proposal seeks to give OES authority to issue guidelines and directives with some binding force relating to subjects for which (a) more detail is needed than is necessary in regulations or (b) modifications need not be reflected in continual regulation changes.
- 7c See 1974 Reporter Regs, VI(c), and NCSC recommendation 18. This new proposal is intended to serve two purposes. First, it complements the regulation calling for official reporters to contact OES if unable to cover all courtrooms (1974 Reporter Regs, VI(c), and proposed regulation 8d). Second, it charges OES specifically with the responsibility to measure reporter/monitor needs throughout the state (and to recommend that reporters or monitors be added, if necessary).
- 7d NCSC recommendation 6; 1974 Reporter Regs, V(c). See also regulation 8j, regarding official reporter suspension of reporter with delinquent transcript. Proposed regulations 7d and 8j are intended to implement the NCSC recommendation, as a means to enforce timely transcript delivery. This proposed regulation authorizes OES to step in and suspend a reporter or prohibit outside employment if the official reporter fails to act; and it enables OES to act in a similar fashion with regard to monitors.
- 7e Ibid. Enforcement of transcript delivery standards with regard to per-diem reporters is potentially more difficult than with salaried reporters or monitors. This new proposal represents an effort to develop some leverage with per-diem reporters.

1978 RegulationSource*Discussion

7f

1974 Reporter
Regs, V(c)

Reference to monitors added; proposed regulations 7e and 7f distinguish the infrequently tardy reporter or monitor from the person whose attitude toward timely delivery is more egregious, and 7f clarifies the process by which leave of absence becomes an item for the Executive Committee agenda.

7g

Ibid.

As with 7e, this proposed regulation is intended as a means to obtain leverage over per-diem reporters for enforcement of transcript delivery standards. It parallels regulations 7d and 7f, distinguishing occasional tardiness from continued disregard of delivery standards.

7h

See NCSC recommendation 11, 1974
Regs, VIII (d),
and 1974 Monitor
Regs, III(a)

This proposed regulation seeks to authorize OES to impose or recommend penalties for transcript overcharges. Common ways in which excessive fees are charged are (1) by variation from format regulations; and (2) by charging more than one party at the "original" rate.

7i

1974 Reporter
Regs, V(d)

The new proposal does little to change the basic thrust of the former regulation, but it does (a) add reference to court monitors, and (b) relate failure to make timely reports relevant to performance evaluations mentioned at 7j, 8n, and 9k.

7j

NCSC recommendations 14 and 15

Along with newly proposed regulations 8n and 9k, this regulation sets the framework for regular performance evaluations of reporters and monitors, making official reporter appointment and pay increments more related to meritorious performance.

7k

1974 Reporter
Regs, X(b); 1974
Monitor Regs,
V(a)

Combining reporter and monitor regulations, this proposed regulation states OES's overall responsibility to coordinate vacation schedules. This is the only place where there is any reference to a "supervisor" of monitors.

8

NCSC recommendation 14.

This new section is intended to make it clear in detail to official reporters that they have considerable responsibility for the performance of their assistants.

8a

NCSC recommendation 14.

Carrying forward the distinction between "direct" and "general" supervisory responsibility set out in proposed regulation 7a, this new proposal assigns official reporters direct responsibility for each of their assistants.

1978 RegulationSource*Discussion

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| 3b | 1974 Reporter Regs, VI(b) | The former regulation is simply re-worded, without any intention to change its purpose. |
| 3c | See Elliot Katz Speed Letter C-9 (5/5/75) to all clerks and reporters and Judge Lexton Speed Letter J-4 (9/17/75) to all Common Pleas judges. | 1974 Reporter Regulations make no reference to daily assignment of per-diem court reporters. The proposed regulation recognizes their use and reflects policy statements about limiting reliance on per-diem court reporters. |
| 8d | See 1974 Reporter Regs, VI(c), and NCSC recommendation 18. | This proposed regulation complements proposed regulation 7d. |
| 8e | See N.J. Reporter Regulations, p. 18 (1972). | In keeping with the definition at 3e of "daily copy," and the discussion of daily copy fees at 9f, this proposed regulation is intended to govern daily-copy situations, which are not addressed in the former regulations. |
| 8f | NCSC recommendations 3 and 14. | To thrust official reporters into a role of responsibility for management of transcript notification by their assistants, and to enable them to check the accuracy of reporter page and delivery-date estimates, this proposed recommendation seeks to implement the NCSC recommendations and provide a basis for the modification of Form JDSR-1120 to include the official reporter's signature. |
| 8g | NCSC recommendation 14. | Under former regulations, official reporters have generally been able to avoid direct responsibility for tardy transcript delivery by their assistants. The regulation proposed here is intended to correct that problem. |
| 8h | See NCSC recommendation 6. | See proposed regulation 10h, which authorizes a reporter or monitor to request release from courtroom assignment if his transcript workload becomes extraordinary. This regulation is intended to charge the official reporter with responsibility to minimize such events; one realistic way to do so will be to balance out assignments, so that some reporters do not have a disproportionately large share of the transcript work to be done. |

| <u>1978 Regulation</u> | <u>Source*</u> | <u>Discussion</u> |
|------------------------|--|---|
| 8i | NCSC recommendation 7. | This is another mechanism for preventing disproportionately large transcript workloads for some reporters. |
| 8j | NCSC recommendation 6; 1974 Reporter Regs, V(c). | See proposed regulation 7d as well. This new proposal seeks to give the official reporter means by which to assure timely transcript delivery, by providing sanctions for tardiness. |
| 8k | NCSC recommendation 14. | See discussion above regarding proposed regulations 73 and 7g. This new proposal is intended to give official reporters means to enforce transcript delivery time standards with regard to per-diem reporters. |
| 8l, 8m | NCSC recommendation 14. | These proposed regulations extend official reporter responsibility to overseeing the format and fees of their assistants. |
| 8n | NCSC recommendation 15. | See proposed regulation 7j. This proposed regulation places primary responsibility for performance evaluation on the official reporters. It should not be easy for an official reporter to give a "good" evaluation to a reporter failing to make timely and accurate reports to OES or regularly failing to make timely transcript delivery. |
| 8o | See 1974 Reporter Regs, IV(c) and NCSC recommendation 5. | Former regulations make no reference to outside employment by an official reporter. This proposed regulation seeks to remedy that problem, and it calls for a weekly report to OES, calling for official reporters to put themselves on record in writing that no reporter (including themselves) released to take depositions had any courtroom work or transcripts to do. A proposed report form has been prepared to implement this proposed regulation, and it is enclosed with these papers. |
| 8p | 1974 Reporter Regs, X(b) | This is simply a re-wording of the former regulation, without substantive change. See proposed regulations 7k and 9m. |
| 8q | Elliot Katz Speed Letter C-9 (5/5/75) to all clerks and court reporters. | This proposed regulation is intended to state in regulation form the policy expressed by Katz in 1975. |

1978 RegulationSource*Discussion

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| 9 | NCSC recommenda- tion 15. | This new section, combining former reporter and monitor regulations, is intended to collect in one place the basic duties of reporters and monitors. |
| 9a | 1974 Reporter Regs, VI(a) and VI(e); 1974 Monitor Regs, I(a) | This proposed regulation combines similar former regulations for reporters and monitors, with "record the testimony" substituted for "take the testimony." Its second paragraph, based on former reporter regulation VI(e), modifies the former language to reflect the transfer of all trial jurisdiction to Superior Court. |
| 9b | C.G.S.A. §51-61; NCSC recommenda- tion 15. | This regulation reflects the statute setting forth reporters' major duty in addition to recording proceedings--transcribing the record-- and it ties transcript production to other regulations. It is also included because performance evaluation is based primarily on regulations. |
| 9c | 1974 Reporter Regs, IX(c); 1974 Monitor Regs, IV(c); NCSC recom- mendations 3 and 13. | The newly proposed regulation elaborates on requirements set forth in former regulations, implementing in part the NCSC recommendations as to transcript notification. To alter the tone of the former regulations, which suggested that OES must put itself in a supplicatory posture to obtain transcript information, "Executive Secretary requests" is deleted. |
| 9d | NCSC recommenda- tions 11 and 15. | See proposed regulations 7h and 8i. The NCSC study's sample of actual transcripts found considerable variations from format regulations, almost all of which worked to the detriment of transcript recipients by creating more transcript pages and higher fees. The regulation proposed here and its related regulations are intended as means to reduce this problem. |
| 9e | 1974 Reporter Regs, VIII(d); 1974 Monitor Regs, III(a). | The first paragraph in the proposed regulation combines former reporter and monitor regula- tions, but is otherwise unchanged. A new sen- tence is added as a second paragraph to emphasize that only one party can be charged for an "original." |
| 9f | NCSC recommenda- tion 8. | This regulation is intended to resolve the debate over what is a reasonable fee for daily copy. A regulation is seen as preferable to a statutory change, because the Judicial Depart- ment has greater control. |

| <u>1978 Regulation</u> | <u>Source*</u> | <u>Discussion</u> |
|------------------------|---|--|
| 9q | 1974 Reporter Regs, VIII(b). | Reference to monitors is added. |
| 9h | 1974 Reporter Regs, VI(f). | Reference to monitors is added. |
| 9i | 1974 Monitor Regs, I(a); OES memo (3/29/76) to all monitors about duties. | The newly proposed regulation elaborates on the monitor regulation, by explaining what work is to be done by unassigned monitors. |
| 9j | 1974 Reporter Regs, X(a) | Except for the addition of reference to monitors and re-ordering to emphasize the pro- hibition on reporters and monitors, the pro- posed regulation does not change the substance of the former regulation. |
| 9k | NCSC recommenda- tion 15. | This regulation alerts reporters and monitors that their performance will be measured accord- ing to the regulations. |
| 9l | 1974 Reporter Regs, IX(a); 1974 Monitor Regs, IV(a). | Former identical regulations for reporters and monitors are combined. |
| 9m | OES memo (3/3/70) to all court reporters re: vacations. | The memorandum that was the source for this pro- posed regulation asserted that vacations are best scheduled for July and August, or for per- iods between terms. Since the upcoming transfer of trial jurisdiction to Superior Court may modify this somewhat, the proposed regulation makes a more general statement. |
| 10 | | This section is completely new, with no pre- cedents in former regulations, and it is in- tended to implement NCSC recommendations about transcript production. |
| 10a | NCSC recommenda- tion 1. | This proposed regulation sets out the NCSC recommendation for a criterion by which to measure the statutory reference to a "rea- sonable time." Together with proposed regulations 10b, 10i and 10j, it should allow OES and reporters or monitors considerable flexibility while at the same time providing explicit time standards. |

1978 RegulationSource*Discussion

17b

NCSC recommendations 3, 13, 14 and 15; 1974 Reporter Regs, V(c).

This proposed regulation complements proposed regulation 8f, in providing for official reporter review of each transcript notification to OES. It emphasizes the role of OES in making the final decision as to what is a "reasonable time" for delivery, recognizing that the trial judge in practice does not often become involved in this determination.

10c

NCSC recommendation 2.

This proposed regulation is intended to reduce the effect of attorneys' dilatory tactics on transcript delivery times.

10d

Ibid.

This proposal offers a means for any reporter or monitor to avoid blame for transcript delays not of his own making.

10e

Ibid.

The NCSC study found some instances when transcript delivery was later than estimated because of supplementary orders. The regulation proposed here allows OES a mechanism for re-assessing what is a "reasonable time" within which to make delivery.

10f

Ibid.

The NCSC study found many instances in which a transcript order had been withdrawn, but there was no notice of a withdrawal until after OES inquiry. Furthermore, if a transcript order has been reduced, a shorter delivery time may be appropriate. Requiring notice to the clerk of the trial or appellate clerk is an aid to identifying "dead" appeals, so that they can be removed from "pending" appeal dockets and calendars.

10g

NCSC recommendation 4.

This proposed regulation is intended as a means to measure how much transcript a reporter or monitor can be expected to produce on a given day, whether assigned or unassigned.

10h

NCSC recommendation 6.

This proposed regulation is designed to give each reporter or monitor an opportunity to give his official reporter and OES notice that transcript delay may be imminent, and a means for the reporter or monitor to avoid having to pay for a replacement per-diem reporter (see proposed regulations 7d and 8j) if suspended from courtroom assignment.

1978 RegulationSource*Discussion

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| 10i | NCSC recommendation 1. | This proposed regulation sets out the process by which a reporter or monitor can request extension of the transcript delivery time, and it authorizes OES to issue guidelines by which extension requests will be evaluated. Proposed guidelines have been prepared by NCSC to accompany the proposed regulations. |
| 10j | <u>Ibid.</u> | This proposal elaborates further on extensions of time for transcript delivery, emphasizing that the time standard is to be taken seriously and that extensions should not be easily obtained. |
| 11 | NCSC Recommendation 9; 1959 Transcript Regs. | This section makes format regulations part of the overall corpus governing reporters and monitors, incorporating changes recommended in the NCSC study. To emphasize the binding force of the format regulations, the use of "should" in the 1959 regulations has been rejected, with "shall" appearing instead in the newly proposed format regulations. |
| 11a | 1959 Transcript Regs, #1 | Except for "shall," this is no different from its predecessor. |
| 11b | 1959 Transcript Regs, #2; NCSC recommendation 11. | The NCSC recommendation that lines 1-27 be numbered is included. Pre-printed numbering allows one to tell at a glance whether the transcript complies with the regulation as to number of lines. |
| 11c | 1959 Transcript Regs, #3 | Except for the addition of a phrase referring to preprinted numbers, the proposed regulation does not change the earlier regulation. |
| 11d | 1959 Transcript Regs, #4 | But for the addition of "carriage number" (defined at proposed regulation 3b), the new proposal does not alter the former regulation. |
| 11e | 1959 Transcript Regs, ##4 and 9. | The new proposal adds former transcript regulation #9 as a final sentence. |
| 11f | 1959 Transcript Regs, ##6-9; NCSC recommendation 11. | In keeping with apparently universal practice as observed in the NCSC study, the regulations for answers are simplified so that all answers start on a new line. The new proposal incorporates former transcript regulation #9. |

| <u>1978 Regulation</u> | <u>Source*</u> | <u>Discussion</u> |
|------------------------|---|---|
| 11g | 1959 Transcript Regs, #10. | Unchanged except for addition of "carriage number." |
| 11h | 1959 Transcript Regs, #11. | Unchanged. |
| 11i | 1959 Transcript Regs, #12. | Unchanged except for addition of "carriage number." |
| 12 | Elliot Katz memo no. C4-76 (4/21/76) to all court reporters re: court reporter notes. | This section incorporates part of the memorandum from Katz, with details of maintenance, storage and retrieval in the Katz memorandum made part of a proposed OES set of guidelines. This section makes two assumptions: (a) notes by Superior Court reporters are to be handled in the same fashion as those by Common Pleas reporters; and (b) the requirements for maintaining and storing tapes by monitors are essentially the same as those for reporter notes. |
| 12a | C.G.S.A. §51-61 | Although ownership of notes or tapes may be no issue in Connecticut, this is intended to make the matter clear. |
| 12b | Katz memo, <u>supra</u> ; C.G.S.A. §51-61 | The regulation proposed here refers to monitors as well as reporters, although the memorandum is addressed only to reporters. |
| 12c | <u>Ibid.</u> | Reference to monitors added; memorandum provision sharply modify to limit opportunity for reporter or monitor to take notes or tapes from court for improper reasons or when he is terminally ill or about to leave the state. |
| 12d | <u>Ibid.</u> | Memorandum repeated almost verbatim. |
| 12e | <u>Ibid.</u> | The proposed OES guidelines accompanying the proposed regulations are based on the remainder of the Katz memorandum. If the assumptions cited in the discussion above are now (or become) wrong, the proposed guidelines can be modified, or totally different guidelines prepared, without affecting the text of these proposed regulations. |

* Some of the above references to sources have been abbreviated to save space. Full titles are as follows:

Reference Here

N.J. Reporter Regs (1972)

Full Title

State of New Jersey, Administrative Office of the Courts, Administrative Regulations Governing Reporters in the New Jersey Courts (Effective April 10, 1972)

1974 Reporter Regs

State of Connecticut, Judicial Department,
"Regulations Concerning Court Reporters"
(Effective July 1, 1974)

1974 Monitor Regs

State of Connecticut, Judicial Department,
"Regulations Concerning Court Recording
Monitors" (Effect. July 1, 1974)

NCSC Study/Recommendation

National Center for State Courts, Transcripts
by Connecticut Court Reporters (May 10, 1978).

1959 Transcript Regs

State of Connecticut, Judicial Department,
"Memorandum from Office of Executive Secretary
to Court Reporters. Subject: Preparation of
Transcripts" (May 4, 1959)

Commentary on Proposed Reporter-Monitor Regulations

C. Discussion of Supplementary Documents

1. Suggested Appendices to Proposed Regulations

(Note. The items appended here include only the items directly mentioned in the proposed regulations. It is probably desirable to add other forms -- such as a form for requesting reimbursement for travel expenses -- that may be considered relevant.)

A. Attendance Reports. Forms currently in use for reporters and monitors. See Proposed regulations 5f and 7i.

B. Transcript Notification. Form JDSR-1120, with modifications suggested in the NCSC study. See proposed regulations 7i, 8f, 9c, and 10b-10f.

C. Release for Outside Employment. Proposed form for having official reporters identify reporters released for deposition work, with verification that such reporters have no pending transcripts or other assignments. See proposed regulation 8o.

D. Income Report. Form currently in use. See proposed regulations 7i and 9i.

E. Transcript Extension Request. Form prepared as part of NCSC study. See proposed regulation 10i.

F. Sample Transcript Pages. These pages comply with format requirements set forth in proposed regulations 11a-11i.

C.2. Suggested OES Guidelines in Furtherance of Certain Regulations

(Note. Proposed regulation 7b seeks to authorize OES to issue guidelines and directives that give further details about the application of the regulations.)

1. Guidelines for Assignment of Court Reporters. Based on Judge Lexton Speed Letter J-4 (9/17/75) to all judges of the Court of Common Pleas, subject: assignment of reporters.
2. Guidelines for Extension of Transcript Delivery Times. Based on National Center study of reporters, recommendation 1. See proposed regulation 10i.
3. Guidelines for Maintenance and Storage of Notes and Tapes. Essentially based on Elliot Katz memorandum no. C4-76 (4/21/76) to all court reporters, subject: maintenance and storage of notes. See proposed regulation 12e.

END