



IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT  
OF THE STATE OF FLORIDA

ADMINISTRATIVE ORDER 2022-00-08

RE: CIRCUIT-WIDE COURT REPORTING SERVICES PLAN  
(RESCINDING ADMINISTRATIVE ORDER 2014-00-05)

**Whereas**, the Supreme Court of Florida entered Administrative Order AOSC11-22 on July 20, 2011, which indicates standards of operation and best practices for court reporting services;

**Whereas**, Rule 2.535(h)(3), Florida Rules of General Practice and Judicial Administration, directs the chief judge, after consultation with the circuit and county judges, to develop a circuit-wide plan for court reporting of all proceedings required to be reported at public expense;

**Whereas**, Rule 2.535(h)(4), Florida Rules of General Practice and Judicial Administration, permits the permanent records of court proceedings to be made either by court reporter or by electronic recording

**Whereas**, Rule 2.535(i), Florida Rules of General Practice and Judicial Administration, requires the Chief Judge to enter an administrative order to develop and implement a circuit-wide court reporting plan for all trials in which the State seeks the death penalty and in capital post-conviction proceedings, it is therefore

**Ordered** that the following circuit-wide plan for ensuring that reporting services are rendered efficiently and economically is implemented throughout the circuit.

**I. Methods of Providing Court Reporting Services**

As an identified element of the state court systems, court reporting services are the responsibility of the trial courts for all proceedings required to be recorded at public expense. The Fourteenth Judicial Circuit has determined the most economical, efficient and effective strategy for providing the court record is by using a hybrid model which uses the skill and talents of specially trained court employees and specially selected independent contractors who combine their abilities as stenographers, digital court reporters, and transcriptionists to ensure the taking of the court record at public expense.

The following divisions of court and specific court proceedings are delineated to specify the method by which court reporting should be provided:

## CIRCUIT COURT

- A. Appellate Proceedings** – The Court does not provide any court reporting in Appellate Division matters. Parties wishing to record appellate proceedings or oral arguments may use any freelance court reporter following procedures in Section II of this order.
- B. Civil Division** – The Court does not provide any court reporting services in Civil Division matters. Parties wishing to procure a record of civil proceedings may use any freelance court reporter following procedures in Section II of this order. Except as follows:
- a. **Proceedings Under Chapter 394, Part V, Florida Statutes** – Jimmy Ryce proceedings do require a record; however, the Office of the State Attorney is the responsible party to ensure that the record is taken.
  - b. **Chapter 394, Part I, Florida Statutes** – Baker Act. The court is required to provide a record. These shall be recorded by electronic recording.
  - c. **Chapter 397, Florida Statutes** – Marchman Act. The court is required to provide a record. These shall be recorded by electronic recording.
- C. Criminal Division** – All proceedings shall be recorded by electronic recording. In addition, trials shall be reported by stenographic court reporters or contractor court reporters whenever possible.

### **Capital Cases** –

1. Any proceeding involving the potential or actual imposition of the death penalty, including but not limited to pretrial hearings, trials, sentencing hearings and post-conviction hearings, shall be reported by a stenographic court-employed court reporter.
2. Court-employed court reporters shall give absolute priority to the timely completion of capital case transcripts.

### **Grand Jury Proceedings** –

The Office of the State Attorney is the responsible party to ensure that a record is taken.

- D. Probate Division** – Parties in Probate Division proceedings may use any freelance court reporter in accordance with Section II of this order, except that all proceedings in which the Court is required to provide a record shall be provided by electronic recording, including but not limited to proceedings pursuant to **Chapter 744**, Florida Statutes, regarding:
- a. Adjudication of incapacity
  - b. Guardianships
  - c. Modification, termination, revocation of the adjudication of incapacity
  - d. Restoration of capacity

- E. Family Division** – Parties in proceedings which fall under the Florida Family Law Rules of Procedure may use any freelance court reporter in accordance with Section II of this order, except that all proceedings in which the Court is required to provide a record shall be provided by electronic recording, including but not limited to proceedings under **Chapter 741.30**, Florida Statutes, **Chapter 784**, Florida Statutes, and **Chapter 825**, Florida Statutes regarding:
- a. Injunctions for Protection
  - b. Dating, Sexual or Repeat Violence
  - c. Exploitation of Vulnerable Adults
- F. Juvenile Division** – All delinquency and dependency proceedings shall be recorded by electronic recording. In addition, Termination of Parental Rights trials shall be reported by stenographic court reporters or contractor court reporters whenever possible.
- G.** All other statutory requirements for recordings.

#### **COUNTY COURT**

- H. Civil Division**, including Small Claims – the Court does not provide any court reporting services in County Court Civil Division matters. Parties wishing to record civil proceedings or trials may use any freelance court reporter following procedures found in Section II of this order.
- I. Criminal Division** – All criminal proceedings, including trials, shall be reported by electronic recording.
- J. Traffic Division** –
- a. **Civil Traffic** – The Court does not provide any court reporting services in the County Court Civil Traffic Division. Parties wishing to record civil traffic proceedings may do so in compliance with Florida Rules of Traffic Court.
  - b. **Criminal Traffic** – All criminal traffic proceedings, including trials, shall be reported by electronic recording.

#### **MAGISTRATES AND HEARING OFFICERS**

- K.** All proceedings held before magistrates and hearing officers, except for civil traffic hearings as outlined above, shall be reported by electronic recording. Parties wishing to appeal the recommendations/reports made by magistrates or hearing officers shall ensure that a transcript is provided to the judge following procedures set out in the Florida Family Law Rules of Procedure.

**II. Procedures Where the Court Does Not Provide a Record**

- A. If a party wishes to make a record of a court proceeding for which the Court does not provide a record as delineated in this Order, it is the responsibility of the party or the party's attorney to secure the services of a qualified private court reporter.
- B. All notices of hearings for proceedings where the Court does not provide a record must specify whether or not the party setting a matter for hearing will be securing the services of a qualified private court reporter. All costs associated with the court reporter's appearance will be the responsibility of the party requesting the court reporter. This does not preclude the taxation of costs as authorized by law.

**III. Procedures for Ordering Transcripts**

- A. **State Attorneys, Public Defenders and Conflict Counsel** – Based on the cost-sharing plan implemented in the 14<sup>th</sup> Circuit, transcripts are available for all proceedings required to be recorded at public expense. Transcripts may be ordered by completing the appropriate Request for Transcript form which is available at [www.jud14.flcourts.org](http://www.jud14.flcourts.org).
- B. **Office of Regional Conflict Counsel** - Transcripts are available for regional conflict counsel for all proceedings required to be recorded at public expense. Transcripts may be ordered by completing the appropriate Request for Transcript form which is available at [www.jud14.flcourts.org](http://www.jud14.flcourts.org).
- C. **Private Party** – Transcripts are available to private parties and private attorneys. Transcripts may be ordered by completing the appropriate Request for Transcript form which is available at [www.jud14.flcourts.org](http://www.jud14.flcourts.org). In addition, a deposit will be required based on the estimated size of the transcript. Court Reporting Services may require full payment before a transcript is produced.
- D. **Closed Proceedings** – Any proceeding that was deemed as a closed hearing either by the presiding judge or statute will require a judge's order to produce a transcript.

**IV. Procedures for Ordering Digital Recordings**

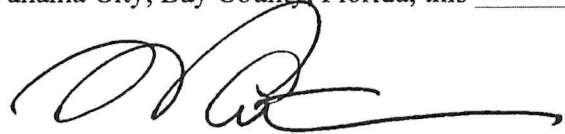
Digital recordings may be purchased from Court Reporting Services of any proceeding recorded at public expense. These copies do not represent the official court record.

- A. **State Attorneys, Public Defenders and Conflict Counsel** – Based on the cost-sharing plan implemented in the 14<sup>th</sup> Circuit, digital recordings are available for all proceedings required to be recorded at public expense. These may be ordered by completing the request form which is available at [www.jud14.flcourts.org](http://www.jud14.flcourts.org).
- B. **Office of Regional Conflict Counsel** – Digital recordings are available for regional conflict counsel for all proceedings required to be recorded at public expense. These

may be ordered by completing the request form which is available at [www.jud14.flcourts.org](http://www.jud14.flcourts.org).

- C. **Private Party** – Digital recordings are available to private parties and private attorneys. They may be ordered by completing the request form which is available at [www.jud14.flcourts.org](http://www.jud14.flcourts.org). Court Reporting Services can only accept credit card payments.
- D. **Closed Proceedings** – Any proceeding that was deemed as a closed hearing either by the presiding judge or statute will require a judge’s order to produce a digital recording.

**DONE and ORDERED** in Chambers at Panama City, Bay County, Florida, this 15<sup>th</sup> day of November, 2022.



CHRISTOPHER N. PATTERSON, CHIEF JUDGE



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OF THE CIRCUIT COURT

By Gabriela Barbo  
Deputy Clerk