

IN THE SUPREME COURT, STATE OF WYOMING

APRIL TERM, A.D. 2006

IN THE SUPREME COURT  
STATE OF WYOMING  
FILED

JUN 20 2006

*In the Matter of the Adoption of )  
District Court Rules for )  
Court Reporters )*

  
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JUDY PACHECO, CLERK

**ORDER ADOPTING DISTRICT COURT RULES FOR COURT REPORTERS**

**This matter** came before the Court by referral from the Board of Judicial Policy and Administration (Board). The Board reviewed the attached District Court Rules for Court Reporters and recommended that those rules be adopted by this Court. After reviewing those rules, the Court deems it necessary and proper to adopt the District Court Rules for Court Reporters. Therefore, it is

**ORDERED** that the District Court Rules for Court Reporters, a copy of which is attached hereto, be, and hereby are, adopted and shall be effective immediately; and it is further

**ORDERED** that a copy of the District Court Rules for Court Reporters shall be provided to the various district courts throughout the state as well as made available on-line on this Court's website.

**DATED** this 20<sup>TH</sup> day of June, 2006.

**BY THE COURT:**



**WILLIAM U. HILL  
Chief Justice**

## DISTRICT COURT RULES FOR COURT REPORTERS

### Stenographic Notes

- (a) All Official Court Reporters shall maintain or cause to be maintained a log of all stenographic notes of any District Court proceeding that is reported by them. This log shall list the name of the case, date of the proceeding, and an assigned reference number. If both paper notes and electronic notes are made at the time of the proceeding, then both shall be reflected on the log.
  - (1) All notes, paper and/or electronic, as well as the log shall be maintained in the offices of the District Court, in a location known to the District Court Judge.
  - (2) All notes, paper and/or electronic, shall be considered the property of the District Court.
- (b) All Official Court Reporters who perform their official duties with the use of an electronic writing device shall maintain a current copy of their "Personal Dictionary" in electronic format in the offices of the District Court, in a location known to the District Court Judge, and such electronic copy of the "Personal Dictionary" shall be considered the property of the District Court.
- (c) Each District Court shall create an individual "emergency" contingency plan regarding the production of transcripts that shall be implemented upon the death or incapacitation of the Official Court Reporter. Such plan shall include, but need not be limited to:
  - (1) The location of the Official Court Reporter's Case Log
  - (2) The location of the disks (or other storage device) of the reporter's electronic notes.
  - (3) The location of the hardware/software used by the reporter to produce transcripts, including the name of the software and phone number of the software vendor.
  - (4) A list naming at least two individuals who are capable of reading the reporter's notes, if available.
- (d) In addition to the foregoing, the District Court Judge may require his/her Official Court Reporter to take further precautions to protect court transcripts.
- (e) All court transcripts are the work-product of the Official Court Reporter. Arrangements shall be made through the Official Court Reporter regarding purchase of any and all transcripts, even though the original is contained in a court file.

## **Certification**

- (a) All persons performing the duties of Official Court Reporter shall be certified. The reporter may obtain Wyoming certification by:
- (1) Passing the Registered Professional Reporter examination administered by the National Court Reporters Association; or
  - (2) Having graduated from an accredited court reporting school AND passing a five-minute, two-voice dictation test at 225 words per minute at 95% accuracy (65 errors). Such test will be taken from an NCRA Examination Tape and administered by a committee of no less than two persons appointed by the District Court Judge. (Tape to be held by designated member of the Wyoming Shorthand Reporter's Association.)
  - (3) Passing a certification test from any other certifying state in which the requirements for certification meet the standards outlined in (a)(2) above; or
  - (4) Serving in the capacity as a full-time Official Court Reporter in a Wyoming District Court for a minimum of one year immediately prior to the adoption of this rule.
- (b) All Official Court Reporters shall be required hereafter to earn 3 continuing education units during each consecutive three-year period. (Record of continuing education units to be held by a designated member of the Wyoming Shorthand Reporter's Association.)

## **Equipment and Supplies**

- (a) All Official Court Reporters shall provide the equipment necessary to report and create transcripts of District Court proceedings. This equipment may include, but need not be limited to, stenographic writing machines, computers for transcription, and printers.
- (b) All Official Court Reporters shall provide the software necessary for the production of transcripts.
- (c) The State shall provide for the Official Court Reporter's use those other items necessary to report and create transcripts of District Court proceedings. These items may include, but need not be limited to, stenograph paper, printer paper and toner.