

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2006-028 PA/PI-CIR

RE: COURT REPORTING PLAN – AMENDMENT FIVE

Administrative Order 2004-018 PA/PI-CIR as amended by Administrative Order 2004-033 PA/PI-CIR establishes the policies to obtain transcripts. In order to modify the prepayment requirement and to delete obsolete references, it is hereby

ORDERED:

1. Section B, paragraph 4 of Administrative Order 2004-018 PA/PI-CIR is redesignated as Section C, paragraph 7, and amended to read:

C. GENERAL ISSUES

7. Requests for transcripts

Any person may order a transcript of a court proceeding except that proceedings under the Rules of Juvenile Procedure, Baker Act proceedings, or any other exempt proceeding shall not be provided without a court order. Requests for a transcript of proceedings in Pinellas County should be made in writing to the Administrative Office of the Courts, Suite H 2000, 14250 49th Street North, Clearwater, FL 33762. Requests for a transcript of proceedings in East Pasco County should be made in writing to the Administrative Office of the Courts, Court Technology Office, 7530 Little Road, Room 219, New Port Richey, FL 34654. Requests for transcripts of proceedings recorded by the contract court reporter in West Pasco County should be made to Judy G. Moukakis and Associates Inc., 7218 Massachusetts Avenue, New Port Richey, FL 34653. Any request must include sufficient information necessary to identify the proceeding, including the date of the proceeding, name of the presiding judge, the case name and Uniform Case Number, courtroom, and portion of the proceedings requested. If a transcript is ordered, either for an appeal or for further use in the trial court, court-employed court reporters shall be used for transcribing electronic recordings. If sufficient court employed court reporters are not available to timely provide transcripts, contract court reporters may be used for transcription purposes.

All transcripts require a 50% deposit before the transcript will be produced or the request must be accompanied by an order to transcribe. The balance must be paid upon receipt of the transcript. Rates for production of transcripts will be at the rates established in separate Administrative Orders establishing rates for court reporting services. The Administrative Office of the Courts will not release a transcript until payment has been made in full. All payments must be by check or money order. Payment for transcripts, except those payments made to the contract court reporter, shall be made payable to the State of Florida.

Counsel of record with an account in good standing may order an expedited transcript without paying the deposit but must pay for the entire cost upon receipt of the transcript. An account in good standing means that the attorney has paid for all previously ordered transcripts.

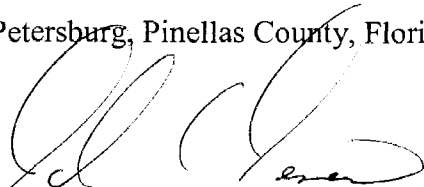
Transcripts requested by the Public Defender, by the State Attorney, by a court appointed attorney from the registry of the Local Indigent Services Committee, by a court appointed attorney from the registry of the Commission on Capital cases, or by a Capital Collateral Regional Counsel shall be billed to the Justice Administrative Commission or the Chief Financial Officer in accordance with procedures established by the Trial Court Budget Commission.

Prepayment is not required for transcripts requested by the Guardian ad Litem Program, Pasco County, or Pinellas County. The prepayment requirement may be waived for other governmental entities upon request to the Chief Judge.

2. All other terms and conditions of Administrative Orders 2004-018 PA/PI-CIR, 2004-099 PA/PI-CIR, 2005-038 PA/PI-CIR, 2005-068 PA/PI-CIR, and 2006-027 PA-CIR shall remain in full force and effect.

Administrative Order 2004-033 PA/PI-CIR is hereby repealed.

18th **DONE AND ORDERED** in Chambers at St. Petersburg, Pinellas County, Florida, this day of April 2006.



David A. Demers, Chief Judge

cc: All Judges
The Honorable Bernie McCabe, State Attorney
The Honorable Robert H. Dillinger, Public Defender
The Honorable Ken Burke, Clerk of the Circuit Court, Pinellas County
The Honorable Jed Pittman, Clerk of Circuit Court, Pasco County
Gay L. Inskip, Trial Courts Administrator
Carol Heath, Director, Court Services Division, Pinellas County Clerk's Office
Betty Henderson, Assistant Court Services Director, Pasco County Clerk's Office
Kerry L. Rice, Deputy Courts Administrator, Pasco County
Law Libraries, Pasco and Pinellas Counties
Bar Associations, Pasco and Pinellas Counties
Judy Moukakis, Court Reporter