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IN THE 15TH JUDICIAL DISTRICT
Cheyenne, Logan, Rawlins,
Sheridan, Sherman, Thomas & Wallace Counties

Clerk of District Court
Thomas County Kansas

ADMINISTRATIVE ORDER NO. 24-5

WHEREAS, pursuant to Kansas Supreme Court Rule 107(b), the chief judge is responsible for and has supervisory authority over the court's clerical, court reporters, and administrative functions.

WHEREAS, the Clerks of the District Courts receive requests for transcripts of proceedings.

WHEREAS, some proceedings in any one case are electronically recorded and others are taken by a court reporter,

WHEREAS, it would benefit the requesters, the judges, Clerks of the District Courts, transcriptionist(s) and the official court reporter to have a uniform process and forms for these requests and the orders associated with them.

IT IS THEREFORE ORDERED that for transcript requests for proceedings held in the 15th Judicial District shall be made as follows:

1. A request for transcript must be in writing and filed in the case.¹ All requests must be accompanied by a proposed order approving the request, except for cases on appeal to the Court of Appeals or Kansas Supreme Court. The written request and proposed order shall include the name of the judge who presided at the hearing, the hearing type, the date or dates of the hearing type, and the specific portion of the proceeding to be transcribed.

¹ Kansas Supreme Court Rules 3.03, 365; K.S.A. 22-4509

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A self-represented litigant may include a poverty affidavit in criminal, child in need of care, or juvenile cases to have the court determine whether the transcript will be provided to the person without cost.

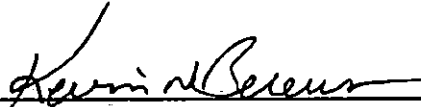
2. Requests for transcripts should be made on the forms provided by the district except requests by court-appointed counsel in an indigent felony criminal appeal or a felony 60-1507 case. The court-appointed counsel in felony appeal or felony 60-1507 cases should use the Board of Indigent Defense Services (BIDS) form. No order is required in cases on appeal to the Court of Appeals or Kansas Supreme Court.
3. The forms for requests and proposed orders shall be available upon request from the Clerk of the District Court or on the 15th Judicial District of Kansas website.
4. The Clerk of the District Court should provide any proposed order to the judge assigned to the case at the time of the request.
5. The assigned judge should review the proposed order and either grant or deny the same.
 - a. If the judge denies the proposed order, the court clerk should notify the requestor.
 - b. If the judge grants the proposed order, the court clerk should notify the requestor.
6. In any case for which an Order for Transcript is not needed or has been granted, the court clerk shall provide a copy of the Request for Transcript and Order for Transcript (if applicable) to one of the following:
 - i. For hearings which the current official court reporter took the record – to the official court reporter.
 - ii. For electronic recorded hearings or hearings which a former official court reporter took the record – to the Court Administrator.

- iii. The court clerk shall provide the appropriate documents to the appropriate person within two business days of the file stamp date.
7. The Court Administrator shall assign electronically recorded hearings for transcription.
8. The person assigned to the transcript preparation shall request the necessary recordings from the Clerk of the District Court.
9. The Clerk of the District Court shall provide copies of recordings of the hearings to be transcribed to the person assigned to the transcript preparation within three business days of the request.
10. All requests for transcripts will require prepayment of the estimated cost of the transcript before preparation of the transcript will begin, except, prepayment of transcripts will not be required from the county attorney, court-appointed counsel for indigent defendants, Guardian ad Litem in juvenile and child in need of care cases, special prosecutors in criminal cases, the Attorney General's Office of Kansas, the State or state agency or subdivision, city prosecutor, the appellate public defender's office, or indigent self-represented litigant in juvenile, child in need of care, criminal, or 60-1507 cases.
 - a. For transcripts produced by a transcriptionist:
 - i. The transcriptionist shall make the request for prepayment of transcript by preparing and filing of a Demand for Payment of Estimated Cost of Transcript with the Clerk of the District Court and providing a copy to the requestor.
 - ii. Payments will be made to the Clerk of the District Court.
 - iii. Once payment is received, the Clerk of the District Court shall notify the transcriptionist that payment has been made.

- iv. The transcriptionist will complete the transcript.
 - v. Upon completion, the transcriptionist will file a document with the Clerk of the District Court giving notice that the transcript is completed.
 - vi. The transcriptionist shall file a Demand for Actual Cost of Transcript or a Notice of Actual Cost of Transcript and Overpayment as needed for completed transcripts.
 - vii. Payment for the actual cost of completing the transcript shall be paid before the original transcript will be provided to the requestor or filed with the Court unless otherwise provided by statute, court rule, or order of the court.
- b. For transcripts produced by a court reporter: The court reporter will be responsible for making demands for estimated costs, billing, and receiving payment for all transcripts assigned to the official court reporter.

IT IS BY THE COURT SO ORDERED. This order is effective as of March 14, 2024.

Dated March 14, 2024



Kevin N. Berens
Chief District Judge
Fifteenth Judicial District