

**Twentieth Judicial Circuit**  
**Administrative Office of the Courts**  
**Court Reporting Services Department**  
**Electronic Court Recording Office**

**Electronic Recording and Transcript Requests**  
**Procedures**

## Background

By statute, rules of court, and/or administrative orders, certain court events are recorded at public expense. Administrative Order 2.2 authorizes the Electronic Court Recording (ECR) Office to use electronic systems to record such events. Detailed below are the procedures to obtain a copy of an electronic recording or a transcript from an electronic recording.

## Criminal Cases

### 1. Request For Electronic Recording:

- a. Obtain and complete a written *Media Request Form* from the 20<sup>th</sup> Judicial Circuit's web site at [www.ca.cjis20.org](http://www.ca.cjis20.org) - under the *Departments* header, click *Court Reporting Services* – or the Electronic Court Recording (ECR) office in the county where the court event was held.
- b. The ECR Office will only process requests submitted on an official *Media Request Form*.
- c. To ensure a prompt response to your request, PLEASE fill out the form in its entirety, including:
  1. the case name,
  2. the case number,
  3. the type of proceeding,
  4. names and addresses of each party to the suit and who they represent,
  5. the date and time of EACH court event,
  6. whether you would like all or specific portions of each event,
  7. the requestor's name, address and daytime telephone number.

The ECR Office is unable, due to staffing constraints, to contact you for clarification or additional details. Please help ensure the timely and accurate processing of your request by providing all of the information on the *Media Request Form*.

- d. The ECR Office requires a minimum of 5 (five) business days to process your request. The *Media Request Form* must state a specific due date.
- e. For each case, consolidate all hearings and trial events on one request form.
- f. Submit the *Media Request Form* to the ECR branch office in the county wherein the court event took place via the web, email, fax, US Postal Service, or deliver to the ECR office as noted below.
- g. Check the status of your request by telephone or email to the ECR Office where you submitted your request.
- h. The ECR Office will notify the requesting party via telephone or email when the *Media Request*

has been processed. It is important that you give a daytime phone number where you may be reached. The ECR Office will only make one attempt to notify you. Completed requests may be picked up at the Administrative Office of the Courts upon receipt of payment.

- i. Payment procedures:
  1. The fee for the CD recording is US \$25.00.
  2. Privately retained attorneys and pro se parties shall pay the fee before receipt of the recording.
  3. State Attorney or Public Defender will receive a bill each month.
  4. Court-appointed attorneys or indigent parties shall submit the court order indicating appointment and will be billed.
  5. All payments shall be by cashier's check or money order in US dollars made payable to the State of Florida.
  6. Recordings will not be released until full payment has been received.
2. **Certified Copy - Verification of CD Content:**
  - a. The ECR Office will copy the recording(s) you request onto a compact diskette (CD). The CD will be labeled with the date of production and a certification that it is a true copy of the recording(s). You will also be provided with a list of the CD's contents.
  - b. The requesting party is responsible for confirming that the recordings on the CD are, in fact, what was requested. It is particularly important that you confirm the CD contents BEFORE you give the CD to a transcription firm.
  - c. If there is a discrepancy, please contact the main ECR Office in Lee County, Florida, immediately by telephone, email or fax.
3. **Written Transcript – Privately Retained Attorney or Pro Se Party to the Court Event:**
  - a. As a privately retained attorney or self-representing party (*pro se*), you must make arrangements directly with a transcription firm of your choice if you elect to have a transcript prepared.
  - b. The transcription firm you choose will transcribe the proceeding from the compact diskette (CD) provided to you in paragraph 2 above. The transcription firm is responsible for complying with the notice provisions of Administrative Order 2.2 and with the "Manual of Transcription Procedures." Administrative Order 2.2 and the Manual are available on the 20<sup>th</sup> Judicial Circuit's web site at [www.ca.cjis20.org](http://www.ca.cjis20.org) and in the ECR offices listed below.
4. **Written Transcript – State Attorney or Public Defender:**
  - a. Submit a written request and the certified copy of the recording (on CD) to the contract transcription firm on the *Transcript (At PublicExpense) Request Form*. The form is available on the 20<sup>th</sup> Judicial Circuit's web site at [www.ca.cjis20.org](http://www.ca.cjis20.org) - under the *Departments* header, click *Court Reporting Services* – or at one of the ECR offices listed below.

- b. The current transcription vendor for the State's Attorney, Public Defender and Courts is:
- |  |  |
|--|--|
| Fort Myers Court Reporting<br>2231 First Street<br>Fort Myers, Florida 33901<br>(239) 334-1411 | Naples Court Reporting<br>2340 Stanford Court<br>Naples, Florida 34112<br>(239) 417-5898 |
|--|--|
- c. Please provide the transcription firm with a specific due date. Remember, the transcription firm's delivery clock starts ticking at the point they receive your transcript request. When the transcription firm receives the request after 2:00 pm, it will be treated as if delivered the next business day.
- d. When the attorney is court-appointed, a copy of the signed and filed court order indicating appointment must accompany the *Transcript (At Public Expense) Form*.

**5. Transcription Firm's Duty:**

- a. Unless a request for transcript is made by the Court, the transcription firm will notify each party of the request for a transcript as required by Administrative Order 2.2. The transcription firm will rely on the names and addresses provided by the requesting party in the *Transcript (At Public Expense) Form*. When the attorney is court-appointed, a copy of the signed and filed court order indicating appointment must accompany the *Transcript (At Public Expense) Form*.
- b. Upon completion of an order for transcription, the transcriptionist will send the original transcript or partial transcript, as ordered, to the court file along with a completed request form.
- c. Once a proceeding has been transcribed, subsequent requests for additional copies shall be referred to the Clerk of Circuit Court.

## **Civil Proceedings**

The Electronic Court Recording Office does not currently record civil proceedings, except as specified in Administrative Order 2.2.

## **Disclaimer**

The Administrative Office of the Courts of the Twentieth Judicial Circuit, Electronic Court Recording Office, Court Administrator, Judges, State, County, and any employees thereof, shall not be held responsible or liable for any errors, omissions, mistakes, negligence, or any other acts committed by or on behalf of the transcriptionist, or committed by or on behalf of any party, person, or entity requesting or utilizing the electronic recording, regardless of whether or not the acts are, or were, committed intentionally, maliciously, or in bad faith. Any party, person or entity requesting a media copy of any proceeding electronically recorded for transcription purposes, or for any other purposes, shall indemnify and hold harmless the Administrative Office of the Courts of the Twentieth Judicial Circuit, Electronic Court Recording Office, Court Administrator, Judges, State, County, and any employees thereof, from any actions or claims which might arise based upon any errors, omissions, mistakes, negligence, or any other acts committed by or on behalf of the transcriptionist, or committed by or on behalf of any party, person, or entity requesting or utilizing the electronic recording, regardless of whether or not the acts are or were committed intentionally, maliciously, or in bad faith.

## **Electronic Court Recording – Branch Offices:**

### **Lee, Glades, Hendry County**

Court Administration, Room 1213  
Lee County Justice Center  
1700 Monroe Street  
Fort Myers, Florida 33901  
Email address: [ecr@ca.cjis20.org](mailto:ecr@ca.cjis20.org)  
Phone number: (239) 479-8207  
Fax number: (239) 335-2387

### **Collier County**

Court Administration, 2nd Floor  
Collier County Government Complex  
3301 East Tamiami Trail  
Naples, FL 34112  
Email address: [ecr@ca.cjis20.org](mailto:ecr@ca.cjis20.org)  
Phone number: (239) 774-8058  
Fax number: (239) 774-9654

### **Charlotte County**

Court Administration, 2<sup>nd</sup> Floor  
Charlotte County Justice Center  
350 East Marion Avenue,  
Punta Gorda, FL 33950  
Email address: [ecr@ca.cjis20.org](mailto:ecr@ca.cjis20.org)  
Phone number: (941) 637-2110  
Fax number: (941) 637-2283