

## **Court Reporting** **Frequently Asked Questions**

### **What is a transcript?**

A transcript is a written version of the words spoken or testimony given during a court proceeding.

### **What is a digital recording?**

A digital recording is an audio tape recording or a recording by any other electronic means, including but not limited to digital or other technology.

### **What proceedings are available for transcript and/or digital recording requests?**

The following proceedings are either digitally recorded or reported by a contracted court reporter (official court reporter):

- ☐ Circuit Criminal
- ☐ County Criminal
- ☐ Juvenile Delinquency
- ☐ Juvenile Drug Court
- ☐ Adult Drug Court
- ☐ Felony and Misdemeanor Mental Health Court
- ☐ Veteran's Court
- ☐ Dependency, including Shelter Hearings
- ☐ Termination of Parental Rights
- ☐ Domestic Violence Injunctions
- ☐ Baker Act/Marchman Act
- ☐ Guardianship/Jimmy Ryce
- ☐ Hearings held before a General Magistrate or Hearing Officer

**\*\*Note:** For civil, family civil, traffic infraction hearings, and any other case types not listed above, **it is the responsibility of the litigant to hire a court reporter** from a private court reporting agency. The court **does not** provide a court reporter for these hearings.

### **How can I obtain a transcript of a digitally recorded proceeding?**

You may visit the Circuit's website at <http://www.17th.flcourts.org/court-reporting/> to obtain a Transcript Request Form. If CRS is directed to prepare a transcript from an electronic recording of a proceeding covered by CRS, all completed forms should be emailed to Court Reporting Services (CRS) via email to [crstran@17th.flcourts.org](mailto:crstran@17th.flcourts.org) for processing. Once a request is received, staff will advise as to the preparation, delivery, and costs of the transcript. Except for appeals, a court order is required for any judicial proceeding an hour or longer in duration when the proceeding is covered by CRS. If a requested hearing was not digitally recorded by CRS, the requesting party will be advised.

**How can I obtain an audio recording of a digitally recorded proceeding?**

You may visit our website at <http://www.17th.flcourts.org/court-reporting/> to obtain a Multi-Media Request Form. Additionally, parties to a case and attorneys of record must complete a Prohibition Against Dissemination Form required by Florida Supreme Court Administrative Order AOSC11-22. Completed forms are to be emailed to [crstran@17th.flcourts.org](mailto:crstran@17th.flcourts.org) for processing. Once a request is received, staff will advise as to the availability of the audio recording and associated costs.

**How can I obtain a transcript of a proceeding reported by a contracted court reporter (official court reporter)?**

If the proceeding was not digitally recorded but was reported by a contracted court reporter, the requesting party will need to directly contact the contracted court reporting agency.

**Is there a cost for a CD of my hearing that was digitally recorded?**

Yes, the cost is \$25.00 per CD. An audio link can also be sent via email in lieu of a CD. Payment is required before a CD or audio link is produced.

**How long will it take to receive a CD or audio link of a digital recording?**

CDs or an audio link will be ready within seven (7) business days from the date the request is received.

**Is there a cost for a transcript?**

Yes, the cost of a transcript is determined by its length and delivery rate. Please note that expedited delivery rates can only be fulfilled if resources are available. Most transcript requests will be fulfilled within 30-45 business days of the request. All privately ordered transcript requests require an initial 50% nonrefundable deposit to begin production. No transcript will be released by CRS until payment has been made in full.

The transcript production rates are set forth in Seventeenth Judicial Circuit Administrative Order No. 2023-32-Gen, and are listed below:

<b>Delivery Time</b>	<b>Number of copies</b>	<b>Cost per page</b>
24 hours (overnight)	Original and 2 copies	\$10.25
	Each additional copy	\$1.10
Three (3) business days	Original and 2 copies	\$9.75
	Each additional copy	\$1.10
Six (6) business days	Original and 2 copies	\$8.50
	Each additional copy	\$1.10
Ten (10) business days	Original and 2 copies	\$7.25
	Each additional copy	\$1.10
Thirty (30) days	Original and 2 copies	\$6.25
	Each additional copy	\$1.10

Appeals	Original and 2 copies	\$6.25
	Each additional copy	\$1.10

**Can I order a CD or transcript of just a portion of my proceeding?**

Yes, you may order a portion of your proceeding. You will need to specify on the appropriate request form which portion you are requesting.

**Can I still make a transcript or CD request if I am not a party to the case?**

A person who is not a party to a case may request and obtain a written transcript or CD, unless a record of the proceeding is deemed confidential and exempt from public access. The request will be treated as a request for judicial branch records in accordance with the Florida Rules of General Practice and Judicial Administration and any applicable local administrative order. A review by the Office of the General Counsel is required to ensure that any confidential or exempt material is redacted accordingly. This procedure is in accordance with Florida Supreme Court Administrative Order AOSC11-22 to ensure that no exempt, confidential or non-public matter is released.

**Can I make a request for a transcript or CD if I am not the attorney of record?**

An attorney who is not docketed in the Clerk's system as the attorney of record may submit a request for a transcript or CD, unless the record of such proceeding is deemed to be confidential and exempt from public access. The request will be treated as a request for judicial branch records in accordance with the Florida Rules of General Practice and Judicial Administration and any applicable local administrative order. A review by the Office of the General Counsel is required to ensure that any confidential material be redacted accordingly. This procedure is in accordance with Florida Supreme Court Administrative Order AOSC11-22 to ensure that no exempt, confidential or non-public matter is released.

**Is there a cost for a Public Records Request?**

Yes, the costs for a public records request for a transcript and electronic recording are below.

**PR Transcript Fee:** In addition to the cost of producing a transcript, a deposit in the amount of \$66.00 will be needed to begin a review of the transcript. This amount **must be** by check made payable to the State of Florida, and must be received prior to beginning the review process. The cost for the review could exceed the deposit amount. The cost is \$16.50 per 15-minute increments of review time. The \$66.00 deposit and any other fees required to review the transcript is a separate cost from the cost to prepare the transcript.

**PR Electronic Recording Fee:** In addition to the cost of producing the electronic recording, a deposit of \$66.00 will be needed to begin a review of the electronic record. This amount must be by check made payable to the State of Florida, and **must be** received prior to beginning the review process. The cost for the review could exceed the deposit amount. The cost is \$16.50 per 15-minute increments of review time. The \$66.00 deposit and any other fees required to review the electronic recording is a separate cost from that of the electronic recording cost.

**How can I make a payment for a CD or transcript request?**

A check or money order, made payable to the State of Florida, may be delivered or mailed to the address below. We cannot accept cash.

Broward County Courthouse  
Court Reporting Services  
Room 19170  
201 SE 6th Street #105  
Fort Lauderdale, FL 33301

We also offer online payment options. Please contact court reporting staff for additional information regarding online payment options.

**Who can I contact if I have a question pertaining to my CD or Transcript request?**

You may contact Court Reporting Services at (954) 831-6260 for assistance. We are open from 8:30 a.m. to 5:00 p.m. Monday through Friday (excluding court holidays).