

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2.504-1/25*

IN RE: COURT REPORTER'S APPOINTMENT, APPEARANCE
FORMS AND TRANSCRIPTS IN CIVIL CASES

Court reporting services are not provided by the court for civil proceedings. The expeditious preparation of transcripts is essential to the orderly and efficient administration of justice. Justice requires that all parties have notice when a transcript is requested by any party.

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of **General Practice and Judicial Administration 2.215 and Florida Rule of General Practice and Judicial Administration 2.535**, it is **ORDERED** as follows:

1. It shall be the duty of a party desiring the presence of a court reporter at any civil trial or hearing to secure the presence of a court reporter **in advance**. The court reporter **must** complete the attached "Court Reporter Appearance" form and file it with the clerk prior to the commencement of the proceeding.

2. The court reporter **must** transcribe the proceeding at the request of any party to the litigation. When a party requests a transcript or a portion thereof, the court reporter shall notify all other parties of the request.

DONE and SIGNED in Chambers, at West Palm Beach, Palm Beach County, Florida, this 6th day of January, 2025.

 THE
15TH JUDICIAL CIRCUIT
OF FLORIDA
ADMINISTRATIVE OFFICE OF THE COURT

Glenn D. Kelley

GLENN D. KELLEY
Chief Judge

*supersedes admin. order no. 2.504-9/08

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

CASE NO.

v. (Short style)

COURT REPORTER APPEARANCE

Date of Proceeding:

Agency:

Address:

Phone:

Name of Reporter:

Retained by:

Contact agency for rates.

Signature of Reporter

(To be completed by Reporter and filed with Court)