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

ADMINISTRATIVE ORDER NO. 2.503-10/25*

IN RE: COURT REPORTING SERVICES

The State of Florida has established and funded court reporter positions for all judicial proceedings required by law to be reported at public expense. The Court's administrative office is charged with the responsibility of supervising court reporting functions **under Florida Statutes (FSS) 43.26(f). This Administrative Order (AO) should be read in pari materia with Florida Rules of General Practice and Judicial Administration (Fla. R. Gen. Prac. & Jud. Admin.) 2.353, any AO promulgated by the Florida Supreme Court, and any other authorities cited herein.**

NOW, THEREFORE, under the authority conferred by **Fla. R. Gen. Prac. & Jud. Admin.** 2.215 **and 2.535(h)(3), and FSS 43.26(e)**, it is **ORDERED** as follows:

1. **The Court Reporting Services (CRS) Department is responsible for ensuring that proceedings mandated by law, rule, statute, or AO required to be recorded at public expense are recorded at the highest attainable quality, that accurate transcripts are prepared for said proceedings, and that the record is retained and archived as required under Fla. R. Gen. Prac. & Jud. Admin 2.430(e). Proceedings required to be reported at public expense under Fla. R. Gen. Prac. & Jud. Admin. 2.535(h)(1) may be listed on the CRS Department webpage FAQ's.**
    a. **All persons entering a courtroom or hearing room in the Fifteenth Judicial Circuit are hereby notified that electronic recording equipment may be in use by the CRS Department.**
    b. **Courtroom and hearing room participants will know active recording is in use by the CRS Department when the "RECORDING" sign is illuminated in the room near the presiding official's bench.**
    c. **Appropriate signage may be posted outside all courtrooms and hearing rooms where digital court recording is being utilized to capture the court record. Notice of the use of microphones may also be posted on signage on the counsel tables and/or lecterns. Signs may be posted outside of the courtrooms and hearing rooms to provide notice to all who enter the room of the use of digital court recording equipment, and that any conversations may be recorded if in use.**
    d. **Under Fla. R. Gen. Prac. & Jud. Admin. 2.535(h)(5)(C), participants have a duty to protect confidential information. Under Fla. R. Gen. Prac. & Jud. Admin. 2.535(h)(5)(B), attorneys must take all reasonable and available precautions to protect disclosure of confidential communications in the**

courtrooms. Precautions may include muting microphones or going to a designated location that is inaccessible to the recording equipment.

2. **Under Fla. R. Gen. Prac. & Jud. Admin. 2.535(a)(6), "Official record" means the transcript, which is the written or electronically stored record of court proceedings. Transcripts of all judicial proceedings must comply with Fla. R. Gen. Prac. & Jud. Admin. 2.535(f).**
    a. **The CRS Department is the official record custodian of all official digital recordings of court proceedings under Fla. R. Gen. Prac. & Jud. Admin. 2.420(b)(3)**
    b. **Electronic court proceedings may be recorded if they are required to be recorded at public expense. However, CRS Department staff may not have capabilities to control remote technology. See AOSC20-106.**

3. The **CRS** Department **must** continue as established within the Administrative Office of the Court **(AOC)**. A manager of the **CRS** Department **must** be appointed by the Trial Court Administrator **(TCA)**.
    a. The **CRS Department** Manager **must**:
        i. Direct and manage **the** affairs of court reporting services **provided within this Circuit for proceedings required to be reported at public expense.**
        ii. In conjunction with the **TCA**, develop and administer a budget for the effective and efficient administration of the programs **and court reporting service delivery strategies**.
        iii. Implement policies and procedures for the effective administration of the programs **to ensure the efficient provision of court reporting services under FSS 29.004(3), including providing multiple service delivery strategies if they are necessary**.
        iv. Provide and coordinate the appropriate training of stenographers, digital court reporters, electronic transcribers, and scopists assigned to the **c**ourts.
        v. **Follow a schedule of divisional court events required to be reported.**
        vi. Recommend the establishment of new programs **and service delivery strategies** to ensure that the **CRS** Department is keeping pace with the latest court reporting technology.
        vii. Develop retrieval policies and procedures to ensure timely and adequate production of transcripts **and/or copies of digital recording audio requests**.

4. **A hybrid model of** CAT and DCR **reporting** technology may be utilized **if necessary to ensure the efficient provision of court reporting services** for any judicial proceedings **required to be reported** in the **c**ourts of the Fifteenth Judicial Circuit.

5. **In the event the courts are unable to operate under normal rules and procedure such as during a disaster or emergency, and if court reporting equipment or services specified in this AO are not available, the Chief Judge and/or his or her designee may implement other means of reporting that are available to capture the court record.**

6. Stenographers, digital court reporters, electronic transcribers, and scopists who are contractual may be assigned to the CAT and DCR court reporting programs. Agreements for contractual stenographers, digital court reporters, electronic transcribers, and scopists must be approved by the **CRS Department** Manager and **TCA**. All contractual stenographers, digital court reporters, electronic transcribers, and scopists will be required to enter into an agreement for services. A current list of all contractual stenographers, digital court reporters, electronic transcribers, and scopists shall be maintained by **the CRS Department.**

   a. Contracted vendors of the Fifteenth Judicial Circuit shall be compensated at outlined in Exhibit 'A'.

   b. All stenographers, digital court reporters, electronic transcribers, and scopists in contract with the Fifteenth Judicial Circuit must meet certification requirements established by the State of Florida. Proof of certification may be required as needed by the **TCA**.

7. A schedule of **applicable** fees **for production of transcripts and digital recording copies** shall be established by the **CRS** Department. A copy of the fee schedule is attached hereto as Exhibit 'A'.

   a. Effective July 1, 2022**,** transcript **and digital recording copy** production shall be in accordance with the fee schedule, except that the Office of the Public Defender, the Office of the State Attorney, and the Office of Regional Conflict Counsel shall be billed as set forth in the Fifteenth Judicial Circuit Court Reporting Statement of Services.

   b. Court appointed counsel and private counsel representing indigent defendants for costs **must** comply with court orders and the requirements of the Justice **Administrative Commission (JAC)** for payment. **It is the trial attorney's obligation to make all necessary arrangements for payment. The CRS Department will not release a transcript or digital recording copy until full payment or a court order is received.**

8. A determination of civil indigent status **under** 57.082 **FSS** does not entitle an indigent party to a civil, family, and civil traffic infraction case to creation and production of transcripts and/or digital recording **copies** at the public expense. *See* § 57.081(1) **FSS** (2024). Likewise, indigent criminal defendants are not entitled to the creation of a transcript and/or digital recording **copies** at the public expense for purposes of preparing a postconviction motion. *See, e.g. Roesch v. State*, 633 So. 2d 1, 2 (Fla. 1993), **absent a court order under 27.52(5)(f) FSS.**

9. **Transcript and/or digital recording r**equests to the **CRS** Department **must not be produced** at public expense **without** a court order.

10. **Under Fla. R. Gen. Prac. & Jud. Admin. 2.535(j), transcription of hearings for appeals of orders in juvenile dependency and termination of parental rights cases are given priority over transcription of all other proceedings, unless otherwise ordered by the court based upon a demonstrated exigency.**

11. If appellate transcripts are requested for a specific date on which both trial and other

proceedings (**e.g.** voir dire/**jury selection**, motions in limine, etc.) **occurred**, then the **CRS** Department will **only** produce transcripts of the trial, unless such other proceeding**(s)** is specifically requested in the Notice of Designation **to Court Reporter.**

12. The **CRS** Department will produce transcripts of voir dire/jury selection only in the following circumstances:

    a. When voir dire/jury selection is specifically included in the Statement of Judicial Acts to be Reviewed; or
    b. When the Notice of Designation **to Court Reporter** states that a transcript of voir dire/jury selection is necessary for considering one of the judicial acts listed in the Statement of Judicial Acts to be Reviewed.

DONE and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this 24th day of October 2025.

Glenn D. Kelley
Chief Judge

*supersedes admin. order 2.503-02/23

EXHIBIT 'A'

SCHEDULE REGARDING COURT REPORTER COMPENSATION, AND FEES FOR TRANSCRIPT(s), CD(s)/DVD(s), AND DIGITAL DOWNLOAD(s)

The chief judge has the discretion to adopt an administrative order establishing maximum fees for court reporting services under Fla. R. Gen. Prac. & Jud. Admin. 2.535(e).

A. COMPENSATION FOR CONTRACTUAL COURT REPORTERS

1. Trial Proceeding Coverage

From time to time, the Court may require the services of contractual stenographers, digital court reporters, electronic transcribers, or scopists. When it becomes necessary to utilize the services of a contractor for trial proceedings, the following fee schedule shall apply:

a. CAT Program (Stenographer)
Attendance Fee:

AM Session (8:30 AM -12:00 PM)	Not to Exceed $150.00 except for extraordinary circumstances
PM Session (1:30 PM - 5:00 PM)	Not to Exceed $150.00 except for extraordinary circumstances

Any hours in excess of 3 ½ hours for morning or afternoon sessions, or for work on Saturdays, Sundays and legal holidays, shall be compensated at a rate of $30.00 per hour billed to the nearest 1/4 hour.

b. Digital Court Reporting: Contractual digital court reporters shall be paid at the rate of $15.00 per hour.

B. FEES FOR TRANSCRIPT(s), CD(s)/DVD(s), AND DIGITAL DOWNLOAD(s)

Transcripts, CDs/DVDs, **and/or** Digital Downloads may be ordered by using the online Department approved *Request Web Form*. The per page rates set forth immediately below, along with other information relating to how to order transcripts, CDs/DVDs, **and/or** Digital Downloads are set out in *Court Reporting FAQs* (attached **as Exhibit 'B'**).

1. CAT Program (Stenographer Rates) – fee per page

Non-Appeals

Printed Original and One Copy	$6.00
PDF Transcript Only (sent via email)	$5.00

Additional Printed Copy	$1.00

Appeals

Printed Original and Two copies	$6.75
PDF Transcript (e-filed)	$5.75
Additional Printed Copy	$1.00

2. **DCR Program (Electronic Transcriber Public Rates) – fee per page**

Non-Appeals

Printed Original and One Copy	$5.50
PDF Transcript Only (sent via email)	$5.00
Additional Printed Copy	$1.00

Appeals

Printed Original and Two Copies	$6.75
PDF Transcript (e-filed)	$5.75
Additional Printed Copy	$1.00

3. **DCR Program (Cost Sharing Rates) – fee per page**

Non-Appeals

Printed Original and One Copy	$3.25
PDF Transcript (sent via email)	$3.25
Additional Printed Copy	$1.00

Appeals

Printed Original and Two Copies	$4.25
PDF Transcript (e-filed)	$4.25
Additional Copy	$1.00

4. Fee per Copy of Electronic Recording provided on a CD/DVD:
$25.00 (1 CD/DVD per court event)

5. Fee per Copy of Electronic Recording provided as a Digital Download:
$20.00 (1 Digital Download per court event)

C. DELIVERY SERVICE METHODS AND APPLICABLE RATES

Transcripts, CDs/DVDs, and Digital Downloads may be ordered with normal delivery. No expedited service is available. See Exhibit 'B' for additional information on standard turnaround times.

1. Transcripts

Regular Service (4 to 6 weeks)	See rates above

2. Copy of Electronic Recording provided on a CDs/DVD(s)

Regular (within 5 business days)	See rates above

3. Copy of Electronic Recording provided as a Digital Download

Regular (within 5 business days)	See rates above

D. PUBLIC RECORD REQUEST REVIEW FEE SCHEDULE

1) Digital Downloads and/or CD/DVD items: $12.50 per 15-minute increment of review time, with a $12.50 minimum deposit for up to 15 minutes of review time.

2) Transcript items: $12.50 per item requested and per 15-minute increment of review time, with a $12.50 minimum deposit for up to 15 minutes of review time.

E. REFUND SCHEDULE

All payments are final once payment is received by our office and production has begun on an order, or an order has already been completed.

Refunds are issued if the following applies, including, but not limited to:

1) If the requested court event was not recorded.
2) If the requested court event is beyond retention policy.
3) If the digital recording is damaged/corrupted.

4) If a duplicate request has been received.
5) If a completed Prohibition Against Dissemination form has not been received within the specified timeframe as e-mailed to the requestor.
6) If production has not yet began on an order and a timely notice of cancellation was received by our office.
7) If an incorrect payment has been received.
    - Cashier's checks and money orders can be mailed back at the requestor's expense. Otherwise, payments must be picked up in person within 30 days of notification that the payment(s) were incorrect or the payment(s) will be voided and destroyed.