

## **Chapter 5 – Court Records**

### **Rule 5.01 – Court Files**

Case files, both open and closed, shall not be removed from the office of the Clerk of Courts, unless written Court authorization has been given or if a file is being taken directly to or from the Court.

Case documents, as defined by Superintendent Rule 44, are public records. However, some documents submitted to the Court, or filed with the Court, are excluded from the definition of case documents under Superintendent Rule 44(C)(2).

Copies of case document can be obtained from the Clerk of Court's office for \$.25 per page.

Court records that are not case documents, are not public records and may not be obtained from the Clerk of Courts.

### **Rule 5.02 – Hearing Records**

The Court records all hearings digitally. Digital recordings are the official record. Digital recordings shall be maintained by the Court for three years from the date of the particular recording. Any interested party or non-party desiring to preserve the record beyond that period must make arrangements with the appropriate court personnel to have the record transcribed or designated for permanent storage.

### **Rule 5.03 – Electronic Copies of Court Recordings**

Copies of recordings may be provided upon request made to the Court.

### **Rule 5.04 – Transcripts**

Transcripts may be ordered by making a written request. The original request must be filed with the Clerk of Courts and a copy either hand-delivered or mailed directly to the Judge's office. All requests for transcripts must include the full case caption and case number including the date and time of the hearing. The compensation rates for preparing transcripts and copies are as follows:

Transcript fees set at three dollars and seventy-five cents per original page. Overnight delivery transcript fees are set at four dollars and fifty cents per original page.

Fees for copies of original transcripts are set at two dollars and fifty cents per page.

Transcripts/depositions shall not be filed in the record or released to parties/counsel until payment in full has been received by the Court Transcriptionist.

**The official record for purposes of appeal, remains the transcript as prepared by the official court transcriptionist.**