

PROCEDURE TO REQUEST DAILY COPY TRANSCRIPTS

Judge Douglas G. Reichley
Courtroom 2C

Any attorney wishing to request daily copy transcripts from the court reporter in a trial before Judge Reichley must petition the judge in writing with a list of the witnesses whose testimony is to be transcribed and the reasons for the request. This petition must be filed no later than one week before trial begins.

If your petition is granted, please make available to the court reporter any technical spellings, exhibit and witness lists, curricula vitae and anything else that may be helpful to the court reporter.

Keep in mind that most requests for daily copy are for trials involving technical matters. Complying with these requests requires substantial pre-trial work by our court reporter and many hours of work outside the courtroom once the trial starts. If your request is granted, full payment is expected immediately. With the press of your own work before and at trial, please do not forget the court reporter's extraordinary efforts to fulfill your request. Please make sure she is paid on time.