



January 3, 2008

All Authorized Court Reporters

Re: Verifying Contractual Authority of Court Reporters Producing Transcripts

Listed below are procedural changes for court registries and Supreme Court Judicial Administrative Assistants (JAA) when processing "judge-approved transcripts" such as oral reasons for judgment. Please ensure that registry staff that process transcripts read this memorandum and are familiar with the new procedures.

Agreements signed by the Ministry of Attorney General with individual court reporters prohibit the use of subcontracting to produce transcripts. It has come to our attention that there have been a number of incidents where the court reporter, whose name appears on the Transcript Order Form, is not the same person who prepares the transcript.

New procedures are necessary to verify that the court reporter who prepares the transcript has contractual authority to do so. As of **Monday January 7, 2008**, when receiving a Transcript Order Form from a court reporter, court registry staff must:

- Check the name of the court reporter indicated on the Transcript Order Form against the List of Authorized Court Reporters, to ensure that the Ministry of Attorney General has signed a contract with that court reporter;
- Check that the person appearing at the court registry to submit the Transcript Order Form is the reporter whose name is indicated on the Transcript Order Form;
- Release the audio recording only to the court reporter indicated on the Transcript Order Form, and only if that court reporter is on the List of Authorized Court Reporters;
- If rejecting the Transcript Order Form because either (or both) of these conditions have not been satisfied, return the form and identify the reason(s) why; and

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- Notify Michael Quinn, Contract Manager, Court Services Headquarters by telephone at 250 356-9476, or, by e-mail at Michael.Quinn@gov.bc.ca, regarding the rejection. The Contract Manager will follow up on any Transcript Order Form that is rejected.

As a double check, when receiving a draft of Supreme Court transcript for judicial editing, JAAs may (but are not obliged to):

- Check that the name of the court reporter on the transcript is the same as the one indicated on the Transcript Order Form;
- Check that the court reporter is on the List of Authorized Court Reporters.

The JAA will reject the draft transcript if either or both of the checks are not satisfied, and Supreme Court Judicial Administration will notify the Contract Manager at Court Services Headquarters.

After receiving notification of rejection from either the court registry or Judicial Administration, the Contract Manager will make arrangements with the ordering party to order a transcript from another court reporter.

Also, all court reporters are requested to update their contact information, including e-mail address, if any, by contacting Annette Duben at 250 356-6839, or, by e-mail at Annette.Duben@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Jan Rossley". The signature is written in a cursive style with a long horizontal stroke at the bottom.

Jan Rossley
Executive Director
Court Services Strategic Priorities