

**2017-1**  
**ISABELLA COUNTY TRIAL COURT**  
**INTERIM POLICY REGARDING**  
**COURT TRANSCRIPTS AND TRANSCRIPT FEES**  
**February 8, 2017**

**Purpose:** This interim policy is intended to preserve and protect an accurate court record while providing fair and equitable access to court transcripts. The provision of transcripts is the best way to promote an accurate and accessible court record because once a transcript is filed, anyone can review the transcript without charge or purchase a copy of the transcript. Therefore, the court is committed to maintaining an equitable and consistent procedure for obtaining transcripts. This interim policy shall remain in effect until replaced by a permanent policy. The Court Administrator shall put together a work group to come up with recommendations within 28 days for a permanent policy that will be presented to Management Council.

This policy supersedes policy 2008-2.

**Policy:**

1. All transcript requests shall be routed to the Chief Assignment Clerk, or in his/her absence the Chief Judge, for assignment to the appropriate court recorder. Should a court recorder receive a direct request for a transcript, that request shall be routed to the Chief Assignment Clerk for assignment to the appropriate recorder.
2. Each request for a transcript should be assigned to the recorder that recorded the proceeding; however, transcripts will be assigned to accommodate workloads. After the Chief Assignment Clerk has assigned a transcript to a recorder, the recorder shall deal directly with the individual requesting the transcript.
3. Once a transcript request has been assigned to a court recorder, the court recorder shall “furnish without delay” the requested transcript. MCR 8.108(E). When transcripts are requested for the purpose of an appeal, the court recorder must comply with the timelines specified in MCR 7.109(B)(3)(b)(i) and MCR 7.210(B)(3)(b). The court recorder shall “give precedence to transcripts necessary for interlocutory criminal appeals and custody cases.” MCR 7.210(b).
4. The rates charged for transcripts shall be those set forth by statute. Court recorders “are entitled to demand and receive per page for a transcript ordered by any person the sum of \$1.75 per original page and 30 cents per page for each copy, unless a lower rate is agreed upon. For a transcript ordered by a judge, [the court recorders] are entitled to receive from the county the same compensation.” MCL 600.2543; See also MCL 600.8631, MCL 600.878.
5. No expedited transcript fee shall be charged unless approved by the Chief Judge. The Chief Judge will also determine if each expedited transcript request is possible to complete in the time requested. Depending on workload, an expedited transcript request may require the court to send the

request out to a transcription service. If sent to a transcription service, the person requesting the transcript will be required to pay the rate charged by the transcription service.

6. A transcript request is considered an expedited transcript request only if the court recorder must complete at least 75% of the work on a transcript outside of regular business hours, the transcript is requested to be produced sooner than required by court rule, and:

a. The transcript is estimated to be between 50 and 100 pages long and is requested in 7 calendar days or less; or

b. The transcript is estimated to be between 100 and 200 pages long and is requested in 14 calendar days or less; or

c. The transcript is estimated to be over 200 pages long and is requested in 21 calendar days or less.

7. If an expedited transcript request is completed by a court recorder, any approved expedited fee shall not exceed \$5.25 per page for the original and 30 cents per page for each copy.

8. Whenever a transcript is completed, the original transcript shall be filed in the court's file.

9. Upon request, any person may access and inspect any filed transcript at no charge pursuant to MCR 8.119(J) and this court's Local Administrative Order on Access, Inspection, Reproduction, and Creation of Court Records.

10. Once a transcript has been filed, any request for a copy of said transcript shall be made to the Business Office. When such a request is made, it shall be processed like any other request for copies of case file documents. Anyone requesting a copy of a filed transcript shall be charged the statutory fee of 30 cents per page. MCL 600.2543(1).

11. During Trial Court business hours, court recorders may work on requested transcripts that have been assigned to them if they are caught up with routine work and all assignments from the judges or Chief Assignment Clerk.

12. When working on transcripts, court recorders may use court equipment, such as computers, printers, and copiers, and court supplies, such as paper and ink.

13. A copy of this interim policy shall be provided upon request and may be accessed on the Trial Court's website.

This interim policy is effective immediately and shall remain in effect until replaced by a permanent policy.



Honorable Paul H. Chamberlain  
Chief Judge