

Document Code No.: JSC-7-3-1-AM1-DP

Title: Transcribers, Court Approved

Affected Agencies: Department of Judicial Administration (DJA)

Authorities: RCW 18.145; RCW 2.32; KCLCR 80

Keywords: Official transcript; court-approved transcriber, verbatim report

Sponsoring Division: DJA Caseflow and Court Clerks Division



**King County**

Approval signature: \_\_\_\_\_

*Faith Hines*

Date signed and effective: 8-21-2017

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## I. A. Purpose

This policy identifies the requirements to obtain “court-approved” status, which is necessary for any transcriber desiring to create an official transcript of an electronically recorded superior court proceeding.

## B. Applicability and Audience

This policy applies to the Superior Court Clerk / Department of Judicial Administration (DJA) employees responsible for the management of the court-approved transcriber list, and current and prospective court-approved transcribers.

This policy supersedes DJA departmental policy: Transcription of Recorded Court Proceedings, JSC-7-3-RA24, dated December 28, 2012.

## C. Authorities

1. [RCW 18.145](#) Court Reporting Practice Act
2. [RCW 2.32](#) Court Clerks, Reporters, and Bailiffs
3. [KCLCR 80](#) Court Reporters and Transcripts

## II. Definitions

- A. Recorded court proceeding:** An electronically recorded King County Superior Court proceeding, including videotape, audiotape or digital recordings.
- B. Official transcript:** A written verbatim report of a court proceeding completed by a court-approved transcriber in accordance with procedures developed by the King County Superior Court Clerk.
- C. Court-approved transcriber:** A person approved by the Superior Court Clerk as meeting the qualifications to prepare an official transcript of a recorded court proceeding.
- D. AAERT:** American Association of Electronic Reporters and Transcribers. This association provides testing and certification for court reporters and transcribers.

## III. Policy

### A. Program Management

1. A current, publicly accessible, list of court-approved transcribers will be maintained by the Clerk or designee.
2. The requirements for court-approved transcriber status will be posted and reviewed annually by the Clerk or designee.
3. Transcription assignments for which payment is fixed by State statute or regulation will be rotated among all court-approved transcribers.

4. If a transcriber is denied court-approved status, or their status is revoked due to a violation of their agreement, the Clerk or designee will provide a method for an appeal of the decision.

#### **B. Court-Approved Transcriber Status**

1. The Clerk shall receive from all persons prior to being added to the court-approved transcriber list, and annually thereafter during the month of December, a notarized Affidavit Requesting Court Approved Transcriber Status to include that s/he:
  - a. Is currently a licensed court reporter in the State of Washington or an AAERT certified transcriber.
  - b. Agrees to accept and perform an equitable share of requests for transcription at public expense from the Clerk, for which payment is fixed by State statute or regulations.
  - c. Has a current general order allowing access to sealed records for transcription purposes.
  - d. Will remain in full compliance with all requirements of the Clerk, set forth as statements on the Affidavit in Support of the Request for Court-Approved Transcriber Status and signed as to be true and correct.
2. The Clerk may remove a transcriber from the list of court-approved transcribers with good cause, which may include but is not limited to, any violation or non-compliance with their signed Affidavit Requesting Court Approved Transcriber Status document and/or:
  - a. The production of unacceptable transcriptions not attributable to poor quality recording, including repeated errors or an unusual number of "inaudible" entries.
  - b. Mishandling or loss of the recorded proceedings provided by the Clerk.
  - c. Failing to protect the security and confidentiality of sealed records, including electronic recordings, entrusted to the transcriber by the Clerk for transcription purposes.

#### **IV. Implementation Plan**

- A. This policy becomes effective for the Department of Judicial Administration and court-approved transcribers on the date that it is signed by the Department Director. The DJA Caseflow and Court Clerks Division Manager is responsible for implementation of this policy.
- B. The DJA Caseflow and Court Clerks Division Manager is responsible for communicating this policy throughout the management structure within the department and other appropriate parties.

#### **V. Maintenance**

- A. This policy will automatically expire five (5) years after its effective date. A new, revised, or renewed policy will be initiated by DJA prior to the expiration date.

**VI. Consequences for Noncompliance**

- A. Failure to follow this policy may be grounds for disciplinary action or loss of court-approved transcriber status.

**VII. Appendices:**

- A. The current Affidavit in Support of Request for Court Approved Transcriber Status is available at: <http://www.kingcounty.gov/courts/clerk/programs/transcriptionists.aspx>
- B. The current General Order Allowing Access to Sealed King County Superior Court Legal Court File and Removal of Video B Copy is available at:  
<http://www.kingcounty.gov/courts/clerk/programs/transcriptionists.aspx>