

## IDS Transcript Ordering Procedure

### A. Introduction

The purpose of this policy is to set forth the procedure for appointed counsel in ordering a transcript in non-appellate adult criminal proceedings, confidential court-appointed proceedings, and obtaining copies of transcripts of depositions ordered by opposing counsel. These procedures exist to avoid unnecessary expenditure of taxpayer funds, to prevent direct costs incurred by appointed counsel, and to prevent delays in payment of fee applications.

### B. Authority

The Office of Indigent Defense Services issues payment for services rendered by appointed counsel, including reimbursement for expenses incurred, and establishes rules for issuing these payments and reimbursements under N.C.G.S §7A-458.

### C. Ordering a Transcript in a Non-Appellate Criminal Proceeding

When a court appointed attorney needs a transcript from a non-appellate criminal proceeding<sup>1</sup>, the attorney must use an authorized and approved transcriptionist<sup>2</sup> and must submit a completed [AOC-CR-395](#) form. A completed form includes all necessary information correctly entered and the presiding judge's signature.

Attorneys should submit the completed original form the clerk of superior court and provide a copy to the appropriate court reporter. The attorney also should keep a copy.

The court reporter will process the form, provide the requested transcript, and be paid directly by Indigent Defense Services (IDS) through the North Carolina Administrative Office of the Courts (NCAOC) and the Court Reporting Manager.

*An attorney who requests a transcript directly from the court reporter without first providing a copy of the completed form may be required to pay the court reporter directly out-of-pocket at a rate that cannot be reimbursed, fully or in part, by IDS.*

For questions regarding the policies and procedures for ordering transcripts in non-appellate criminal cases contact the NCAOC Court Reporting Manager, via [CRManager@nccourts.org](mailto:CRManager@nccourts.org).

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<sup>1</sup> For appellate cases the clerk, rather than the attorney, is responsible for completing the necessary forms, the process is set out in the Rules of Appellate Procedure.

<sup>2</sup> The list of persons authorized and approved to prepare transcripts of proceedings in the courts of all counties in the state of North Carolina is available at <https://www.nccourts.gov/documents/publications/court-reporters-transcriptionists>

#### **D. Ordering a Transcript in a Confidential Proceeding**

When a court appointed attorney needs a transcript from a confidential proceeding, including a case involving an incompetency proceeding, a juvenile delinquency matter, or an abuse, neglect, dependency case the attorney must use an authorized and approved transcriptionist<sup>3</sup> and must submit a completed [AOC-G-115](#) form. A completed form includes all necessary information correctly entered and the presiding judge's signature.

Attorneys should submit the completed original form the clerk of superior court and provide a copy to the appropriate court reporter. The attorney also should keep a copy.

The court reporter will process the form, provide the requested transcript, and be paid directly by Indigent Defense Services (IDS) through the North Carolina Administrative Office of the Courts (NCAOC) and the Court Reporting Manager.

*An attorney who requests a transcript directly from the court reporter without first providing a copy of the completed form may be required to pay the court reporter directly out-of-pocket at a rate that cannot be reimbursed, fully or in part, by IDS.*

For questions regarding the policies and procedures for ordering transcripts in confidential cases contact NCAOC Court Reporting Manager, via [CRManager@nccourts.org](mailto:CRManager@nccourts.org).

#### **E. Deposition Transcripts**

Attorneys needing to take a deposition, or attorneys who are asked to purchase a copy of a transcript of a deposition initiated by opposing counsel should contact NCAOC Court Reporting Manager, via [CRManager@nccourts.org](mailto:CRManager@nccourts.org).

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<sup>3</sup> The list of persons authorized and approved to prepare transcripts of proceedings in the courts of all counties in the state of North Carolina is available at <https://www.nccourts.gov/documents/publications/court-reporters-transcriptionists>