

## **Rule 34. Recording of Proceeding, Transcript, Use of Court Reporters**

### **(A) Recording of Proceedings**

Pursuant to Juvenile Rule 37(A), a record of all testimony or other oral proceedings shall be taken by digital recording, court reporter, or any other adequate means.

### **(B) Recording Usage, Retention**

Original records shall not be provided to the requestor. Copies shall be made and provided upon the receipt of a properly completed request.

### **(C) Court Reporters**

Parties requesting to utilize a court reporter will be permitted with the consent of the assigned judge. It is the requesting parties' responsibility to arrange and pay for such services absent an order from the assigned judge indicating otherwise. Judicial officers may utilize court reporters in hearings involving the transfer of jurisdiction to the Court of Common Pleas, General Division pursuant to Juvenile Rule 30, as well as cases where the prayer in the complaint or motion requests the court to grant permanent custody of a child to a public or private child care agency.

### **(D) Seeking a Transcription or Recording of Hearing or Case:**

Subject to the limitations proscribed in Juvenile Rule 37(B), an individual seeking an audio copy or transcript of a court hearing or case shall complete a "Request for Transcript or Audio Copy of Hearing Form" which is available in the Clerk's Office. The form must be completed and accompanied by a court order or a completed notice of appeal. The form and court order or notice shall be hand delivered to the Clerk's Office. The Clerk's Office will advise the requestor how much the audio recording will cost. Payment for transcription is as follows:

#### Transcription at Parties' Expense:

The Court upon receiving a properly filed request shall prepare the necessary materials and advise the court reporting company that the materials are ready for pick up. The vendor shall pick up the disc and the vendor shall contact the requestor to make payment arrangements.

If the matter involves an appeal, the vendor shall deliver the transcript to the Clerk's Office at Juvenile Court. The Clerk's Office shall deliver the transcript with any exhibits and supporting trial court documentation to the appellate court.

If the matter involves an order granting transcript not for purposes of appeal, the vendor shall notify the requestor that the transcript is ready and the vendor and the requestor are responsible to arrange pick up.

#### Transcription of Hearing at Courts Expense:

The Court upon receiving a properly filed request shall copy a disc containing the hearing or case requested. The Clerk's Office will contact the vendor advising the company to pick up the disc. The vendor shall pick up the disc

and the request form. The vendor shall deliver the transcript and the invoice to the Clerk's Office at Juvenile Court. If the matter involves an appeal, the Clerk's Office shall deliver the transcript with any exhibits and supporting trial court documentation to the appellate court. If the matter involves an order granting transcript not for purposes of appeal, the Clerk's Office shall notify the requestor that the transcript is ready to be picked up at the Clerk's Office. Juvenile Court will only receive billing for transcripts ordered at Cuyahoga County Juvenile Court expense.

All transcripts provided shall conform to the National Court Reporter Association standards. All transcripts provided will be accompanied by a certification that the record and testimony as transcribed are complete and accurate.

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