

Request for Digital Audio Recordings

There are two ways for a digital audio recording to be requested:

- Request for a written transcript from the digital audio recording
- Request for a copy of the digital audio recording

Parties requesting a transcript from a proceeding that was digitally recorded or a copy of a proceeding that had been digitally recorded should use the Transcript/Copy Request and Information. The form is to be filled out by either the requesting party or the digital court reporter. If the digital court reporter is completing the form for the requesting party, s/he should read the form to the individual so that they are aware of their options and the costs.

Request for Written Transcripts

The production of transcripts under this section must be in accordance with the Wisconsin Court System Court Reporter Manual.

The digital court reporter shall be the primary resource for transcript production in matters s/he records for the court. The title page and certification page of the transcript of an electronically recorded proceeding shall include the words "Digitally Recorded" in parenthesis following the designation of the type of proceedings. Fees assessed for the certified transcript shall be in accordance with those established by s. 814.69, Wis. Stats.

Request for a Copy of the Digital Record

The Director of State Courts has developed policies for copying and charging a fee for an audio recording in accordance with Supreme Court Rule 71.03(6). Under these standards, if a member of the public wishes to purchase a copy of the audio recording in a matter that a transcript would be available to them, they may do so. Before providing the audio recording, the digital court reporter shall notify the presiding court official of the request to allow for redaction of inadvertent conversations. If the desired recorded hearing falls under statutory rules for confidentiality, then the digital court reporter is to first seek permission from the responsible court official before releasing a copy of the proceedings. A digital court reporter should only copy the portion of the audio recording that is related to the request. The digital court reporter is responsible for the production of a digital copy of the court proceedings for the branch s/he serves. The digital court reporter should inform the requesting party that any digital copy of a court proceeding is not a medium currently accepted by the court as the official certified transcript. The court will only accept certified typed transcripts for matters it has under review. A digital copy of the audio recording allows the requester to review their proceeding and determine whether or not they wish to proceed with their court matter or purchase a written certified transcript. **The current rate set by the Director of State Courts, presently \$10 per digital copy, will be paid to the digital court reporter as a form of their transcript income.**

- **In Douglas County, the \$10.00 check must be made payable to Court Commissioner Lovejoy and delivered to 1313 Belknap Street, Room 301 Superior, WI 54880**