

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE CHIEF JUSTICE
FOR ADMINISTRATION & MANAGEMENT
John Adams Courthouse
One Pemberton Square
Boston, Massachusetts 02108

Robert A. Mulligan
Chief Justice for
Administration & Management

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MEMORANDUM

TO: Chief Justices of the Trial Court
First Justices of the Trial Court
Clerk-Magistrates of the Trial Court
Registers of Probate of the Trial Court
Recorder of the Land Court

FROM: Robert A. Mulligan
Chief Justice for Administration and Management

DATE: October 6, 2011

RE: **ELECTRONIC TRANSCRIPTS FOR THE APPELLATE COURTS**

The Trial Court Administrative Directive #1-08 sets out the requirements of the Uniform Transcript Format (UTF) at <http://www.mass.gov/courts/admin/ots/uniformtranscriptformat.pdf>. Section 1.6 (attached) of the UTF requires a PDF (portable document format) and a CD (compact disc) copy of the PDF certified original transcript. These PDF transcripts apply to cases on appeal from the Trial Court and intended for transmission to the appellate courts. In an effort to address this issue and improve the delivery and quality of transcripts, please comply with the following instructions:

First, when your court receives a transcript for a case being appealed, please ensure that your court also receives the CD containing the PDF reproduction. Approved transcribers are required by their contract to provide the Trial Court with the PDF reproduction. Court reporters in the Superior Court are undertaking this function voluntarily. The CD containing the PDF reproduction should be appended to the back cover of the paper transcript. If your clerk's office does not receive the CD, please contact the court transcriber and obtain it before issuing the notice of assembly to the appellate courts. Court reporters in the Superior Court Department should deliver only the CD containing the PDF reproduction to the Superior Court Clerk's office.

Second, when submitting transcripts to the appellate courts please send only one CD containing each PDF volume; there is no need to send a duplicate CD and do not send an audio CD unless the appellate court has specifically requested one.

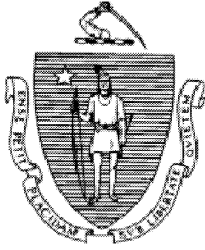
Third, please make sure that when cases are submitted to transcribers for transcription services that those transcribers are approved by the Office of Transcription Services. I have been informed that some courts are using transcribers who are not approved. The List of Approved Transcribers (attached) is available at <http://www.mass.gov/courts/admin/ots/approved-transcriber-list.pdf>.

For questions regarding electronic transcripts for the appellate courts, please contact Joseph Stanton, Appeals Court Clerk at 617-723-1518 or by email at joseph.stanton@appct.state.ma.us. In addition, any questions regarding cases appealed from convictions of murder in the first degree, please contact Susan Mellen, Clerk of the Supreme Judicial Court for the Commonwealth at 617-557-1020 or by email at susan.mellen@sjc.state.ma.us.

For general questions regarding the ordering or production of transcripts, please contact the Office of Transcription Services (OTS) at 617-878-0225 or by email at ots@jud.state.ma.us. Thank you for your cooperation.

Attachments

cc: Susan Mellen, Clerk of the Supreme Judicial Court for the Commonwealth
Maura S. Doyle, Clerk of the Supreme Judicial Court for Suffolk County
Joseph F. Stanton, Clerk of the Appeals Court
Robert P. Panneton, Chief of Staff
Timothy M. Linnehan, Esq., Acting Director, Support Services Department
Court Administrators of the Trial Court
Office of Transcription Services
Court Reporters
Approved Court Transcribers



The Commonwealth of Massachusetts
ADMINISTRATIVE OFFICE OF THE TRIAL COURT
Office of Transcription Services (OTS)
Two Center Plaza
Boston, Massachusetts 02108

Effective Date: June 30, 2008.
ADMINISTRATIVE DIRECTIVE #1-08

UNIFORM TRANSCRIPT FORMAT

1. PAPER.

1.1 Size. The size of the paper shall be eight and one-half inches (8 ½”) by eleven inches (11”) for both originals and copies.

1.2 Weight. The weight of the paper shall be at least twenty pounds (20 lbs.) for both originals and copies.

1.3 Type. The type of paper shall be of a chemical wood or better quality for both originals and copies.

1.4 Color. White paper shall be used for both originals and copies, except for real-time unedited transcripts. See 4.7 Real-time Unedited Transcripts.

1.5 Ink Color. Black ink shall be used for both originals and copies.

1.6 Copies, Paper and Electronic PDF. Certified original transcript, certified copies of the transcript, compressed transcript, and word indexes may be reproduced by any method of reproduction that produces black text on white paper. There shall be no markings on the original or copies, nor shall any type of paper be used that would hinder the clear reproduction by mechanical means for both originals and copies. Any paper product or computer software programs limiting the reproduction of a transcript (e.g., mylar strip/seal or copy-prohibitive paper) are prohibited.

A Portable Document Format (PDF) of the certified original transcript and CD (compact disc) copy of the PDF certified original transcript shall be provided to the Office of Transcription Services (OTS), Court Division, or ordering party. An electronically signed Certificate Page shall be attached to the PDF certified original transcript and CD copy of the PDF certified original transcript.

When requested by the Office of Transcription Services (OTS), Court Division, or ordering party, other formats (e.g., ASCII, American Standard Code for Information Interchange) are allowed. There shall be no charge for the CD copy of the PDF certified original transcript.

THE TRIAL COURT APPROVED COURT TRANSCRIBER (ACT) LIST - EFFECTIVE JULY 1, 2008

UPDATED 9.23.2011

PURSUANT TO SJC RULE 1:07, PLEASE MAKE APPOINTMENTS FROM THE TRIAL COURT APPROVED COURT TRANSCRIBER (ACT) LIST IN ROTATION AND/OR SEQUENTIAL ORDER.

As described in the preamble of SJC RULE 1:07 Fee Generating Appointments: The goal of this rule is to assure that all fee generating appointments made by the courts of the Commonwealth are made on a fair and impartial basis with equal opportunity and access for all qualified candidates for appointments.

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|---------------|------------|---|---------------------------|--------------|-------|---------|--------------|--|---|
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| Barber | Avis | Individual/Sole Proprietor | 7 Elm St. | Maynard | MA | 01754 | 978-897-5053 | sivapratt@msn.com | JAVS |
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| Caron | Lisa | Individual/Sole Proprietor | 25 Orchard Hill Rd. | Goffstown | NH | 03045 | 603-497-5566 | caronmedical@yahoo.com | 2-track, 4-track, CourtSmart, FTR, JAVS |
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| Dunlop | Linda | DMC Reporting Agency | 19 Oliver St. | Framingham | MA | 01702 | 508-879-9045 | dmc.reporting@verizon.net | 2-track, 4-track, CourtSmart, FTR, JAVS |

THE TRIAL COURT APPROVED COURT TRANSCRIBER (ACT) LIST - EFFECTIVE JULY 1, 2008

UPDATED 9.23.2011

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| Hartmann | Karen | Transcripts Plus | 435 Riverview Circle | New Hope | PA | 18938 | 215-862-1115 | courttranscripts@aol.com | 4-track, CourtSmart, FTR, JAVS |
| Hayes | Elizabeth | Hayes Court Reporting | 144 Chestnut Circle | Lincoln | MA | 01773 | 781-259-0705 | bhayes@hayesreporting.com | 2-track, 4-track, CourtSmart, FTR, JAVS |
| Holmes | Donna | DH Reporting Services, Inc. | 45 Oxbow Rd. | Canton | MA | 02021 | 781-575-8000 | donna@dhreporting.com | 2-track, 4-track, CourtSmart, FTR, JAVS |
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| Longmire | Jacquelin | Longmire & Associates | 4500 Twin Oaks Circle | Killen | TX | 76542 | 254-690-3817 | jlsmokey@hotmail.com | 2-track, CourtSmart, FTR, JAVS |
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THE TRIAL COURT APPROVED COURT TRANSCRIBER (ACT) LIST - EFFECTIVE JULY 1, 2008

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