

COURT REPORTING MANAGEMENT PLAN

UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA



March 2025

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INTRODUCTION

The United States District Court for the Eastern District of Pennsylvania developed this Plan pursuant to the Guide to Judiciary Policy, Vol. 6, Chapter 2, §290.30.15, and is subject to the rules and regulations of the Judicial Conference of the United States.

This Plan applies to all Official Court Reporters and contract reporters employed by this Court and supersedes the previous Plan of 2003.

The Chief Judge authorizes the Clerk of Court to supervise the court reporting operations of the Court. The Clerk of Court may designate the Court Services Manager who will be responsible for the day-to-day management of court reporting services within the Court.

This Plan is designed to:

- Serve as a guide for the effective management of court reporting operations in this district.
- Ensure appointment and retention of fully qualified court reporters.
- Confirm that court reporters serve *en banc* and may be assigned in accordance with this Plan to any active judge, senior judge, visiting district judge, judicial officer, or magistrate judge.
- Achieve the most effective utilization of court reporters.
- Avoid backlogs of transcripts.
- Minimize the use of contract reporters.
- Promote consistency, clarity, and transparency in billing practices.
- Enhance the efficient operation of the Court and further its mission.
- Promote efficient use of Electronic Sound Recording (ESR).

DUTIES OF THE CLERK OF COURT

The Chief Judge delegates the following supervisory responsibilities to the Clerk of Court or his/her designee:

The designation of work for Official Court Reporters, with the goal of distributing the Court's overall workload fairly and efficiently, ensuring the lowest overall cost to the Court, and ensuring the fair treatment of litigants.

- (a) Monitoring the relationship between court reporters and parties, attorneys, court staff, and fellow court reporters.
- (b) Reviewing transcript billings to ensure that the authorized transcript rates are charged, and that billing is in proper form.
- (c) Reviewing the records of court reporters to ensure timely filing of all reports required by the Administrative Office of the United States Courts and the Judicial Conference of the United States, in particular Form AO 40A, *Attendance and Transcripts of United States Court Reporters*, and AO 40B, *Statement of Earnings of United States Court Reporters*, to ensure proper maintenance and accuracy.
- (d) Performing other duties as assigned.

APPOINTMENT AND DISMISSAL OF COURT REPORTERS

Due to the nationwide shortage of qualified court reporters, the EDPA currently employs 5 full-time official court reporters. As a result of these circumstances, the shortage of available official court reporters requires the Court to use electronic sound recording clerks, courtroom deputies, and other full-time staff to take the official record. As needed, two contract court reporters are available to cover proceedings, if needed.

The Clerk of Court has been designated by the Court to appoint court reporters. Court reporters shall be appointed in accordance with the provisions of the Court Reporter Act, 28 U.S.C. § 753, and the policies and procedures of the Administrative Office of the United States Courts and the Judicial Conference of the United States. Only fully qualified reporters shall be appointed as court reporters of this Court. Court reporters who do not perform in a competent and satisfactory manner shall be subject to disciplinary action which may include dismissal. All newly appointed court reporters shall serve a six-month probationary period. Court reporters (both probationary and non-probationary) who do not perform in a competent and satisfactory manner shall be subject to dismissal by the Clerk with the approval of the Court.

Official Court Reporters are employed by and serve at the discretion of the Clerk of Court as part-time and full-time salaried employees. The court reporter shall serve as long as the budget and volume of work justify retaining the full complement of official reporters.

Upon appointment, official reporters shall be administered an Appointment Oath of Office and the Oath for Recording Court Proceedings.

Official reporters report on a regular tour of duty which consists of a forty (40) hour week, Monday through Friday, from 8:30 a.m. to 5:00 p.m., or as required to meet the needs of the Court.

Official reporters placed on a regular tour of duty are permitted to earn annual leave in accordance with 5 U.S.C. § 6301 *et seq.* Guidelines for administration of leave are addressed in the Employee Manual for the Eastern District of Pennsylvania, revised May 12, 2012. The Court Services Manager will review attendance records and approve leave for all official reporters.

Administrative leave may be granted to attend training as needed to maintain an official reporter's professional credentials or certifications, and for other approved educational purposes, up to 24 hours per year. All requests for administrative leave must be approved in advance by the Court Services Manager.

Official court reporters must fulfill all statutory duties as set forth in 28 U.S.C. § 753(b) and in the Guide to Judiciary Policy, Volume 6, Chapter 2.

SUPERVISION OF COURT REPORTERS

The Court Services Manager is responsible for the day-to-day management and supervision of an efficient reporting service within the Court and will report and be responsible to the Chief Deputy. The supervising responsibility of the Court Services Manager shall lie primarily in weekly court assignments, pooling, authorization of leave, and efficient service to the Court and litigants.

EN BANC ASSIGNMENT OF COURT REPORTERS

Official reporters are assigned to district judges, senior district judges, and if applicable, a visiting district judge; however, an *en banc* system will be utilized. Official Court Reporters shall be shared among judicial officers to:

- ensure an even distribution of work,
- ensure that the needs of the entire Court are met,
- prevent work overload for any individual official reporter,
- minimize travel between divisions, and
- minimize the need for temporary and contractual reporting services.

Assignment of court reporters will depend on the type of proceedings scheduled before a District Judge. The following is the priority list of proceedings that will be used in scheduling a court reporter:

- Criminal Trials
- Civil Trials
- Plea Hearings
- Suppression Hearings

- Sentencings, Violation of Supervised Release/Probation Hearings
- Pretrial Hearings
- All other proceedings

Judges' seniority will be used to determine assignments if two or more judges require a court reporter for the same type of hearing and additional court reporters are not available.

CONTRACT AND SUBSTITUTE COURT REPORTERS

Contract reporters are reporters who serve the Court under a contract as provided in 28 U.S.C. § 753(g), and under delegated procurement authority from the Director of the Administrative Office of the United States Courts. *See*: Guide to Judiciary Policy, Vol. 6, Chapter 4, § 450 (Contract Court Reporting).

The use of contract reporters shall be kept to a minimum and shall be utilized only pursuant to the policies and procedures of this Plan and those of the Administrative Office of the United States Courts. To the extent contract reporters are required, they will be scheduled, assigned, and supervised by the Court Services Manager. Contract reporters shall adhere to transcript format guidelines and policies relating to rate schedules.

The Judicial Conference, as a matter of policy, discourages the use of substitute reporters, whether due to illness or vacations of official court reporters or other reasons beyond the court reporter's control, and limits the use of substitute reporters to daily copy work.

Official reporters should limit the use of substitute reporters by using scopists, proofreaders, and computer-assisted transcription systems to produce transcripts. An official reporter must obtain advance approval from the Court Services Manager prior to hiring a substitute. The official reporter is responsible for paying for the substitute from his/her personal funds.

FREELANCE REPORTING

Pursuant to the Guide to Judiciary Policy, Vol. 6, Chapter 2, §240.20, court reporters on a regular tour of duty may not perform any private work during their tour of duty but may do so on personal time (nights and weekends) if the Court determines that it is not in conflict with official duties. *See* JCUS-SEP 1983 at 49. The Comptroller General "has consistently held that time off from duty in a pay status authorized by law must be regarded as a part of the regular tour of duty" *See* Comptroller General Decision B-78359 (Sept. 1, 1948). Therefore, court reporters may not take annual leave to engage in private reporting activities.

Grand jury reporting, taking of depositions, and any other reporting activities not related to salaried or statutory duties are considered private reporting.

TRAVEL BY OFFICIAL COURT REPORTERS

To the extent possible, travel of official court reporters shall be minimized. Out-of-district travel for official court reporters shall not be authorized without approval by the Clerk of Court. Travel within the district shall be approved by the Court Services Manager.

MAGISTRATE JUDGES

Hearings held before magistrate judges in the Eastern District of Pennsylvania shall be digitally recorded. However, if a court reporter is requested by a magistrate judge, and depending upon the availability of the reporters, the Court Services Manager will assign a reporter to the magistrate judge's trial or hearing.

TRANSCRIPTS

Format Compliance: All transcripts shall be produced in compliance with the format required by the Administrative Office of the United States Courts and the Judicial Conference of the United States. (*See Guide to Judiciary Policy, Vol. 6, Chapter 5, § 520.*) The Court Services Manager will monitor the production of transcripts to ensure compliance with these requirements.

Requests for Transcripts: Parties are to contact the assigned court reporter directly to order a transcript. The ordering party makes financial arrangements with the official court reporter according to the fee schedule provided by the Administrative Office of the United States Courts. Delivery of the transcript is based on the ordering party's preference and fees paid.

If the proceeding was recorded electronically, an ordering party must place the transcript order with the Court's Transcription Department at transcriptrequest@paed.uscourts.gov. The fee schedule is provided by the Administrative Office of the United States Courts. Delivery of the transcript is based on the ordering party's preference and fees paid.

Court Ordered Transcripts: Upon request of a judge of this Court, and pursuant to the Guide to Judiciary Policy Vol. 6, Chapter 5, § 530.30.10, *Official Court Reporters*, the following conditions apply to transcripts requested by a judge:

28 U.S.C. § 753(b) establishes the duties and responsibilities of Official Court Reporters, including the responsibility to provide certified transcripts without charge to a requesting judge.

Noting that providing a transcript to a judge is considered part of a reporter's official duties for which the reporter is paid an annual salary and that only one original transcript can be produced and that all subsequent orders for the same transcript are copies for which the lower fee would apply, the Judicial Conference transcript fee policy makes explicit that official court reporters may charge only copy fees for transcripts provided to parties when the original transcript was produced at the request of a judge. *See JCUS-MAR 2009*, at 28-29; *see also* Guide Vol. 6, Chapter 5, [§ 510.20 \(Transcripts for the Court\)](#)

Transcript Order Cancellations: No fee may be charged by court reporters on transcript orders if pages have not been produced at the time the reporter learns that the transcript order

has been cancelled. The ordering party is expected to pay for all transcript pages which have been produced as of the time the order is cancelled. The reporter will stop production immediately upon notification of cancellation and title the transcript, "Excerpt of Proceedings" before sending it to the Case Administration Department to be filed on CM/ECF.

Daily/Hourly Copy Requests: Production of daily or hourly transcripts shall not be subsidized by the Court. If extra court reporters are required to provide such transcripts, the cost shall be paid for by the official reporter out of the earnings derived from the higher transcript rates in accordance with guidelines recommended by the Judicial Conference. This provision does not, however, prohibit other official reporters from assisting in producing such transcripts if there are no other official proceedings to report at that time, including those of senior judges and magistrate judges, and when no substantial transcript backlog will result.

Official Transcript Rates: The Maximum Per Page Transcription Rate can be found [here](#)

Realtime Court Reporting: Realtime reporting provides a simultaneous translation of the spoken word to text. Software viewing programs permit instantaneous projection of the translation onto viewing monitors and grants court participants the ability to search, mark and annotate the text. Realtime reporting includes the following services:

- The instantaneous translation of the proceedings on a computer monitor;
- The opportunity to scroll forward and backward, search the record for key words and phrases, and mark portions of the text using viewer/annotation software; and
- The realtime translation and appended notes delivered electronically during or immediately following adjournment.

Official Court Reporters who have successfully completed the National Court Reporter Association (NCRA) Certified Realtime Reporter (CRR) examination or who have passed an equivalent qualifying examination are recognized as federally certified realtime reporters and are permitted, but not required, to sell realtime translation.

The transcript format guidelines prescribed by the Judicial Conference apply to realtime reporting with the following exceptions:

- Realtime translation must be clearly marked as such with a header or footer that appears at the top or bottom of each page of the transcript stating, "Realtime Unedited Transcript Only."
- The realtime translation should not include an appearance page, an index, or a certification.
- If applicable, the electronic media label should be a different color than the color used on electronic media containing the text of certified transcripts and should be marked with the words "Realtime Unedited Transcript Only."

All parties requesting realtime services will be responsible for providing their own computers, view/annotation software, and monitors. Upon the request of the parties, reporters may make equipment and software available. The certified realtime reporter will provide wiring necessary for his or her equipment.

A certified realtime reporter providing realtime translation should offer comparable services to all parties to the proceeding. The primary purpose of realtime translation is to provide access to a draft transcript of the proceedings on electronic media at the end of each day. It is not intended to be used in subsequent proceedings for any other purpose, or to be further distributed.

When realtime services are provided, there may be two versions of the transcript for one proceeding—unofficial and official. The realtime translation may contain errors, some of which could change the accuracy or meaning of the testimony. A realtime translation will not satisfy the requirement for the reporter to provide or file a certified transcript with the clerk or as the record on appeal.

Realtime services may only be distributed to ordering parties to the case. It shall not be made available to the public, including news organizations or other nonparties, unless authorized by the presiding judge.

Ordering Party: The ordering party shall make all necessary financial arrangements with the court reporter and shall submit any requested deposit prior to transcript production.

Priority of Transcripts: Priority shall be given to the production of a transcript which involves incarcerated defendants, especially those cases which challenge the imposition of the death penalty, and to cases on appeal. Preparation of appellate transcripts in criminal cases generally shall have precedence over the preparation of appellate transcripts in civil cases. Preparation of criminal transcripts generally shall take precedence over preparation of civil transcripts.

Filing of Transcripts: Court reporters are required to electronically file the original transcript of an official proceeding by e-mailing the certified transcript, to CM/ECF Orders or CM/ECF Sealed. The reporter must file a transcript of arraignments, pleas, and sentencing proceedings within 30 days of the close of the proceeding unless they were recorded on electronic sound recording equipment, in which case the electronic recording or digital audio file, accompanied by a certification of the reporter, must be filed with the Court. Court reporters must deliver the certified transcript for filing with the Clerk of Court within three (3) working days after delivery to the requesting party.

Transcript Redaction: All requests for transcript redaction shall be made in compliance with Judicial Conference and Administrative Office policy. (*See Guide to Judiciary Policy, Vol. 10, Chapter 3, § 330.10, Transcripts of Court Proceedings*). Additionally, it is the policy of the Court that once a prepared transcript is delivered to the Clerk's Office pursuant to 28 U.S.C. § 753, the attorneys in the case, or the *pro se* litigant or stand-by counsel, shall be responsible for reviewing the transcript for any items that require redaction. Within seven (7) days of delivery by the court reporter of the official transcript to the Clerk's Office, each attorney or self-represented party must inform the Court of the necessity of redactions by filing a Notice of Intent to Request Redaction with the Clerk. The Notice of Intent to Request Redaction form can be found on the Court's website at: Programs and Services – Ordering Transcripts – Notice of Intent to Request Redaction.

Pursuant to Federal Rule of Civil Procedure 5.2, Federal Rule of Criminal Procedure 49.1, and Local Civil Rule 5.1.3, personal identifiers, including Social Security numbers, dates of birth, financial account numbers, names of minor children, and any other information set forth in the federal and local rules, should be modified or partially redacted in all documents filed either electronically or in paper form.

If counsel would like to request further redactions, in addition to those personal identifiers listed above, counsel must move the Court by filing a separate Motion for Redaction of Electronic Transcript. Until the Court has ruled on any such motion, the transcript will not be electronically available, even if the ninety (90) day restriction period has ended.

If counsel files a Notice of Intent to Request Redaction but fails to timely file a Motion to Request Redaction or Motion to Extend Time, no redactions shall be made, and the original transcript shall be available to the public remotely or from the Clerk's Office after ninety (90) calendar days, unless under seal or as otherwise ordered by the Court.

If a redacted transcript is filed with the Court, that redacted transcript shall be electronically available through PACER after ninety (90) calendar days from the date of filing of the original transcript, and the original transcript shall not be publicly available.

If the original transcript is filed without redaction, that original transcript shall be electronically available through PACER after ninety (90) calendar days.

Please see Page 11 for Filing Timeline.

TRANSCRIPT OF PROCEEDINGS: FILING TIMELINE

FILING DATE	Within 14 days	21 days	31 days	90 days	90-day period has ended
Within 14 days	If any redactions are needed: Counsel must e-file “Notice of Intent to Request Redaction.”				
Within 21 days	If redactions are needed regarding personal identifiers: <ul style="list-style-type: none"> Counsel must e-file “Redaction Request Transcript,” listing proposed redactions by page and line number. Access is restricted to court users and case participants. If redactions other than personal identifiers are requested: <ul style="list-style-type: none"> Counsel must e-file a “Motion for Redaction.” Access is restricted to court users and case participants. 				
Within 31 days	Court reporter/transcriber will make redactions. Redacted transcript is e-filed and linked to the unredacted transcript which will remain restricted.				
Within 90 days	Transcript: Can be viewed at the Clerk’s Office at public monitors; Copies may be purchased from court reporters/transcribers; and Access is available electronically to court users and to attorneys who have purchased.				
90-day period has ended					Transcript is available to the public through PACER

Appellate Transcripts: All requests for appellate transcripts shall be made on the Transcript Purchase Order form prescribed by the United States Court of Appeals for the Third Circuit. The Transcript Purchase Order (TPO) form can be found by clicking [here](#)

Upon receipt of a transcript order, staff in the District Court's Transcription Department will contact the court reporter for a page count. When financial arrangements have been made between the ordering party and the reporter, the Transcription Department will certify payment arrangements and file the TPO with the Court of Appeals.

Preparation of Appellate Transcripts: In the absence of a Court order, preparation of appellate transcripts shall have precedence over the preparation of all other transcripts, including expedited transcripts. Appellate transcripts shall be prepared in the following order of precedence:

- death penalty cases;
- criminal cases involving incarcerated defendants on direct appeal;
- other criminal cases; and
- civil cases including (non-death penalty) habeas corpus cases with the cases having the earliest date of transcript order taking precedence.

Fees: Pursuant to The Guide to Judiciary Policy, Section 530.70.60, and the Judicial Council of the Third Circuit, the standard for reduction of fees for transcripts filed more than forty-five (45) days from the date after financial arrangements have been settled is as follows:

- As provided in Federal Rule of Appellate Procedure 11(b), it is the policy in the Third Circuit that in all cases in which a transcript is required for appellate review and is ordered from a court reporter, in the absence of good cause supported by an affidavit, the transcript must be completed and filed with the Clerk of the District Court no more than forty-five (45) days from the date on which any deposit or prepayment required by the reporter was satisfied. Any court reporter responsible for the production of an appellate transcript who cannot complete the transcript as ordered in that time shall submit a request to the Court Services Manager to be removed from further courtroom attendance until the transcript has been completed. The fee charged by court reporters for the appellate transcript shall be reduced by ten (10) percent if it is filed more than forty-five (45) days after financial arrangements have been settled and, if the transcript is outstanding more than sixty (60) days, the reporter shall be entitled to collect only eighty (80) percent of the original fee.
- The foregoing provisions shall be included in the schedule of transcript fees posted on the Court's website.
- The foregoing reductions of fees shall be credited by the reporter to the ordering party unless the Court of Appeals has granted a waiver in writing for good cause shown as required by Federal Rule of Appellate Procedure 11(b).
- Nothing in the foregoing provisions should be construed as sanctioning the

untimely delivery of transcripts, nor should these provisions be considered as the only penalties which might be imposed on a court reporter who habitually files transcripts in an untimely manner.

CRIMINAL JUSTICE ACT (CJA) TRANSCRIPTS

Court reporters are to be paid for transcripts provided to parties proceeding under the CJA and to parties allowed to appeal *in forma pauperis* in civil cases from separate funds appropriated for those purposes at rates not to exceed those established by the Judicial Conference. *See* 18 U.S.C. § 3006A(d)(1); 28 U.S.C. § 753(f); 28 U.S.C. § 1915(c).

All transcripts produced for and on behalf of CJA defendants shall be billed on the Authorization and Voucher for Payment of Transcript Form, CJA 24. Counsel shall submit the Form CJA 24 through eVoucher. The Transcription Department, in concert with the assigned court reporter/transcriber, is responsible for assisting the ordering party in the proper preparation of Form CJA 24.

CJA trial transcripts shall not include opening or closing statements of counsel, jury *voir dire*, or jury instructions unless specifically authorized by the trial judge. The Transcription Department is designated to verify receipt of CJA transcript orders and shall ascertain the propriety of each voucher before submitting the form to the appropriate judicial officer for approval.

In accordance with the policies of the Judicial Conference of the United States, the routine apportionment of accelerated transcript costs among parties in multi-defendant criminal cases is prohibited. No more than one transcript at the original page rate shall be purchased from the court reporter on behalf of CJA defendants in multi-defendant cases.

Either appointed counsel, the Clerk's Office, or the court reporter will arrange for duplication of the transcript for each CJA defendant for whom a transcript was approved. The cost of duplication will be paid from CJA funds. The Court may grant an exception to this policy based upon a finding that application of the policy shall unreasonably impede the delivery of accelerated transcripts to persons proceeding under the CJA. The same policy applies in criminal cases where defendants are represented by privately retained counsel.

ARRAIGNMENTS, PLEAS, AND IMPOSITIONS OF SENTENCE

Pursuant to 28 U.S.C. § 753(b), a court reporter must transcribe and certify all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases within thirty (30) days of the close of the proceeding, unless they were recorded on electronic sound recording equipment. If recorded electronically, the electronic recording, accompanied by a certification of the reporter, shall be filed with the Clerk of Court. Upon request of any party to any proceeding which has been so recorded who has agreed to pay the fee therefor, or of a judge of the Court, the reporter shall promptly transcribe the original records of the requested parts of the proceedings and attach to the transcript his/her official certificate and deliver the same to the

party or judge making the request. The reporter shall promptly deliver a certified copy of any transcript so made to the Clerk for the records of the Court.

STORAGE OF SHORTHAND NOTES, DICTIONARIES, AND ELECTRONIC RECORDINGS

The Clerk of Court is responsible for the safekeeping of all court reporter records and electronic sound recordings. In compliance with 28 U.S.C. § 753(b), official reporters shall certify and file their original shorthand/stenotype notes, proprietary format transcript file(s), transcript(s) in ASCII format, and electronic sound recordings for every matter covered in a drive as provided through the Data Communications Network (DCN).

The Eastern District of Pennsylvania requires official reporters to file copies of their dictionaries (main and job) in a computer drive accessible from the Clerk's Office. The dictionaries will be updated annually by each official reporter. In the event an official reporter is unavailable to produce transcripts due to illness or other unanticipated circumstances outside of his/her control, their dictionary and audio file will assist another court reporter or transcriber with understanding the original reporter's notes. These dictionaries and audio files may only be used as needed to transcribe a reporter's notes if a transcript is required. The original notes and records of contract reporters shall be certified and filed with the Clerk within ninety (90) days of completion of the proceeding. The Official Court Reporter shall:

- within a five (5) business day period, transfer all necessary data files representing each court hearing or trial during which they provided court reporting services.
- transfer the data files utilizing an agreed upon format, file structure, naming convention, and storage location.
- certify that any audio data transferred to the Court's network is audible, recognizable, and discernable.

POLICY FOR PROVIDING DATA COMMUNICATIONS NETWORK (DCN) ACCESS TO OFFICIAL COURT REPORTERS

Access to the Data Communications Network (DCN) must be through the court reporter's private computers connected remotely to the DCN as authorized by the court. Those official court reporters who have been authorized by the chief judge, or his or her designee, to access the DCN for official purposes may be granted remote access via the local request for access process. Pursuant to § 260.60 of the *Guide*, court reporters must secure their personal computers against viruses from computer hackers by installing up-to-date antivirus software and take other preventative measures, such as the use of passwords and off-site backup of computer files.

Substitute and contract court reporters may not be allowed access to the DCN at any time.

RETIRED OR SEPARATED COURT REPORTERS

Any official reporter who terminates employment with the Court remains responsible for producing requested transcripts of proceedings reported during their employment at the rates in effect at the time the transcript was ordered. Court reporters must make every effort to serve the

ordering party by producing the transcript according to the delivery schedule established by the Judicial Conference.

Any court reporter refusing to transcribe a Court proceeding may be ordered by the Court to show cause. Court reporter notes are the property of the Court and must remain in the custody of the Clerk of Court. Notes may be removed only for the purposes of providing a transcript. A court reporter no longer employed by the Court must file a copy of the transcript with the Clerk of Court within three (3) days of delivery to the ordering party. The Court Services Manager shall assist the retired or separated court reporter in obtaining the notes and act as a liaison between the reporter and the ordering party.

REPORTS AND RECORDS

The following reports are to be filed in a timely manner by each official reporter:

Attendance and Transcripts of United States Court Reporters, Form AO 40A, shall be prepared and electronically submitted through the *Automated Court Reporter Application* (ACRA) within 20 days after the end of each calendar year quarter (*i.e.*, by April 20, July 20, October 20, and January 20, for the preceding quarter). 40A Reports must be sent to the Court Reporter Supervisor five (5) days prior to their due date. In the event an official reporter retires, resigns, or is otherwise separated from duty, an AO 40A must be filed within twenty (20) days from the date of separation.

Statement of Earnings of United States Court Reporters, Form AO 40B, shall be prepared and submitted annually by all official reporters. The report shall be electronically submitted through the ACRA so that it is received by April 5 of each year for the prior calendar year to give the Court Reporter Supervisor sufficient time to review the report. The court reporter supervisor must approve the AO 40B through the ACRA after submission by the official reporter. This report shall be kept confidential. In the event an official reporter retires, resigns, or is otherwise separated from duty, an AO 40B must be filed within sixty (60) days from the date of separation, even if employed for only part of a year.

Official reporters shall maintain accurate, legible, and current records of their expenses, attendance in court, transcript orders, and invoices. These records shall be available for routine audits as necessary. Court reporters must maintain such records on forms prescribed by the Judicial Conference of the United States, which include, but are not limited to, the following forms:

- AO 37 Expense Ledger;
- AO 38 Attendance Ledger;
- AO 39 Transcript Orders and Collection Ledgers; and
- AO 44 Invoice.

EFFECTIVE DATE

This Plan is adopted and approved by the District Court Judges this 24th day of April 2025, subject to final approval by the Third Circuit Judicial Council.

BY THE COURT:

s/Mitchell S. Goldberg
Mitchell S. Goldberg, Chief Judge
United States District Court
for the Eastern District of Pennsylvania

Approved by the Judicial Council
of the Third Circuit on 4/17/25

Michael G. Chazan