



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS

P.O. BOX 1688

MADISON, WISCONSIN 53701-1688

Shirley S. Abrahamson
Chief Justice

16 East State Capitol
Telephone 608-266-6828
Fax 608-267-0980

A. John Voelker
Director of State Courts

ADMINISTRATIVE BULLETIN 08-06

DATE: July 1, 2008

TO: Official and District Court Reporters

FROM: A. John Voelker
Director of State Courts

SUBJECT: Court Reporter Employment Qualifications

The Making the Record (MTR) Committee concluded its work at the end of June in providing me feedback to the plan for implementing digital audio recording (DAR) equipment in the courtroom. In addition to the Committee's feedback, I am taking into consideration all the feedback I received from judges and court reporters across the State as I finalize the plan. I want to take this opportunity to thank you for taking the time to meet with me as well as asking questions and raising concerns as I try to develop a plan that will be workable as we move forward to address the projected court reporter shortage in the Wisconsin Court System.

As part of moving forward, we are taking the first steps by changing the definition of court reporter to include digital court reporters. As a result, the court system's personnel policies are being revised to add a new employment category effective July 6, 2008. Enclosed is the job title summary that will be used when hiring an official digital court reporter. An official digital court reporter will be a personal appointee of a circuit court judge. This new policy will change the job title of those employees currently identified as electronic monitors to official digital court reporter. The pay schedule for official digital court reporters will be released at a later date in an informational bulletin to all court reporters announcing the fiscal year 2008-2009 pay plan.

We will continue to keep you apprised of other policy and/or procedure changes as we proceed. If you have any questions regarding this policy, please contact Margaret Brady at (608)267-1940 or at margaret.brady@wicourts.gov.

Enclosure

cc: Circuit Court Judges
Margaret Brady
Sheryl Gervasi
District Court Administrators

WISCONSIN COURT SYSTEM

Job Title: Digital Court Reporter

Division: Circuit Court

Reports To: Appointing Circuit Court Judge

Summary Description

A digital court reporter is responsible for the verbatim recording of all court proceedings through the use of digital electronic recording equipment. The digital court reporter must prepare accurate and timely transcripts as per statutory mandates. The digital court reporter works closely with staff from the Consolidated Court Automation Programs (CCAP) to assist CCAP staff in ensuring the proper functioning and maintenance of the state-owned digital audio recording equipment. The digital court reporter may provide coverage to different branches of court within the judicial district and may be assigned by the chief judge or district court administrator to another court in the district.

Tasks

- Takes the record verbatim using digital or other audio recording equipment (60-90%).
- Operates the courtroom's audio recording equipment and works with CCAP staff to maintain the equipment in ready-to-use condition (10%).
- Maintains and stores the verbatim record in accordance with applicable Supreme Court Rules and statewide policy (5%).
- Types transcripts, correspondence, jury instructions, verdicts, notices, and other correspondence as necessary (10-20%).
- Maintains and organizes materials, such as binding notes, billings and calendars (5%).

Knowledge and Abilities Required

- Ability to operate state-owned digital audio recording equipment
- Ability to produce an electronic record suitable for transcription
- Ability to transcribe the record
- Ability to communicate clearly technical problems with recording equipment to CCAP staff
- Understanding of district and local court policies and procedures
- Experience in court/legal setting
- Working knowledge of legal terminology and procedures

- Good command of English language
- Basic computer skills

Education and Experience Required

Courses and/or experience in legal/court administrative and record keeping practices (for example: paralegal, legal secretary).

License and/or Certificate Required

None. Prefer candidates who have successfully completed the AAERT's certification program for digital court reporters and transcribers (CERT) or other equivalent certification as approved by the Director of State Courts.

Discretion

A digital court reporter works under the supervision of his/her assigned circuit court judge in addition to other judges as directed by the chief judge and/or the district court administrator. The digital court reporter must ensure compliance with policies and procedures of the court system for recording, storing, keeping, and transcribing court records.

Contacts

A digital court reporter has close, routine contact with his/her assigned circuit court judge and has regular contact with the district court administrator and the chief judge of the respective judicial administrative district. The digital court reporter also has contact with other judges, attorneys, CCAP staff, other court personnel and the general public.

Supervisory Authority

None