

Storage and Retention of Notes

Directive #29-65	May 17, 1966
Directive #3-69	September 16, 1969
Issued by:	Edward B. McConnell Administrative Director

I should like to recommend to Assignment Judges that, in your discussions with the Board of Freeholders of your county or counties as to the budgetary requirements of the courts, due consideration be given to the needs of the official court reporters and their respective Supervisor. These include, of course, adequate storage space and filing equipment, supplies, telephone service, and stenographic pads for recording the notes of proceedings.

Reports received by this office indicate that not all counties furnish all the above needs. There is as much reason for supplying the court reporters with the necessary facilities and supplies as there is for so accommodating other supporting personnel for the courts.

Arrangements should also be made for providing office space and telephone service in the court house for the official court reporters and in particular for the Supervisor of Reporters. At present it is often difficult for attorneys to get in touch with the court reporters in connection with transcripts because of the fact that they frequently do not have offices in the court house. There is as much reason for supplying the court reporters with office space and other necessary facilities as there is for so accommodating other supporting personnel for the courts.

The Supreme Court has ordered that all reporters' stenographic notes shall be stored in courthouses, rather than in any facilities under the control of individual reporters. Accordingly, all reporters, official and per diem, should deposit their notes at the end of each day with the supervisor of reporters, or a designated custodian, in the respective courthouses for safekeeping.

Supervisors are requested to forward to the Administrative Office, as soon as practicable, information on the storage facilities being utilized by them, indicating the storage area being used, the custodian charged with accepting, storing and releasing reporters' notes for the preparation of transcripts, and the procedures established to ensure the security of the notes stored. The over-all responsibility of securing the notes is that of the supervisor, who may delegate others to act during his or her absence.

EDITOR-S NOTE

Directives #29-65 and #3-69 have been combined into one directive dealing with the storage and retention of court reporters notes. Portions of these directives which are redundant or which are now governed by court rule have been eliminated. The directive has been amended to render it gender-neutral. The reference to the Clerk of the Superior Court replaced the prior reference to the Clerk of the County Court.