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**Directive #07-20**

[Questions or comments may be directed to the Appellate Division at 609-815-2950]

**TO:** Carmen Messano, P.J.A.D.  
Assignment Judges  
Trial Court Administrators

**FROM:** Glenn A. Grant, J.A.D., Acting Administrative Director 

**SUBJ:** Superior Court Appeal and Non-Appeal Transcript Requests – Distribution to Certified Transcription Agencies and Transcribers

**DATE:** January 31, 2020

This directive promulgates a new policy regarding distribution of Superior Court transcript requests to certified transcription agencies/transcribers, in order to support appropriate distribution of work to certified transcribers and transcription agencies.

Background

For over a decade, CourtSmart has served as the primary method of recordation of court proceedings throughout New Jersey. At the same time, vicinage transcript offices have maintained relatively small localized pools of transcription agencies to which work assignments are distributed.

In 2017, the Appellate Division Office of Administrative Services centralized the distribution of appeal transcripts. The centralization process presented an opportunity to support greater standardization and equity in the distribution of non-appeal transcript work. To that end, the Judiciary is adopting the following policy:

- (1) An attorney ordering a transcript may decide which agency they wish to use on the transcript request form. That request must be honored unless, under review, it is determined that a previous transcriber was used for the same matter.

- (2) If a prior order was made for transcription in a certain case, the new request must be sent back to the same transcriber in order to ensure consistency of the record; however, if a transcriptionist or agency is no longer available, contact the Appellate Division transcript office for guidance.
- (3) The County transcript office is required to use a minimum of eight transcription agencies for distribution of non-appeal transcript work, while the Appellate Division transcript office will continue to rotate among the entire list of agencies/transcribers for appeal transcripts. This requirement excludes grand jury transcripts, which are subject to the requirements found within R. 3:6-7.
- (4) If an agency/transcriber is overdue in completing transcripts for more than a week they should complete their overdue transcripts prior to getting a new assignment.
- (5) If a certified agency/transcriber asks to be added to the rotation within a county they should be added unless there is a basis not to do so, for example, lateness, or frequent extension requests; note that the county transcript office is required to check the transcriber's certification by reviewing the online list or by contacting the Appellate Division's Office of Administrative Services.
- (6) An official court reporter (OCR) cannot also be given work as a transcriber in the county in which they are assigned as an OCR.
- (7) The Appellate Division's Office of Administrative Services will conduct periodic review of the assignments to ensure reasonable distribution.

### Conclusion

The official list of approved transcribers and transcription agencies is posted on the Judiciary's website: <https://www.njcourts.gov/courts/appellate.html>. Questions regarding this directive may be directed to Karen M. Carroll, Deputy Clerk for the Appellate Division, at [Karen.Carroll@njcourts.gov](mailto:Karen.Carroll@njcourts.gov) or at 609-815-2950 ext. 54730.

cc: Chief Justice Stuart Rabner  
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