

**STATE OF NORTH CAROLINA**

**ADMINISTRATIVE OFFICE OF THE COURTS  
LEGAL SERVICES DIVISION**

**STATEMENT FOR CONTRACTUAL  
COURT REPORTER SERVICES**

**INSTRUCTIONS:** Forward original to Court Reporting Coordinator, Administrative Office of the Courts, P.O. Box 2448, Raleigh, NC 27602. Retain a copy for your records. Please read carefully the additional instructions on the reverse.

**ASSIGNMENT AND AUTHORIZATION**

Name Of Contract Court Reporter	Rate <input type="checkbox"/> \$110.00 per day <input type="checkbox"/> \$550.00 per week
County Of Assignment	Date(s) Of Assignment
Judicial District Of Assignment	Type(s) Of Session(s) Of Assignment <input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Other: (specify): _____
Reason For Assignment (this section must be completed in order for the reporter to receive reimbursement)	
<input type="checkbox"/> Reporter on vacation <input type="checkbox"/> Holdover <input type="checkbox"/> Other: (explain) _____ <input type="checkbox"/> Special session <input type="checkbox"/> Additional regular session      _____ <input type="checkbox"/> Reporter on sick leave      _____	
Date	Signature Of Assigning Authority

**CERTIFICATION**

I certify that I served as a court reporter on the date(s) and in the court(s) specified above. I am entitled to payment for the following total amount: \$ \_\_\_\_\_

**NOTE:** If payment is to be made to the court reporter individually, write "same" in the "Payee" block and provide the reporter's individual taxpayer ID number (either the Social Security Number or federal employer number used by the court reporter). If payment is to be made to the reporter's firm, write the firm's name in the "Payee" block and provide the firm's taxpayer ID number.

Address Where Check Is To Be Mailed

Payee (See Note)	Taxpayer ID No. (See Note)	
Date	Name Of Contract Court Reporter (Type Or Print)	Signature Of Contract Court Reporter
Date	Name Of Presiding Judge (Type Or Print)	Signature Of Presiding Judge

**FOR USE BY AOC**

Date	Approved By Court Reporting Coordinator
Date	Verification For Payment

COMPANY	ACCOUNT	CENTER	AMOUNT
0201	532110002		\$
0201	532731		\$
0201	532732		\$
			\$
			\$
			\$

**TOTAL**

\$ \_\_\_\_\_

**I. Court Assignment And Payment**

At the completion of the day or session of court to which you are assigned, complete the Certification section of this form and present the form to the presiding judge for his or her signature. Please return the completed and signed form to the following address: Court Reporting Coordinator, Administrative Office of the Courts, Post Office Box 2448, Raleigh, NC 27602.

When a contract court reporter agrees to cover an entire week of court, he or she will be considered to be available to work for the full five (5) days. Accordingly, contract reporters are required to inform the local contact person any time their court finishes before Friday so that their names may be placed on the statewide E-mail Bulletin Board. Other local contact persons can then consult the names posted on the bulletin board in order to locate available contract reporters.

If court finishes before 2:00 PM on Tuesday and the reporter is not needed for assignment to another court, the reporter will receive half the weekly contract fee (i.e., \$200.00). If, however, the Monday of the court week is a holiday, the reporter will receive only \$80.00 if court finishes on Tuesday and the reporter is not assigned elsewhere.

The contract reporter must contact the local scheduling coordinator any time an emergency arises that prevents him or her from reporting to an assigned court session. Under no circumstances should a contract reporter independently arrange for another reporter to cover his or her court assignment.

**II. Travel Reimbursement**

**In addition to the contract fee, the reporter will receive reimbursement for all necessary and essential travel expenses including mileage, parking charges and, in certain circumstances, costs for meals and lodging. Contract court reporters should refer to Section X of the Court Reporting Handbook or contact the AOC Court Reporting Coordinator for more information on allowable travel expenses.**

**IN ORDER TO RECEIVE REIMBURSEMENT FOR ALLOWABLE TRAVEL EXPENSES, PLEASE COMPLETE FORM AOC-A-25 ("REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL BUSINESS") AND FORWARD IT TO THE COURT REPORTING COORDINATOR ALONG WITH YOUR CONTRACTUAL SERVICES FORM. DO NOT INCLUDE CHARGES FOR TRAVEL EXPENSES ON THE CONTRACTUAL SERVICES FORM ITSELF.**

**III. Custody of Original Record of Proceeding**

The court reporter's original tapes, notes, discs or other records of the proceeding are State property of which the clerk is the ultimate custodian. Therefore, prior to leaving an assignment, a contract reporter ordinarily must surrender all tapes, notes, discs, or other records to the clerk. If, however, a party gives notice of appeal in open court, the contractor may retain the materials in order to prepare the transcript. Upon completion of the transcript, the reporter should return the materials to the clerk. In no event should the contract reporter retain the materials for more than six (6) months after completion of the proceeding.