

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YAVAPAI

FILED
4/12/21 O'Clock 4:12 P.M.

MAR 23 2021

IN THE MATTER OF.)

ADMINISTRATIVE ORDER

DONNA J. DEBOIS, Clerk

No. 2021-05

By: J. DEBOIS

COURT REPORTERS' NOTES)

Supersedes No 2018-03

This Administrative Order shall apply to all Court Reporters' notes taken in trials or proceedings in any Division of the Superior Court in Yavapai County, including notes taken by any freelance or visiting Court Reporter. It shall be the responsibility of all reporters working in any capacity in this Court to be aware of and comply with all provisions of this Administrative Order.

IT IS ORDERED, Court Reporters who utilize electronic stenographic notes shall save all notes each day, separated by case type, (criminal, civil, juvenile or death penalty), translated into English and converted to PDF (labeled with date, reporter's name and case type) to be submitted for storage with the Superior Court in Yavapai County.

The notes shall be submitted electronically to Court Administration every month for proper storage and indexing (in accordance with Supreme Court Administrative order 2006-29 and 2014-117) by the 25th of the following month. Capital cases shall be submitted separately, labeled with date, reporter's name and "death penalty," in accordance with the above directive.


A backed-up copy of each reporters' electronic dictionary shall also be submitted to Court Administration once per year at the end of the year pursuant to the order of the Presiding Judge

The Presiding Judge's designee shall have the authority to follow up with Court Reporters to ensure compliance with this Administrative Order.

IT IS FURTHER ORDERED, all Court Reporters who utilize paper stenographic notes shall present their notes, separated by case type (criminal, civil, juvenile or death penalty) to the Lead Court Reporter at the conclusion of each working day, unless alternative arrangements have been previously made

DATED at Prescott, Arizona, this 23rd day of March, 2021.

() clerk of court (e)
() John D. Napper (e)
() Court Administrator (e)
() _____
() _____
() _____ () Other _____


JOHN D. NAPPER
Presiding Judge