

Contract For Freelance Court Reporting Services In Judicial Administrative Districts 2-10

This contract is made and entered into this day of , 20 , by and between the Director of State Courts Office of the State of Wisconsin (hereinafter referred to “the Director’s Office”) and (hereinafter referred to as “the court reporter”) for freelance court reporting services. Representatives of the Director’s Office for purposes of this contract are the District Court Administrators of the Judicial Administrative Districts 2 through 10 of the State of Wisconsin.

Under the terms of this contract the court reporter agrees to complete the assignments made by the District Court Administrator or designee until said assignments are complete, including any related transcripts, pursuant to applicable statutes and rules. All questions or concerns regarding assignments should be directed to the District Court Administrator or designee who made the assignment. The court reporter agrees to sign and adhere to the “Assistant Court Reporter Oath Of Office” and to perform under this contract in accordance with the best professional standards. On a regular basis throughout the term of this contract the District Court Administrator may review the quality, quantity, rate of progress, timeliness of services, and related considerations of this contract to ensure proper court administration.

The court reporter will be contacted to perform freelance court reporting services for the Circuit Courts on an as-needed basis. It is understood that the freelance court reporter is not an employee of the State of Wisconsin. The court reporter shall provide the required equipment to provide the needed court reporting services. The court reporter holds the State of Wisconsin harmless from any personal or other liability for the operations of the court reporter.

Effective August 1, 2024, payment for freelance court reporting services shall be rendered at a rate of \$243.84 per day and will be increased to \$269.76 per day if the court reporter has received either National Court Reporters Association (NCRA) certification, National Verbatim Reporters Association (NVRA) certification, or American Association of Electronic Court Reporters and Transcribers (AAERT) certified electronic court reporter and transcriber (CERT) certification. To receive the higher per diem rate the court reporter must submit a copy of the court reporter’s NCRA, NVRA, or AAERT CERT certification to the Fiscal Office, Director of State Courts’ Office of Management Services, 110 E. Main Street, Room 430, Madison, WI 53703 or via email at fiscal.office@wicourts.gov. This per diem rate assumes freelance court reporting services will be provided in court on the record by the court reporter for more than ½ day and will allow for an unpaid lunch break. If reporting services are for four hours or fewer, the court reporter will receive a ½ day per diem of \$121.92 or \$134.88 if NCRA, NVRA, or AAERT certified. At the discretion of the assigning District Court Administrator, when an assignment requires court reporting services to be performed beyond an eight hour per diem for which the court reporter was assigned, the court reporter will be paid on a straight hourly basis of \$30.48 per hour (or \$33.77 per hour with evidence of NCRA, NVRA, or AAERT CERT certification) for services rendered in court on the record and/or when on-site availability for a specific court assignment is required.

The court reporter will not be paid for time spent typing transcripts or for time traveling to and from an assignment. If the court reporter is not given notice of an assignment’s cancellation by 2 pm of the previous business day, and if the District Court Administrator or designee does not have an alternative assignment to offer the court reporter, the court reporter will be paid for a minimum ½

day work. For travel to and from assignments which occur outside the court reporter's county of residence, the court reporter will be reimbursed for mileage and meals in compliance with applicable State travel guidelines in force at the time of the travel. All expenses relating to mileage and meals must be submitted within 60 days of the date incurred in order to be reimbursed.

The court reporter must submit a completed form CS-152, "Court Reporter Per Diem Voucher", to the District Court Administrator's office of the judicial administrative district where the court reporting work was performed. The District Court Administrator must approve and sign the form prior to submission to the Director of State Courts Office for payment. The court reporter will be paid for the freelance court reporting services as required by s. 16.528, Wis. Stats.

Upon request by the District Court Administrator or designee, the court reporter shall deliver the court reporter's notes to the physical custodian in accordance with Trial Court Administration Rule 7. This material shall be held by the court reporter in accordance with the best professional standards of confidentiality.

This contract may be terminated by either party at any time without cause. Should the court reporter terminate this contract, for any reason whatsoever, the court reporter will provide sufficient notice to the District Court Administrator to ensure any assignments given to the court reporter can be reassigned without causing hardship to the State of Wisconsin. Even after termination of this contract, the court reporter shall complete all requested transcripts from assignments made under this contract as required by statute and rule, and shall deliver the court reporter's notes in accordance with Trial Court Administration Rule 7. The State of Wisconsin will be liable only for payment for services rendered and accepted by the Director's Office.

This contract becomes effective upon the signature of both parties and will remain in effect until July 31, 2025. This contract may be renewed after the annual review of the terms of this contract.

Signed: _____
District Court Administrator
Director of State Courts Office
State of Wisconsin

Signed: _____
Freelance Court Reporter

Printed: _____

Printed: _____

Date: _____

Date: _____

Rate Per Day: _____ \$243.84
_____ \$269.76

Appropriate paperwork must be submitted to receive the higher rate.