



THIRD JUDICIAL CIRCUIT OF
MICHIGAN

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Memorandum

To: Court Reporters
From: Tammi H. Palmer, Director, Case Processing
Date: May 25, 2022
Re: Court Services Payment Application Guide and FAQs

Court reporters are key players in a court. You provide valuable verbatim records that impact all levels of justice. Without a transcript of prior proceedings, there is no access to justice. We appreciate all you do!

Third Judicial Circuit Court has been successfully using the Court Services Payment Application. The Supervisors and I take vouchering very seriously and want to make certain everyone gets paid for the work they perform. As we have been approving your vouchers, we have run across a few issues that reoccur on a regular basis. To alleviate some confusion and assist everyone with the new application, we have assembled the following guidelines for submitting vouchers for the production of transcripts at court expense. Here are some helpful tips:

- 1) Double check to make sure you have attached the correct transcript to each date in your voucher;
- 2) Make sure your District Court PE title page contains the Circuit Court Case number for processing and approval;
- 3) Make sure you attach the transcript for the case number for which you are vouchering;
- 4) You can attach to your voucher multiple transcripts for a single case. If you have prepared 3 transcripts for 3 different dates in Case No. 21-004413, you can attach all 3 transcripts to the same voucher. You do not need to prepare 3 separate vouchers for the case;
- 5) In the description, explain what kind of hearing the transcript is from – Preliminary Exam (PE), Sentencing, Violation of Probation (VOP), trial, etc.;
- 6) Sign and date the certification page;
- 7) Make sure you send a copy of your Criminal Division transcript(s) to ElectronicTranscripts@3rdcc.org and Juvenile Division transcript(s) to courtreporting.lhj@3rdcc.org;

- 8) If your transcript is rejected and you have to amend it, please send the amended Criminal Division transcript to ElectronicTranscripts@3rdcc.org and amended Juvenile Division transcript to courtreporting.lhj@3rdcc.org. Indicate in the email that you are submitting an amended transcript;
- 9) Please remember that “on-hold” invoices must be edited, correcting the deficiency(ies) and then resubmitted through Court Services Payment Requests. An invoice on-hold cannot be approved until the edited invoice is resubmitted. Also, please refer to item 8; and
- 10) Check the status of your submissions. We receive a lot of complaints about unpaid invoices when really what has happened is that the invoice was put on hold because of a problem with the submission or the invoice was rejected altogether and the transcript was never corrected and resubmitted. If you check the application regularly, you can fix issues and resubmit vouchers to assure payment.

There are always questions about how to charge for production of transcripts. Below are answers to some FAQ:

- 1) **How should I prepare the invoice for preliminary exam and probable cause hearing transcripts?** For preliminary exam transcripts and probable cause hearings, you should invoice for an original plus one copy.
- 2) **How should I prepare the invoice if the case has multiple defendants for one hearing?** If the case has multiple defendants on one hearing date, you should invoice an original plus one for the first defendant and for just a copy for the second and subsequent defendants.
- 3) **How should I prepare the invoice if the defendant has two cases and the cases are called separately?** If a defendant has two cases and the cases are called and heard separately in District Court, voucher for each individual case.
- 4) **How should I prepare the invoice if a defendant has two or more cases heard at the same time?** If a defendant has two cases and both are called and heard together as one case in District Court, you should invoice for just one case.
- 5) **How many hearing dates can I voucher for on a single Case Number at one time?** As many dates as the program allows. Adding a new voucher for each transcript date on a single case number creates many issues for those of us approving the vouchers.
- 6) **How many copies should I invoice for if the hearing is a hearing in District Court other than a PE or Probable Cause hearing(s)?** For all other District Court motion hearings and all appeal transcript orders from District Court to Circuit Court, the reporter is authorized to voucher for an original and one copy.
- 7) **What should I invoice if a retained attorney orders the PE transcript?** The reporter must send the PE .pdf to ElectronicTranscripts@3rdcc.org and voucher for a copy only.
- 8) **What type of cases are automatic orders?** Capital PE cases must be automatically transcribed. The bind-over date initiates the order date and all dates are to be filed within 28 days of the bind-over date. District Court reporters must docket capital cases not concluded in the first session and given a continuation date and monitor the case for a bind-over date so

that they may prepare their PE hearing date(s) within 28 days of the bind-over date. The Office of Court Reporting Services, Circuit Court Criminal Division, emails the Supervisor of Court Reporting Services, District Court Division, a capital case list on a weekly basis. This list should be forwarded to all District Court reporters who are responsible for reporting/recording a capital case.

Please remember that we are reviewing hundreds of vouchers. Be patient with us. There are currently thousands of transcripts in the Criminal and Juvenile email archives. If we ask you to resubmit something we are not always saying it was never sent. Sometimes, we are merely saying we cannot locate it. We may have overlooked it or maybe the name or case number on the document you sent to the email address does not match the case heading in Odyssey. There are also times when an email address does not reflect the name the court reporter uses professionally.

If you are asked to resend a transcript, please forward your original email so that we can process your submission utilizing your original email filing date. If you cannot forward your original email, please email it again so that we can process your submission and then approve your e-voucher.

Thank you again for all you do. You are such an important part of the Court's mission and access to justice!