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U.S. DISTRICT COURT
NORTHERN DISTRICT OF IOWA
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CEDAR RAPIDS HDQTRS. OFFI

# UNITED STATES DISTRICT COURT
# FOR THE NORTHERN DISTRICT OF IOWA
# COURT REPORTER MANAGEMENT PLAN
(Amended June 2000, January 2003)

BY Debra S. Latay

ADMINISTRATIVE ORDER
03-AO-0008

1. Statement of Adoption of Plan by Court

This Court Reporter Management Plan of the United States District Court for the Northern District of Iowa has been approved by the Court subject to approval of the Eighth Circuit Judicial Council.

2. Supervision of Court Reporters

The Chief District Judge headquartered in Sioux City, Iowa shall assume direct supervision of the court reporter employed at that location, and the District Judge headquartered in Cedar Rapids, Iowa shall assume direct supervision of the court reporter employed at that location. Court reporters will answer directly to the supervising Judge as to tour of duty, leave and scheduling, and the supervising Judge will advise the Clerk if the reporter under their supervision should not be certified for 80 hours of work during any pay period.

At the request of the supervising Judge, the Court Reporter Clerk, under the supervision of the Clerk, shall monitor:

(a) the Court billings to assure that fees, page content and delivery schedules are met.

(b) that all required records are maintained and reports filed in a timely manner.

3. Assignment of Reporters

The Northern District of Iowa is authorized one official court reporter for each active judge, however, it is the policy of this District that while official court reporters are not permanently assigned to individual judges, that all assignments to report for other than the supervising Judge shall be approved by the supervising Judge .

Official court reporters shall be employed at the will of the supervising

Judge. In the period between death, resignation or retirement of an individual Judge and the appointment of a new Judge, reporters shall continue to serve other active Judges, Senior Judges, Visiting Judges and Magistrates Judges. If the volume of work does not justify retention of the full complement of reporters, a reduction shall be accomplished through relocation or by giving a reasonable notice for termination of the appointment of not less than sixty (60) days.

Contract reporters will be hired for trials and hearings conducted by Senior Judges, Visiting Judges and Magistrate Judges only when an official reporter is not available at the location where the trial or hearing is to take place. Subject to the approval of the supervising Judge, any reporter may be assigned by the Court Reporter Clerk to serve a Senior Judge, Visiting Judge or Magistrate Judge. Such assignment shall be made in a manner designed to reduce the overall costs of providing needed reporters within the District. Transcript production being considered by the Judicial Conference as outside work for which additional remuneration is received, time spent on transcripts, as well as transcript backlog, need not be considered when assigning reporters.

4. Hours, Freelance Reporting and Benefits

All official court reporters now employed by the Court or hired in the future shall serve under the Leave Act, 5 U.S.C. Sec 6301 et seq., and shall earn annual and sick leave pursuant to the Act. The Court reporters' "regular tour of duty" shall generally be from 8:00 a..m. to 5:00 p.m in Sioux City and 8:00 a.m. to 4:30 p.m. in Cedar Rapids, however, hours may fluctuate with need, and each court reporter shall be available outside regular "tour of duty" hours as directed by the supervising Judge.

Official court reporters employed by the Court are not permitted to perform private (freelance) work of any kind during their regular tours of duty.

It is the objective of the Court to reduce the court reporters' cost of doing business by paying for any court reporting equipment and supplies which the Court may purchase, and by providing support for the court reporters' continuing education, consistent with restrictions mandated by the Judicial Conference and Administrative Office.

5. Leave for Official Court Reporters

Upon application for leave, each request will be considered on an individual basis by the supervising Judge or in his/her absence, the Clerk.

(a) Annual Leave - Court reporters assigned a regular tour of duty under paragraph 4, above, will be subject to the Leave Act. 5 U.S.C. Section 6301 et. seq.

(b) Administrative Leave - May be granted by the supervising Judge for a period of up to twenty (20) calendar days during a calendar year. Administrative Leave is not cumulative and should be granted only when Court schedules do not require employment of per diem or contract reporters.

(c) Sick Leave - Will be authorized only in accordance with the Leave Act.

During such periods of leave, a substitute reporter may be provided for the Court on a contractual basis if other official reporters are not available to cover the proceedings.

6. Magistrate Judges

Proceedings before United States Magistrate Judges may be recorded by electronic sound recording or by a court reporter. The Magistrate Judge shall determine which technique is to be used as to each case or hearing, taking into account the provisions of 28 U.S.C. §§ 753(b) and 636(c)(7), and any other applicable authorities.

Should a Magistrate Judge find that it is necessary that the services of a court reporter be utilized in a particular case, and an official court reporter is not available, a request to provide a reporter shall be directed to the Court Reporter Clerk , who shall secure a contract reporter subject to available funds.

7. Utilization of Contract Reporters to Replace Official Reporters

Contract (freelance) reporters may be utilized when all readily available official court reporters are occupied in Court reporting proceedings pursuant to the policies of the Judicial Conference of the United States.

Contract (freelance) reporters may be utilized in place of official court reporters on authorized leave pursuant to the terms of the Leave Act when no other official court reporter is reasonably available to replace the official court reporter who is on leave.

If an official court reporter is relieved of their courtroom duties to work on transcript backlogs, which are the result of the reporters' lack of diligence, the supervising Judge may direct such official court reporter to pay the cost of the contract (freelance) reporter needed to fulfill courtroom duties.

8. Production of Daily Transcripts

Production of daily or hourly transcripts is not to be subsidized by the Court. If extra reporters are required to provide such transcripts, the cost of such reporters shall be paid by the official reporter out of earnings derived from the higher transcript rates as established by the Judicial Conference. This provision does not, however, prohibit other official reporters from assisting in producing such transcripts if there are no other official proceedings to record, including those of Senior Judges and Magistrate Judges, and when no substantial transcript backlog will result.

9. Fees for Official Proceedings

(a) Fees which may or may not be charged:

(1) A reporter may charge and collect fees for transcripts requested by the parties, including the United States, at rates not exceeding those approved by the Judicial Conference of the United States and adopted by the Court. A copy of the authorized transcript rates is contained in Appendix A.

(2) No fee may be charged for any copy of a transcript delivered to the Clerk for the records of the Court.

(3) Regular or temporary reporters (salary or substituting for salary reporter) may not charge for transcripts ordered by a Judge. Per diem court reporters may charge a fee for transcripts ordered by a Judge if their contract so provides.

(4) A reporter may charge parties, but not the Court, for transcripts produced when electronic recordings have previously

been filed for arraignments, changes of pleas, and other proceedings in connection with the imposition of sentence.

(5) Except when expressly authorized by the Court, a reporter may not charge an additional fee for copies of a transcript delivered to co-defendants in cases involving multiple defendants in a criminal case under the Criminal Justice Act. The procedure for payment is set out in paragraph 9(d), below.

(6) The rates allowed for diskette transcripts are the same as those allowed for paper transcripts whether they represent originals, first copies, or additional copies. No additional charge is permitted for the cost of the diskette itself.

(7) Postage costs are considered an ordinary business expense and the reporter may not charge for ordinary postage. Where, however, a party requests expedited delivery, the court reporter may bill a party for the difference between ordinary postage cost and the cost for expedited delivery.

(8) No charge may be made for all or a portion of a transcript provided to the Clerk's Office in connection with an appeal.

(9) Pursuant to the resolution of the Judicial Conference of the United States, each court reporter is required to certify on each invoice that the fee charged and page format used conform to the regulations of the Judicial Conference.

(10) The Clerk shall post on a bulletin board in the U.S. Courthouse in this District a copy of the allowable fees. The posting shall be prominently displayed in an area generally available to the public.

(b) How payment shall be made:

(1) Fees for transcripts furnished in criminal proceedings to persons proceeding under the Criminal Justice Act, shall proceed under paragraph 9(d), below.

(2) Fees for transcripts in other proceedings to persons permitted to appeal in forma pauperis shall be paid by the United States upon the appropriate finding by the Court.

(3) If a litigant has met the requirements to proceed in forma pauperis under 28 U.S.C. §1915, in situations where appropriated funds are not authorized for transcript payment, and a transcript is deemed necessary, the Court may authorize payment from the Court's non-appropriated fund.

(4) All requests for payment shall be reviewed by the Court Reporter Clerk prior to submission to a Judge for approval. The Court Reporter Clerk, under the direction of the Clerk, shall ascertain the propriety of each voucher before submitting the same to the appropriate Judicial Officer for approval. If upon review of a voucher errors are determined, the Clerk may return the voucher to the reporter for correction and re-submission, or in his/her discretion, may make the corrections on the face of the voucher and so advise the reporter. Payment shall be made by the Clerk upon approval of the Judge or Magistrate Judge as may be appropriate.

(5) All payments from appropriated or non-appropriated funds are subject to audit by the Administrative Office at any time.

(c) Realtime Reporting:

(1) Official Court Reporters who have successfully completed the Certified Realtime Reporter Examination offered by the National Court Reporters Association, or who have passed an equivalent qualifying examination, shall be recognized as Certified Realtime Reporters (CRR). CRRs are permitted, but not required, to sell realtime unedited, uncertified transcript on diskette.

(2) CRRs should not sell realtime unedited transcript to anyone who is not a party to the case without prior approval of the supervising judge.

(3) CRRs may request that parties acknowledge receipt of a realtime unedited transcript by signing a disclaimer which explicitly states that the ordering party is aware that the realtime

unedited transcript is not an official record of the Court proceedings. A copy of this disclaimer is contained in Appendix B.

(4) The maximum per page rates each CRR may charge and collect for realtime unedited transcript is contained in Appendix C. No additional charge is permitted for the costs of the diskette itself or for formatting the diskette.

(5) Litigants who have ordered a realtime unedited transcript and subsequently order an original certified transcript of the same proceeding will be required to purchase a certified copy of the same pages of realtime unedited copies at the regular copy rates (ordinary, expedited, daily, or hourly), if a certified transcript is ordered.

(6) CRRs may request prepayment of fees for realtime unedited transcript prior to the start of the proceeding for which the realtime unedited transcript is ordered. They may not request prepayment by the United States government, nor may they charge a fee for any realtime unedited transcript provided to a Judge.

(7) The transcript format guidelines prescribed by the Judicial Conference apply to realtime unedited transcripts with the following exceptions:

a. Realtime unedited transcript must be clearly marked as such with a header or footer which appears at the top or bottom of each page of transcript stating, "Realtime Unedited Transcript Only."

b. The realtime unedited transcript should not include an appearance page, an index, or a certification.

c. The diskette label may be of a different color than that used on diskettes containing the text of certified transcript, and hand stamped with the

words, "Realtime Unedited Transcript Only."

(8) All parties requesting realtime services shall be responsible for providing their own personal computers, viewer/annotation software, and monitors. The CRR shall provide wiring and data communications connections needed to provide realtime services to these persons. Parties should coordinate and pre-test their equipment with the CRR before official proceedings begin.

(9) Each CRR shall maintain a record of the number of realtime unedited transcript pages ordered by the Judges, U.S. Attorneys, parties ordering under the CJA and other parties, and submit the data quarterly to the Court Reporter Clerk, using the form contained in Appendix D.

(d) Transcripts under the Criminal Justice Act:

Fees for transcripts furnished in criminal proceedings to persons proceeding under the Criminal Justice Act (18 U.S.C. § 3006A), or in habeas corpus proceedings to persons allowed to sue, defend or appeal in forma pauperis, shall be paid by the United States out of moneys appropriated for those purposes. Fees for transcripts furnished in proceedings brought under 28 U.S.C. § 2255 to persons permitted to sue or appeal in forma pauperis shall be paid by the United States out of money appropriated for that purpose if the Trial Judge or a Circuit Judge certifies that the suit or appeal is not frivolous and that the transcript is needed to decide the issue presented by the suit or appeal. Fees for transcripts furnished in other proceedings to persons permitted to appeal in forma pauperis shall also be paid by the United States if the Trial Judge or a Circuit Judge certifies that the appeal is not frivolous but presents a substantial question. The reporter may require any party requesting a transcript, except the United States, to prepay the estimated fee in advance.

All transcripts produced for and on behalf of Criminal Justice Act defendants shall be billed on CJA Form 24. Copies of this form and instructions for its completion shall be furnished to the court reporters by the Clerk or Court Reporter Clerk.

The respective reporter is responsible for assisting the ordering party in the proper preparation of the CJA Form 24. In multi-defendant cases involving CJA defendants, no more than one transcript should be purchased from the

court reporter on behalf of CJA defendants. One of the appointed counsel should arrange for the duplication, at commercially competitive rates, of enough copies of the transcript for each of the CJA defendants for whom a transcript has been approved. The cost of such duplication will be charged to the CJA appropriation. This policy does not preclude the furnishing of duplication services by the court reporter at the commercially competitive rate.

The Clerk of this Court or the Court Reporter Clerk, under the direction of the Clerk, is hereby designated to verify receipt of CJA transcripts and shall ascertain the propriety of each voucher before submitting the same to the appropriate Judicial Officer for approval. If upon review of a voucher errors are determined, the Clerk may return the voucher to the reporter for correction and re-submission, or in his/her discretion, may make the corrections on the face of the voucher and so advise the reporter. Payment shall be made by the Clerk upon approval of the Judge or Magistrate Judge as may be appropriate.

10. Time Limits for Delivery of Transcripts

All transcripts of official proceedings produced by the court reporters for this District for the purpose of appeal to the Court of Appeals shall be delivered to the ordering party and/or filed with the Clerk of this Court within the time prescribed by the Court of Appeals.

Transcripts being produced for use by Judicial Officers of this Court shall be delivered to the ordering party and/or filed with the Clerk of this Court within the time prescribed by that Judicial Officer. This schedule shall not be deviated from unless an extension has been obtained from the appropriate Clerk of Court, i.e., the Clerk of the Court of Appeals in cases involving appeal transcripts and the ordering Judicial Officer in all other cases.

11. Filing Shorthand Notes and Electronic Recordings

The shorthand notes prepared by the Official and Contract Reporters will be initially maintained in their offices. If a transcript is not ordered, the court reporter will certify and deliver the original shorthand notes and other original records to the Clerk of Court within ninety (90) days of the completion of the proceedings, or within ninety (90) days after the expiration of the contract, whichever comes first. If a transcript is ordered, the original

shorthand notes or records should be certified and submitted to the Clerk of Court within ninety (90) days after the transcript is delivered to the requesting parties. All reporters, official or contract, shall file with the Clerk of Court a certified copy of any transcript prepared. The original court reporter's notes of proceedings, after filing, shall be maintained under suitable conditions in the court reporter's office. These notes shall be maintained by the court reporter according to the records disposition schedules established by law or the Judicial Conference.

Pursuant to the provisions of Title 28 U.S.C. §753, reporters must transcribe and certify all arraignments, pleas and proceedings in connection with the imposition of sentence in criminal cases unless they have been recorded by electronic sound recording and such recordings have been certified and maintained in the office of the Clerk of Court. Official and contract reporters shall file with the Clerk transcripts of such proceedings within thirty (30) days of their occurrence unless an electronic recording device was utilized, in which event the electronic recording, accompanied by a certification of the deputy clerks serving as electronic court reporter operators, shall be filed as soon as the recording, cassette, reel, etc., has been used to capacity. The Clerk's office shall maintain a log of the proceedings electronically recorded, to be retained as an aid to the transcription of the record. These audio records shall be preserved according to the records disposition schedules established by law or the Judicial Conference.

Back-up tapes made by court reporters or Judicial Officers for their own convenience and not otherwise required by 28 U.S.C. § 753 are the personal property of the court reporters. There is no public entitlement to these recordings, or to back-up tapes made for the convenience of the Court.

12. Sanctions

Any violation of this Plan shall be referred to the supervising Judge for appropriate action. Sanctions may include, but are not limited to, dismissal and/or restitution of overcharges, whether they emanate from violation of page rates, page format, or time limits for delivery. Late delivery of transcripts may result in a fee reduction of from 10 percent to 20 percent at the discretion of the Court or Judicial Council.

13. Reports to be Filed with the Administrative Office, U.S. Courts

The following reports shall be prepared by each official court reporter

according to the schedule below:

(a) The Report of Attendance and Transcripts of United States Court Reporters (AO Form 40A) shall be submitted quarterly during each calendar year of official reporting. The report for each calendar quarter must be mailed so that it reaches the Administrative Office within twenty (20) days after the end of the quarter. The Clerk, or the Court Reporting Supervisor, under the direction of the Clerk, shall review and certify this report prior to submission.

(b) A copy of The Statement of Earnings of United States Court Reporters (AO Form 40B) shall be filed annually by all Official Court Reporters with the Clerk. The original report shall be mailed to the Financial Management Division, Administrative Office of the United States Courts, Washington, D.C. 20544, within sixty (60) days after the end of the calendar year. The Clerk shall review and certify the original report prior to submission.

The following report is to be filed by the Court Reporter Clerk, under the direction of the Clerk, with the Administrative Office within twenty (20) days of the end of each quarter:

(a) Certified Realtime Reporter Quarterly Transcript Worksheet, as contained in Appendix E.

This Court Reporter Management Plan is hereby adopted and shall become effective upon the approval of the Judicial Council of the Eighth Circuit.

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FILED
U.S. DISTRICT COURT
NORTHERN DISTRICT OF IOWA
2003 MAR 31 AM 10: 18
CEDAR RAPIDS HQ'TRS. OFFICE

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF IOWA

| | | |
|---|---|---|
| IN RE<br>APPROVAL OF INCREASED<br>TRANSCRIPT RATES | ) | ADMINISTRATIVE ~~ORDER~~ ORDER<br>NO. 03-AO-0007 |

Pursuant to the Directors Memo dated March 14, 2003

IN IS ORDERED

The increase in transcript rates attached to this memo are approved in the Northern District of Iowa effective March 14, 2003. A copy of this order shall be placed in the Public Administrative Order Book.

Ordered this 27th Day of March ,2003.

Mark W. Bennett

Mark W. Bennett Chief Judge
UNITED STATES DISTRICT COURT

03-AO-0007

**Attachment**

## MAXIMUM TRANSCRIPT RATES - ALL PARTIES
## PER PAGE

| | Original | First Copy to Each Party | Each Add'l Copy to the Same Party |
|---|---|---|---|
| Ordinary Transcript<br>A transcript to be delivered within thirty (30) calendar days after receipt of an order. | 3.30 | .83 | .55 |
| Expedited Transcript<br>A transcript to be delivered within seven (7) calendar days after receipt of an order. | 4.40 | .83 | .55 |
| Daily Transcript<br>A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day. | 5.50 | 1.10 | .83 |
| Hourly Transcript<br>A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours. | 6.60 | 1.10 | .83 |
| Realtime Transcript<br>A draft unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following adjournment. | 2.75 | 1.10 | |

REALTIME UNEDITED TRANSCRIPT DISCLAIMER IN THE MATTER OF

_____

v.

_____

The following transcript(s) of proceedings, or any portion thereof, in the above-entitled matter, taken on any date, is being delivered UNEDITED and UNCERTIFIED by the official court reporter at the request of _____.

The purchaser agrees not to disclose this realtime unedited transcript in any form (written or electronic) to anyone who has no connection to this case. This is an unofficial transcript which should NOT be relied upon for purposes of verbatim citation of testimony.

This transcript has not been checked, proofread or corrected. It is a draft transcript, NOT a certified transcript. As such, it may contain computer-generated mistranslations of stenotype code or electronic transmission errors, resulting in inaccurate or nonsensical word combinations, or untranslated stenotype symbols which cannot be deciphered by non-stenotypists. Corrections will be made in the preparation of the certified transcript, resulting in differences in content, page and line numbers, punctuation, and formatting.

This realtime unedited transcript contains no appearance page, certificate page, index, or certification.

_____ _____

Signature of Purchaser Date

_____ _____

Signature of Official Reporter Date

Administrative Office of the United States Courts

# CERTIFIED REALTIME REPORTER QUARTERLY TRANSCRIPT WORKSHEET

USE OF THIS FORM: This form should be completed by each Certified Realtime Reporter and submitted to the court reporter supervisor or other designated court official within 20 days after the end of each quarter. The data will be submitted to the Administrative Office of the United States Courts and will be used to assess realtime usage and cost to parties.

1. **CERTIFIED REALTIME REPORTER:** _____

2. **DISTRICT:** _____

3. **OFFICIAL DUTY STATION:** _____

4. **REPORT FOR QUARTER ENDED:** _____

5. **REALTIME REPORTER CERTIFICATION:**
   - ☐ National Court Reporters Association (NCRA)
   - ☐ Other (specify): _____

   DATE CERTIFIED: _____

6. **REALTIME UNEDITED TRANSCRIPTS** (Provided to parties)

| ORDERED VIA: | TOTAL NUMBER OF PAGES PROVIDED | | | | | |
|---|---|---|---|---|---|---|
| | CIVIL CASES | | | CRIMINAL CASES * | | |
| | 6a. ORIGINALS | 6b. FIRST COPY TO | 6c. EACH ADD'L COPY (SAME PARTY) | 6d. ORIGINALS | 6e. FIRST COPY TO | 6f. EACH ADD'L COPY |
| U.S. ATTORNEY | | | | | | |
| CJA: FORM 24 or Federal Defender (Attach list of dkt #s) | | | | | | |
| OTHER PARTIES | | | | | | |
| 6g. TOTAL PAGES | | | | | | |

* Include Habeas Corpus and Section 2255 proceedings.

6h. Estimated number of pages of realtime services provided to judges during court proceedings: _____

7. **COMPLETION BY CERTIFIED REALTIME REPORTER:** Individual completing this form should sign in the space provided.

_____ SIGNATURE

_____ DATE

SUBMIT COMPLETED FORM TO THE COURT REPORTER SUPERVISOR, OR OTHER DESIGNATED COURT OFFICIAL, BY THE DUE DATE SPECIFIED BY YOUR DISTRICT.

(Revised 5/99)

Administrative Office of the United States Courts

**Attachment II**

# CERTIFIED REALTIME REPORTER QUARTERLY TRANSCRIPT REPORT

THIS FORM SHOULD BE SUBMITTED BY THE COURT REPORTER SUPERVISOR OR OTHER DESIGNATED COURT OFFICIAL to the Administrative Office of the United States Courts within 20 days after the end of each quarter. The data collected from this report will be used to help the Administrative Office assess realtime usage and cost to parties. This form must be completed by all districts (with and without Certified Realtime Reporters).

1. **DISTRICT** : _____

2. **NAME OF COURT OFFICIAL:** _____

3. **TITLE:** _____

4. **REPORT FOR QUARTER ENDED:** _____

5. **CERTIFIED REALTIME REPORTERS IN DISTRICT:**

4a. ☐ If NONE, check this box and complete Item 7.

4b. NAME

| | CERTIFICATION | DATE CERTIFIED |
|---|---|---|
| 1 _____ | ☐ NCRA ☐ Other: _____ | _____ |
| 2 _____ | ☐ NCRA ☐ Other: _____ | _____ |
| 3 _____ | ☐ NCRA ☐ Other: _____ | _____ |
| 4 _____ | ☐ NCRA ☐ Other: _____ | _____ |

If more, attach extra sheet.

6. **REALTIME UNEDITED TRANSCRIPTS** (Provided to parties)

| ORDERED VIA: | TOTAL NUMBER OF PAGES PROVIDED | | | | | |
|---|---|---|---|---|---|---|
| | CIVIL CASES | | | CRIMINAL CASES * | | |
| | 6a. ORIGINALS | 6b. FIRST COPY TO | 6c. EACH ADD'L COPY (SAME PARTY) | 6d. ORIGINALS | 6e. FIRST COPY TO | 6f. EACH ADD'L COPY |
| U.S. ATTORNEY | | | | | | |
| CJA: FORM 24 or Federal Defender (Attach list of dkt #s) | | | | | | |
| OTHER PARTIES | | | | | | |
| 6g. TOTAL PAGES | | | | | | |

* Include Habeas Corpus and Section 2255 proceedings.

6h. Estimated number of pages of realtime services provided to judges during court proceedings: _____

7. **COMPLETION BY COURT OFFICIAL:** Individual completing this form should sign in the space provided.

SIGNATURE _____ DATE _____

SEND COMPLETED FORM TO:

DISTRICT COURT ADMINISTRATION DIVISION
ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
WASHINGTON, D.C. 20544
FACSIMILE NUMBER: (202) 502-1133

(Revised 5/99)

APPENDIX E

Dated this 26th day of February, 2003.

Mark W. Bennett, Chief Judge
UNITED STATES DISTRICT COURT

Linda R. Reade, Judge
UNITED STATES DISTRICT COURT

APPROVED BY THE JUDICIAL COUNCIL
OF THE EIGHTH CIRCUIT:

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(Date)

**United States Courts**
*Judicial Council of the Eighth Circuit*
Thomas F. Eagleton United States Courthouse
111 South 10th Street - Suite 26.325
St. Louis, Missouri 63102-1116

Millie B. Adams
*Circuit Executive*

Voice (314) 244-2600
Fax (314) 244-2605
www.ca8.uscourts.gov

EIGHTH CIRCUIT JUDICIAL COUNCIL

O R D E R

I hereby certify that the Eighth Circuit Judicial Council has approved the amended Court Reporter Management Plan for the Northern District of Iowa, dated February 26, 2003.

Millie B. Adams
Millie B. Adams
Circuit Executive

St. Louis, Missouri
March 31, 2003

cc: Judicial Council Members
Chief Judge Mark W. Bennett
James D. Hodges, Jr., Clerk, Northern District of Iowa
Administrative Office

Approval was given by the Court Reporter Management Committee.

SPO1562

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# LEAVE COVERAGE FOR OFFICIAL COURT REPORTERS CERTIFICATION

Court Unit: Northern District of Iowa

| Duty stations in which court reporters are assigned. | Indication of whether the court reporters work a regular tour of duty. Check on.* | |
|---|---|---|
| Cedar Rapids, Iowa | Yes X | No _____ |
| Sioux City, Iowa | Yes X | No _____ |

* An indication that the court reporters have regular tours of duty results in automatic coverage under the Leave Act. This is a result of the court making the decision that, in order to utilize its reporters effectively and efficiently, it is in the interest of the court to assign the court reporters regular tours.

My signature below certifies that the information provided above is correct.

Signature of Chief Judge on behalf of the United States District Court

3/27/2003
Date