

**AMENDED ADMINISTRATIVE ORDER GOVERNING COURT REPORTING-ORANGE
COUNTY ONLY**

WHEREAS, Orange County employs Stenograph, Stenomask and Automated Court Reporters to cover criminal and traffic proceedings; and

WHEREAS, Court employed Stenograph, Stenomask and Automated Court Reporters serve at the pleasure of the Chief Judge;

NOW, THEREFORE, I, Belvin Perry, Jr., pursuant to authority vested in me as Chief Judge of the Ninth Judicial Circuit of Florida, under Florida Rules of Judicial Administration 2.050 and 2.070, order that Administrative Order 07-95-14 is vacated and set aside and this order shall supersede that order. The following policies and procedures regarding court reporting are hereby adopted effective immediately:

I. OFFICIAL COURT REPORTERS (Stenograph and Stenomask):

1. Recommendations regarding the hiring and termination of Official Court Reporters shall be made by the Court Administrator. Official Court Reporters are under the immediate supervision of the Managing Court Reporter. The Managing Court Reporter is supervised by an Assistant Court Administrator.

2. There shall be a Managing Court Reporter who will be designated by the Chief Judge. The primary responsibility of the Managing Court Reporter is to supervise the activities of the official court reporting office. When necessary, the Managing Court Reporter will cover court proceedings. The Managing Court Reporter shall direct and manage the affairs of all official court reporters and shall implement policies and procedures for the effective administration of the official court reporting office. The responsibilities of the Managing Court Reporter include, but are not limited to, scheduling daily reporting assignments, approval of annual and sick leave, approval and supervision of court overtime, supervision of timely filing of all transcripts, assigning and reviewing work of all staff to ensure compliance with standard operational procedures, employee