

Rule 8.1

COURT REPORTERS, TRANSCRIPTS OF PROCEEDINGS AND EXHIBITS

(A) All records of proceedings, official transcripts and exhibits are maintained by the Court Reporter who takes the record. Any request for a transcript shall be made to the Court Reporter who took the record, or in that person's absence, the Chief Court Reporter. Upon payment for the transcript, the Court Reporter shall prepare and deliver the transcript. Exhibits shall be released by the Court Reporter as required by law.

(B) For proceedings recorded by electronic means, the digital or electronic recording shall be maintained by the Chief Court Reporter. The Judge, or at the Judge's discretion, the Court Bailiff shall be responsible for marking and collecting exhibits which shall be delivered to the Chief Court Reporter. The Judge shall place a statement on the record indicating who is taking custody of the exhibits for the purpose of transferring the exhibits to the Chief Court Reporter. Upon receipt of the exhibits, the Chief Court Reporter shall file a form in the court file identifying the exhibits delivered. Exhibits that include illegal substances or items will be transferred to the Toledo Police Department's Property Room. The Chief Court Reporter shall be exclusively responsible for maintaining all other exhibits. Any request for an electronically or digitally recorded court proceeding shall be made to the Chief Court Reporter. Upon payment for the transcript, the Chief Court Reporter shall prepare and deliver the transcript. The Chief Court Reporter may delegate that duty to another official Court Reporter.

(C) The official record of the Toledo Municipal Court is the transcript prepared and executed by an official Court Reporter employed by the Toledo Municipal Court. Digital recordings and copies thereof shall not be created, maintained or delivered to any person other than the Chief Court Reporter or the Chief Court Reporter's delegate.

(D) The payment schedule for transcripts is as follows:

\$2.75 per page, and \$.50 per page for copy for requesting attorney.

\$25.00 additional flat fee for transcripts created from digital recordings.

(E) Court Reporters may dispose of their official transcripts and exhibits and the digital recordings after five years.

[Table Of Contents](#)