

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's Administrative Assistant. Upon payment for the transcript, the Court Reporter shall prepare and deliver the transcript. Exhibits shall be released by the Court's Administrative Assistant as set forth in the Court's Exhibit Policy.

(B) For proceedings recorded by electronic means, the digital or electronic recording shall be maintained by the Court's Administrative Assistant. The Judge, or at the Judge's discretion, the Courtroom Bailiff or Court Reporter, shall be responsible for marking and collecting exhibits which shall be delivered to the Court's Administrative Assistant. 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 Court's Administrative Assistant. Exhibits that include illegal substances or items will be transferred to the Toledo Police Department's Property Room. The Court's Administrative Assistant shall be exclusively responsible for maintaining all other exhibits. Any request for an electronically or digitally recorded court proceeding shall be made to the Court's Administrative Assistant. Upon payment for the transcript, the Court's Administrative Assistant shall direct the preparation and delivery of the transcript.

(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 Court's Administrative Assistant or the Administrative Assistant's delegate.

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

\$2.75 per page; on appeals, a \$.50 per page fee will be added for the requestor's transcript copy.

\$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 and in accordance with the Court's Exhibit Policy.