

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 special projects manager. Upon payment for the transcript, the court reporter shall prepare and deliver the transcript. Exhibits shall be released by the court's special projects manager 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 special projects manager. 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 special projects manager. 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 special projects manager. Exhibits that include illegal substances or items will be transferred to the Toledo Police Department's property room. The court's special projects manager 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 special projects manager. Upon payment for the transcript, the court's special projects manager 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 of court proceedings and hearings are maintained by the court's Special Projects Manager. Recordings may be made accessible to the general public only upon the explicit approval of a judge or magistrate. Recordings of court proceedings involving victims are not made available to the general public in order to safeguard the privacy rights and personal safety of victims as recognized under O.R.C. Chapter 149 ("Sunshine Laws"), the Ohio Crime Victims' Bill of Rights ("Marsy's Law"), and O.R.C. §2930.07.

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

\$6.00 per page; on appeals and objections, a \$0.10 per page fee will be added for the requestor's transcript copy.

\$4.00 per page; on non-appeals, a \$.50 per page fee will be added for transcripts created from digital recordings.

(E) Court reporters may dispose of their official transcripts and exhibits and the digital recordings after five (5) years and in accordance with the court's exhibit policy.