

STATE OF VERMONT
OFFICE OF THE COURT ADMINISTRATOR

Administrative Directive No. PG-9



State Court Administrator

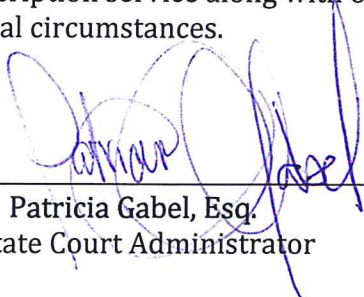
COURT RECORDING PROCEDURES

This Administrative Directive applies to the Civil, Criminal, Environmental, Family, Judicial Bureau, and Probate Divisions.

1. A court recorder is required in the courtroom of every division to record all court hearings, unless the court elects not to record a finalization of an adoption, an uncontested name change, or an uncontested vital records request.
2. A microphone test must be performed each day before court hearings. The recorder must listen to the test before the hearing to ensure the equipment is functioning properly. If there are any issues with the equipment, the recorder will notify the Clerk or Court Operations Manager immediately as well as report the issue to the current equipment support vendor.
3. Court recorders are required to take log notes in For the Record (FTR). Log notes must include, at a minimum:
 - a. Date
 - b. Docket number
 - c. Hearing type
 - d. Presiding judge and assistant judges' full names at first instance
 - e. Attorneys' full names at first instance
 - f. Witnesses' full names at first instance
4. Court calendars must be maintained in an electronic format.
5. Compact discs should not be mailed to the transcription service, except under exceptional circumstances.
6. All court hearings must be uploaded to the transcription service along with other requirement documents, except under exceptional circumstances.

This directive is effective immediately.

Dated this 13th day of March, 2017



Patricia Gabel, Esq.
State Court Administrator