

# Court Administrator Court Reporters

To mission of the Court Reporters Program is to report proceedings in all criminal matters that are mandated to be reported.

## PROGRAM HIGHLIGHTS

1. One new Court Reporter position is recommended in FY 02/03. Two Court Reporters positions were added during the last fiscal year in order to cover the addition of two criminal divisions. This totals three new court reporter positions over the last two fiscal years.
2. Court Reporters lost Grant-in-Aid funding of \$110,560 for fiscal year 2001/2002 due to legislative changes. The loss of this grant was replaced proportionately by all the participating counties in the circuit.
3. Outlying counties of the circuit reimburse Leon County for court reporting services according to their share of the total number of applicable case filings.
4. Court Reporters in the Second Judicial Circuit have the highest number of in-court hours in the state.

## ADVISORY BOARD

None

## SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Florida Statute, Chapter 29.004(3) \*Second Judicial Circuit Administrative Order No. 95-06 "Court Reporter Services Plan" \*Florida Rule of Judicial Administration 2.070 "Court Reporting" \*Florida Supreme Court Administrative Order SC00-43 "Filing Transcripts in Death Penalty Appeals" \*Rule of Appellate Procedure 9.140(b) "Appeals by Defendant", Florida Rule of Appellate Procedure 9,140(b)

## SUMMARY OF KEY SERVICE FUNCTIONS

1. Provide court reporting services as mandated by F.S. 29.004(3) and Florida Rule of Judicial Administration 2.070.
2. Provide transcriptions as mandated or court ordered by F.S. 29.004(3).
3. Provide court reporting services, on a rotating basis, in Leon, Jefferson, Franklin, Liberty and Wakulla counties.
4. Provide court reporting services in all capital case depositions as mandated by Florida Supreme Court Administrative Orders SC00-43 and Florida Rules of Appellate Procedure 9.140(b).

## PERFORMANCE MEASUREMENTS

	FY 99/00	FY 00/01	FY 01/02	FY 02/03
	Actual	Actual	Estimate	Target
1) Number of divisions supported in circuit	8	8	10	10
2) Number of official court reporters	8	8	10	11
3) Total hours spent in court	7,389	8,055	7,524	7,789
4) Total number of transcript pages by court reporters (tape or non-tape deposition, court proceedings)	47,512	33,976	41,424	50,504
5) Total number of transcript pages by typists (deposition only)	22,064	20,839	24,324	28,836

# Court Administrator - Court Reporters

ACCOUNT NUMBER: 001-541-615

## FY 2002/2003 THRU FY 2006/2007 FINANCIAL & STAFFING SUMMARY

	FY 00/01 Actual	FY 01/02 Adopted	FY 02/03 Budget	FY 03/04 Planned	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned
<u>OPERATING</u>							
Personnel	\$390,408	\$566,254	\$641,659	\$660,909	\$680,736	\$701,158	\$722,193
Operating	72,067	81,766	89,716	89,716	89,716	89,716	89,716
Capital Outlay	2,195	26,321	13,235	13,235	13,235	13,235	13,235
Contingency							
TOTAL	\$464,670	\$674,341	\$744,610	\$763,860	\$783,687	\$804,109	\$825,144
<u>STAFFING</u>							
Full Time	8.00	10.00	11.00	11.00	11.00	11.00	11.00
O.P.S.							

### FY 2002/2003 PROGRAM CHANGES & NOTES:

This program is recommended at an increased funding level. This recommendation is:

1. Routine salary and wage adjustments.
2. New Court Reporter position. This position was recommended by the Board at the June 11, 2002 workshop. \$66,150. The net impact to Leon County is \$56,228 (85%); the remainder of circuit will reimburse for their share of the expenditure.

### FY 2003/2004 THRU FY 2006/2007 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

## Court Administrator - Court Reporters

ACCOUNT NUMBER: 001-541-615

### PROGRAM EXPENDITURE DETAIL

Object Code	Account Description	FY 00/01	FY 01/02	FY 02/03 Requested			FY 02/03 Budget		
		Actual	Adopted	NIT	Change	Total	NIT	Change	ARB
51200	Salaries & Wages	\$302,060	\$429,976	\$448,224	\$80,000	\$528,224	\$448,224	\$40,000	\$488,224
51400	Overtime	134	5,933	5,933		5,933	5,933		5,933
52100	FICA Taxes	22,628	32,891	34,290	6,120	40,410	34,290	3,060	37,350
52200	Retirement	26,280	32,835	25,819	5,840	31,659	25,819	2,920	28,739
52300	L & H Insurance	38,141	63,038	72,684	13,550	86,234	72,684	6,775	79,459
52400	Workers' Comp	1,165	1,581	1,794	321	2,115	1,794	160	1,954
TOTAL PERSONAL SERVICES		\$390,408	\$566,254	\$588,744	\$105,831	\$694,575	\$588,744	\$52,915	\$641,659
53400	Other Contract Svcs.	37,130	43,000	48,873		48,873	48,873		48,873
54000	Travel & Per Diem	2,079	10,427	8,000		8,000	8,000		8,000
54100	Communication	1,897	1,740	1,740		1,740	1,740		1,740
54200	Postage	274	100	300	420	720	300		300
54400	Rentals & Leases	6,961	7,000	7,920		7,920	7,920		7,920
54600	Repair & Maint.	6,646	3,153	4,580		4,580	4,580		4,580
55100	Office Supplies	4,053	3,000	3,580		3,580	3,580		3,580
55200	Operating Supplies	10,504	10,746	12,123		12,123	12,123		12,123
55400	Bks, Pubs, & Memb.	2,523	2,600	2,600	400	3,000	2,600		2,600
TOTAL OPERATING EXPENSES		\$72,067	\$81,766	\$89,716	\$820	\$90,536	\$89,716		\$89,716
56400	Mach. & Equip.	\$2,195	\$26,321		\$37,670	\$37,670		\$13,235	\$13,235
TOTAL CAPITAL OUTLAY		\$2,195	\$26,321		\$37,670	\$37,670		\$13,235	\$13,235
PROGRAM TOTAL		\$464,670	\$674,341	\$678,460	\$144,321	\$822,781	\$678,460	\$66,150	\$744,610

### PROGRAM STAFFING DETAIL

Chief Court Reporter	1.00	1.00	1.00		1.00	1.00		1.00
Official Court Reporter	7.00	9.00	9.00	2.00	11.00	9.00	1.00	10.00
Total	8.00	10.00	10.00	2.00	12.00	10.00	1.00	11.00