

**IN THE SUPREME COURT, STATE OF WYOMING**

*April Term, A.D. 2009*

*In the Matter of the Adoption of  
Rule 908 of the Uniform  
Rules for District Courts of the  
State of Wyoming*

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IN THE SUPREME COURT  
STATE OF WYOMING  
FILED

JUN 23 2009

*Judy Pacheco*  
JUDY PACHECO, CLERK

**ORDER ADOPTING THE DISTRICT COURT RULES FOR COURT REPORTERS AS RULE 908 OF THE UNIFORM RULES FOR DISTRICT COURTS OF THE STATE OF WYOMING**

The Board of Judicial Policy and Administration has recommended that this Court revise and publish the District Court Rules for Court Reporters. On June 20, 2006, this Court entered an "Order Adopting District Court Rules for Court Reporters." Those District Court Rules for Court Reporters were provided to the district courts and made available on-line on this Court's website. The rules were not published in the Wyoming Court Rules Volume. Now, the Board of Judicial Policy and Administration has recommended that the District Court Rules for Court Reporters, with minor revisions, be published in the Wyoming Court Rules Volume as part of the Uniform Rules for the District Courts of the State of Wyoming. This Court, having carefully examined the revised District Court Rules for Court Reporters, attached hereto, finds that the Rules, along with the minor revisions, should be adopted and codified as Rule 908 of the Uniform Rules for the District Courts of the State of Wyoming. It is, therefore,

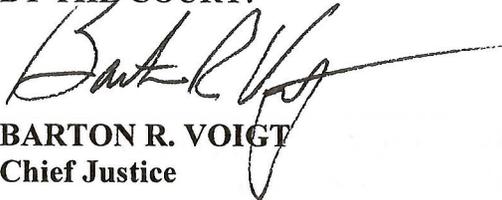
**ORDERED** that Rule 908 of the Uniform Rules of the District Courts of the State of Wyoming, attached hereto, be and hereby is adopted by the Court to be effective September 1, 2009; and it is further

**ORDERED** that, upon its effective date, Rule 908 of the Uniform Rules of the District Courts of the State of Wyoming shall replace and supersede the District Court Rules for Court Reporters (adopted June 20, 2006). On September 1, 2009, the superseded District Court Rules for Court Reporters shall be removed from this Court's website; and it is further

**ORDERED** that Rule 908 of the Uniform Rules of the District Courts of the State of Wyoming, attached hereto, shall be published in the advance sheets of the Pacific Reporter, the Wyoming Reporter, and in the Wyoming Court Rules Volume; and that Rule 908 of the Uniform Rules of the District Courts of the State of Wyoming shall thereupon be spread at length upon the journal of the Court.

DATED this 23<sup>rd</sup> day of June, 2009.

BY THE COURT:

A handwritten signature in black ink, appearing to read "Barton R. Voigt", with a long horizontal flourish extending to the right.

**BARTON R. VOIGT**  
Chief Justice

## Uniform Rules for the District Courts of the State of Wyoming

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### **Rule 908. Rules for court reporters; retention of stenographic notes; certification and continuing education of official court reporter; equipment and supplies.**

#### **I. Stenographic notes.**

(a) All Official Court Reporters shall maintain or cause to be maintained a log of all stenographic notes of any District Court proceeding that is reported by them. This log shall list the name of the case, date of the proceeding, and an assigned reference number. If both paper notes and electronic notes are made at the time of the proceeding, then both shall be reflected on the log.

(1) All notes, paper and/or electronic, as well as the log shall be maintained in the offices of the District Court, in a location known to the District Court Judge.

(2) All notes, paper and/or electronic, shall be considered the property of the District Court.

(b) All Official Court Reporters who perform their official duties with the use of an electronic writing device shall maintain a current copy of their "Personal Dictionary" in electronic format in the offices of the District Court, in a location known to the District Court Judge, and such electronic copy of the "Personal Dictionary" shall be considered the property of the District Court.

(c) Each District Court shall create an individual "emergency" contingency plan regarding the production of transcripts that shall be implemented upon the death or incapacitation of the Official Court Reporter. Such plan shall include, but need not be limited to:

(1) The location of the Official Court Reporter's Case Log

(2) The location of the disks (or other storage device) of the reporter's electronic notes.

(3) The location of the hardware/software used by the reporter to produce transcripts, including the name of the software and phone number of the software vendor.

(4) A list naming at least two individuals who are capable of reading the reporter's notes, if available.

(d) In addition to the foregoing, the District Court Judge may require his/her Official Court Reporter to take further precautions to protect court transcripts.

(e) All court transcripts are the work-product of the Official Court Reporter. Arrangements shall be made through the Official Court Reporter regarding purchase of any and all transcripts, even though the original is contained in a court file.

#### **II. Certification and continuing education of official court reporter.**

(a) All persons performing the duties of Official Court Reporter shall be certified. The reporter may obtain Wyoming certification by:

(1) Passing the Registered Professional Reporter examination administered by the National Court Reporters Association; or

(2) Having graduated from an accredited court reporting school and passing a five-minute, two-voice dictation test at 225 words per minute at 95% accuracy (65 errors). Such test will be taken from a National Court Reporters' Examination Tape and administered by a committee of no less than two persons appointed by the District Court Judge. (This tape is to be held by a designated member of the Wyoming Professional Court Reporters Association.)

(3) Passing a certification test from any other certifying state in which the requirements for certification meet the standards outlined in (a)(2) above; or

(4) Serving in the capacity as a full-time Official Court Reporter in a Wyoming District Court for a minimum of one year immediately prior to the adoption of this rule.

(b) Any noncertified reporter hired hereafter shall be given two (2) years from the date of hire in which to obtain certification per the requirements of (a)(1), (2) or (3) of this Rule.

(c) All Official Court Reporters shall be required hereafter to earn three (3) continuing education units during each consecutive three (3) year period as per the National Court Reporters Association. (The record of continuing education units are to be held by a designated member of the Wyoming Professional Court Reporters Association.)

### **III. Equipment and supplies.**

(a) All Official Court Reporters shall provide the equipment necessary to report and create transcripts of District Court proceedings. This equipment may include, but need not be limited to, stenographic writing machines, computers for transcription, and printers.

(b) All Official Court Reporters shall provide the software necessary for the production of transcripts.

(c) The State shall provide for the Official Court Reporter's use those other items necessary to report and create transcripts of District Court proceedings. These items may include, but need not be limited to, stenograph paper, printer paper and toner.