

THE JUDICIARY – STATE OF HAWAII
NOTICE TO CONTRACTORS OF TRANSCRIPTION SERVICES

Request for Qualifications (RFQ) No. J26002

The Judiciary State of Hawai‘i, commencing July 1, 2025, anticipates the possible need of professional legal transcription services. The Contractors shall transcribe legal records to convert speech; either live or recorded, into written or electronic text. Legal transcription services are the transcription of audio or video recordings of the official court hearings for District, Family and Circuit Court, administrative hearings, unemployment or workers compensation claims, IRS investigations, interrogations, witness statements, personal histories, police reports, law enforcement dispatch recordings, surveillance recordings, jailhouse recordings, etc. The contract term will be for one (1) year from July 1, 2025 to June 30, 2026. Contracts may be extended up to three (3) twelve (12) month periods, subject to appropriation and availability of funds and as deemed to be in the best interest of the Judiciary.

The Contractor shall provide written transcription for all audible portions of digitally recorded legal proceedings and quasi-legal proceedings, such as administrative hearings. The Contractor shall meet the agency requirements for all written documents.

Contractors interested in providing professional legal transcription services to the Judiciary, State of Hawaii for the fiscal year commencing July 1, 2025, are invited to submit a Statement of Qualifications and Expression of Interest to the Judiciary, State of Hawaii pursuant to Hawaii Revised Statutes §103D-304, as the need arises.

The statement must be signed and submitted pursuant to this Notice. Submittal for this RFQ are to be directed by email only to the following person with “RFQ J26002 – Statement of Qualifications” in the subject line to:

Ms. Luzviminda Abad
Luzviminda.B.Abad@courts.hawaii.gov

Your completed statements must be received by the Judiciary, State of Hawaii, Financial Services Department by or before 12:00 P.M., H.S.T., on Tuesday, December 31, 2024, to be eligible for consideration for the entire fiscal year ending June 30, 2026.

Contractors interested in providing professional legal transcription services shall be Certified Shorthand Reporter in good standing with the Hawaii Board of Certified Shorthand Reporters. Skills and knowledge:

REQUIREMENTS FOR LICENSING:

Personal requirements: Be of good moral character. Be free of any felonious wrongdoing.

Professional requirements: Must be a Registered Professional Reporter (RPR) before taking the Hawaii Certified Shorthand Reporter (CSR) test. Must be a National Court Reporter Association (NCRA) member to take the Registered Professional Reporter (RPR) exam.

Experience requirements: A freelance CSR must be a notary in order to administer oaths.

Education requirements: Possess a certificate or diploma evidencing graduation from high school; GED certificate or equivalent accepted.

Continuing education requirements: Keep up with continuing education credits in which 30 hours/units need to be accumulated each 3-year term.

EXAMINATIONS:

NCRA standardized exam (to become a RPR) is given every year in May and November. For information, call NCRA at 1-800-272-6272.

Hawaii State CSR exam, a written test covering regional terminology, is given at the CSR Board Office by appointment (call 1-808-539-4231).

Registered Professional Reporter (RPR)

RATES:

Shall abide rate set forth Rules Governing Court Reporting, Rule 19, see attached.

Any other information or materials that submitting party believes would be useful and relevant in being considered to provide the types of services set forth above.

Must have current compliance documents per HRS, 103D-310, which must be submitted prior to contract execution. Alternately it is encouraged to utilize the Hawaii Compliance Express certificate to satisfy this provision

<https://vendors.ehawaii.gov/hce/splash/welcome.html>; and

Must have current professional liability insurance (errors and omissions) of \$1,000,000.00 at the time of contract execution.

12. Rejection of Qualifications

A qualification submittal may be rejected, in whole or in part, when in the best interest of the purchasing agency, as provided in 3-122-97, HAR.

Qualified persons whose submittals are received by the December 31, 2024 deadline will be included on the Judiciary's FY 2026 List. Qualified persons whose submittals are received after the deadline will be added to the list and will be considered for services for the balance of the fiscal year. All submissions will be kept on file through June 30, 2026, after which date the Judiciary may issue a new solicitation to prospective contractors for professional legal transcription services.

/s/ Terri Gearon

Terri Gearon
Financial Services Director
The Judiciary, State of Hawaii

Rule 19. OFFICIAL TRANSCRIPT RATES.

(a) Government Rates. An official court reporter may charge the following rates for the court reporter's service in preparing transcripts for which the State of Hawai'i or a political subdivision of the State of Hawai'i or the United States bears the responsibility of payment:

	Original per 25 line page	Copies produced by any medium per 25 line page
1. Daily transcripts	\$5.25	\$1.00
2. Expedited	\$3.75	\$1.00
3. Within 7 (seven) calendar days	\$3.00	\$1.00
4. Within 14 (fourteen) calendar days	\$2.65	\$1.00
5. Within 60 (sixty) calendar days or for appeal	\$2.50	\$1.00

If the total amount to be charged for a transcript, excluding copies, is less than \$25.00, the official reporter may charge \$25.00.

(b) Non-Government Rates. An official court reporter may charge the following rates for the court reporter's service in preparing transcripts for which a non-government entity or person is responsible for payment:

	Original per 25 line page	Copies produced by any medium per 25 line page
1. Daily transcripts	\$7.00	\$1.50
2. Expedited	\$5.00	\$1.50
3. Within 7 (seven) calendar days	\$4.00	\$1.50
4. Within 14 (fourteen) calendar days	\$3.50	\$1.50
5. Within 60 (sixty) calendar days or for appeal	\$3.25	\$1.50

If the total amount to be charged for a transcript, excluding copies, is less than \$25.00, the official reporter may charge \$25.00.

(c) Definitions. For purposes of this Rule 19,

(1) "daily" means any transcript prepared before the commencement of proceeding the following court day;

(2) "expedited" means any transcript to be delivered within 3 (three) calendar days from the date the written request is filed in the Office of the Clerk;

(3) "within 7 (seven) calendar days" means any transcript to be delivered within 7 (seven) calendar days from the date the written request is filed in the Office of the Clerk;

(4) "within 14 (fourteen) calendar days" means any transcript to be delivered within 14 (fourteen) calendar days from the date the written request is filed in the Office of the Clerk;

(5) "within 60 (sixty) calendar days" means any transcript to be delivered within 60 (sixty) calendar days from the date the written request is filed in the Office of the Clerk.

(d) Payment. Parties must pay for all transcripts ordered. A court may order such payment from a party or the party's attorney.

(e) Sanctions. Any judge or justice may, after order to show cause and failure to show good cause, sanction any reporter for the reporter's failure to timely complete transcripts and for violations of court rules or orders. Sanctions may include, but are not limited to, monetary sanctions.

(Added June 24, 1996, effective July 1, 1996; further amended October 7, 1997, effective October 7, 1997; further amended October 21, 1997, effective October 21, 1997; further amended April 25, 2003, effective July 1, 2003; further amended October 19, 2007, effective July 1, 2008.)