

<p>STATE OF HAWAI‘I</p> <p>In the _____ of the _____</p> <p>NON-HEARING MOTION TO UTILIZE PRIVATE COURT REPORTER TO PREPARE TRANSCRIPT OF RECORDED PROCEEDING; DECLARATION; NOTICE OF MOTION; CERTIFICATE OF SERVICE; INSTRUCTIONS; PROPOSED ORDER; REQUEST</p>	
--	--

<input type="checkbox"/> Check here if the transcript(s) covered by this motion are for the Record on Appeal, and identify the appellate case numbers: _____.	Case No.
---	----------

vs.	Name (Requestor): Firm (if applicable): Address: Phone No.: Email: Attorney for: <input type="checkbox"/> Plaintiff/Petitioner <input type="checkbox"/> Defendant/Respondent <input type="checkbox"/> Other (specify):
-----	--

NON-HEARING MOTION TO UTILIZE PRIVATE COURT REPORTER TO PREPARE TRANSCRIPT OF RECORDED PROCEEDING

Moving party requests this motion be granted for the reasons stated in the declaration below and pursuant to:

[] Hawai‘i Court Records Rules (HCRR), Rule 15

[] _____.

DECLARATION

1. I am [] the Moving Party or [] associated with the Moving Party as _____.

2. Moving Party seeks court approval, for good cause detailed below, to have a transcript(s) prepared by the following private court reporter (as such term is defined in HRS § 606-13.5):

Private Court Reporter – Name and/or Firm: _____

Phone No. _____ Email: _____

Address: _____

3. The complete financial terms between Moving Party and the private court reporter follow:

_____.

4. Good cause exists under HCRR Rule 15 because an official court reporter in the circuit is not available to complete the transcript of the recorded proceeding in question as established by the following:
- [] Moving Party previously sought the subject transcript(s) from the official court reporter but was informed by the official court reporter, supervising official court reporter or court administrator that the transcript request could not be completed within the time needed by the requesting party, or within the time required by court rule or order.
- [] Further details:
5. Moving Party is prepared to pay the necessary cost of production to obtain a copy of the recording of the court proceeding.
6. CONFIDENTIAL PROCEEDINGS ONLY. If the recorded proceeding is a confidential proceeding, explain whether a protective order has been or should be entered (see HCRR 15(a)(3)):
7. The case number, date of proceeding, the type of proceeding, the portion of proceedings for which a transcript is being requested (e.g., all or partial), and the name of the presiding judge are:

Case No.	Date	Type of proceeding (e.g. trial, motion, sentencing, etc.)	Portion of proceeding for which transcript is being requested	Name of Judge/Hearing Officer/Agency

8. The proposed order granting the motion is submitted concurrently with this motion.

I, _____, declare under penalty of law that the foregoing is true and correct based on personal knowledge, and I am competent to testify to the matters stated.

Date: _____ Signature of Declarant: _____

Printed Name: _____

NOTICE OF MOTION

To _____

Notice is hereby given that any response to this Non-Hearing Motion shall be filed within six business days of service, or where service was made by regular mail, within eight business days.

CERTIFICATE OF SERVICE

The undersigned certifies that a copy of the foregoing was served on the above-identified parties at their respective addresses or by electronic means on _____.

Filing Party/Attorney:

Date: _____

Signature: _____
Print/Type Name: _____

INSTRUCTIONS RE: NON-HEARING MOTION FOR LEAVE TO UTILIZE PRIVATE COURT REPORTER TO PREPARE TRANSCRIPT OF RECORDED PROCEEDING

1. Make sure the form is typed or neatly written. Fill in the form by completing all of the information identified in each section.
2. A separate motion should be prepared for each private court reporter being asked to transcribe proceedings. You may list on one form multiple dates of proceedings to be transcribed by the same private court reporter.
3. Where you need to identify more proceedings than you are able to fit on a single form, you may attach a continuation sheet that lists the additional proceedings.
4. When you have completed the form, file the original form in the applicable case as a non-hearing motion along with the proposed order. The form shall be electronically filed or conventionally filed with the trial court clerk if the filing party is not a registered Judiciary Electronic Filing System user.
5. After the order granting the motion is entered, court staff will contact you within a reasonable period of time, which in general should not exceed 10 business days, to secure payment and confirm the expected delivery date of the recording(s) to the private court reporter. To check on the status of the delivery of your record, please contact the Legal Documents Branch of the court where the request was submitted and be prepared to provide the case number, the date of the order, and your preferred contact information (e.g., phone number, email, mailing address).
6. The completed transcript may be filed in the case by a party. Confidential information shall be filed under seal in accordance with the Hawai'i Court Records Rules. At the time of filing, the completed transcript should be designated as the "Transcript of proceedings held on <date>."
7. If the transcript is for the record on appeal, see Hawai'i Court Records Rules, Rule 15(g).
8. For further information, see Hawai'i Court Records Rules, Rule 15.

IN THE _____

STATE OF HAWAI‘I

CASE NO.

PROPOSED ORDER GRANTING MOTION TO
UTILIZE PRIVATE COURT REPORTER TO
PREPARE TRANSCRIPT OF RECORDED
PROCEEDING; REQUEST FOR RECORD

vs.

PROPOSED

ORDER GRANTING MOTION TO UTILIZE PRIVATE COURT REPORTER TO
PREPARE TRANSCRIPT OF RECORDED PROCEEDING; REQUEST FOR RECORD

IN THE _____

STATE OF HAWAI‘I

CASE NO.

ORDER GRANTING MOTION TO UTILIZE
PRIVATE COURT REPORTER TO PREPARE
TRANSCRIPT OF RECORDED PROCEEDING;
REQUEST FOR RECORD

vs.

**ORDER GRANTING MOTION TO UTILIZE PRIVATE COURT REPORTER
TO PREPARE TRANSCRIPT OF RECORDED PROCEEDING**

Upon review of the Motion to Utilize Private Court Reporter to Prepare Transcript of Recorded Proceeding filed by _____ (“Moving Party”) on _____, and the record, the Moving Party’s request to have a transcript of the identified court proceeding(s) in this case prepared by private court reporter _____ is granted for good cause under Rule 15 of the Hawai‘i Court Records Rules, and a copy of the recorded court proceeding(s) identified-below shall be transmitted by the clerk or court staff to the private court reporter upon the payment by the Moving Party to the Judiciary of the necessary cost of production.

The delivery schedule for the transcript shall be a matter determined between the Moving Party and the private court reporter.

Any party may file the completed transcript in the case. If the transcript contains confidential information, it shall be filed under seal in accordance with the Hawai'i Court Records Rules.

RECORDED COURT PROCEEDINGS TO TRANSFER TO PRIVATE COURT REPORTER:

Case No.	Date(s) of proceeding(s)	Type of proceeding	Portion of proceeding for which transcript is requested (e.g., all or partial)	Name of Judge/Hearing Officer/Agency

[] Additional Provisions, if applicable follow:

It is so ordered.

Dated: _____, Hawai'i, _____.

 JUDGE OF THE ABOVE-ENTITLED COURT

In the _____; Case No. _____;
 ORDER GRANTING MOTION TO UTILIZE PRIVATE COURT REPORTER TO PREPARE TRANSCRIPT
 OF RECORDED PROCEEDING

REQUEST FOR RECORD

Pursuant to court rule (see Rule 2.2 of the Rules of Circuit Courts and Rule 2.2 of the Rules of the District Courts), the clerk shall collect costs and fees provided in Chapter 607 of the Hawai'i Revised Statutes.

Court staff should be given 10 business days from the date of the request to prepare the copy of the requested proceeding. You will be contacted by court staff for payment. Court staff may also request to confirm the delivery information for the private court reporter that you hired.

NOTE: Audio cannot be played on a CD Player. The audio file can only be played on a computer.

FOR INTERNAL USE ONLY

TO BE COMPLETED BY FILE CLERK:

[] Video [] Audio CD Received by: _____

PAID: _____ Date/Time: _____

TO BE COMPLETED BY COURTROOM CLERK:

Type of Proceeding:
Amount to be charged:
Rush Fee:

RETURN ORIGINAL REQUEST AND CD TO DOCUMENTS FILING CLERKS, EXCEPT FOR REQUESTS MADE BY THE PROSECUTOR'S AND PUBLIC DEFENDER'S OFFICE. GIVE THOSE TO FISCAL OFFICE.

ACKNOWLEDGMENT AND RECEIPT

Signature of Court Administrator/Date		(For Official Use Only)
If applicable (e.g., confidential/sealed hearing):		
Signature of Judge/Date		