

- A. The Court will make a record of all proceedings using an audio-video, or audio recording system, which is the Court's official record, except as otherwise provided below in this GJL 16 Rule. A party who desires to have a contemporaneous stenographic record of the proceedings shall: (i) make their own arrangements, (ii) file a motion with the Court requesting permission, together with a proposed judgment entry, serve a copy of that motion upon all parties or their Attorneys no less than three Court Days before the scheduled hearing, and provide the Court with Proof of Service, and (iii) pay the costs associated with the stenographic record of the hearing. Such contemporaneous stenographic record of the proceedings is not permitted without a prior court order. If such stenographic record is made as permitted by this GJL Rule 16, then that party, who caused that stenographic record, shall promptly file a copy of the transcript with the Court no more than five Court Days after the hearing.
- B. For appellate or objection purposes only (e.g., Court of Appeals, Magistrate's Order or Decision), any party or his or her Attorney may request a recording of a hearing, by filing with the Court form "GC JF 6.0 - Request for Transcription of Video/Audio Recording," in order that a recording of a hearing be transcribed by a court reporting service selected by the requesting Person and approved by the Court. The requesting Person shall file that request with the Court, promptly deliver a copy of that request to all other parties or their Attorneys and provide the Court with Proof of Service. If the Court approves that request, then the requesting Person (i) shall pay the cost of transcription, and (ii) direct that court reporting service to contact the Clerk, no later than five Calendar Days after the Court approves the court reporting service, to obtain a copy of the Court's electronic recording, and prepare the transcript no later than 10 Calendar Days after receipt of the copy of the electronic recording. The Clerk will deliver the electronic recording to that court reporting service upon request. No later than five Calendar Days after receipt of the transcription, the requesting Person shall file the transcript with the Court. That court reporting service may not release the Court's recording to a party, an Attorney, or other interested Person without prior written court approval.
- C. If (i) the appellant is indigent, and (ii) prepares and files the Financial Disclosure form (ODP-206R) together form "GC JF 6.0 - Request for Transcription of Video/Audio Recording," then the Court may order that the cost of the transcript be paid from public funds.
- D. Unless the Court orders otherwise, a party may not use the contents of the Court's recording in subsequent pleadings filed with the Court or in argument before the Court unless a transcript of the entire hearing is filed with the Court as provided in paragraph (B) of this GJL Rule.
- E. Unless the Court orders otherwise, upon filing an objection to a Magistrate's Decision, a Motion to Set Aside a Magistrate's Order, or a Notice of Appeal, the objector or appellant, who is required or desires to file a transcript of a hearing, shall have the transcript prepared as provided by paragraph (B) of this GJL Rule. The objector or appellant shall file the completed transcript in the Court within the time limits of the GJL Rules, the Rules of Civil Procedure, or the Rules of Appellate Procedure, as applicable. When the complete transcript is filed by an appellant, the Court will certify the transcript to the Court of Appeals.