

Seventh Judicial Circuit Court Reporting Services Department

Procedure for Ordering Appeal Transcripts

The **Court Reporters Office, Seventh Judicial Circuit**, located at 1769 East Moody Boulevard, Building 1, Bunnell, FL 32110, must assure the stenographic reporting for the following proceedings in **Flagler, Putnam, and St. Johns Counties**:

- All hearings related to death penalty cases
- Felony jury trials and jury selections

Volusia Reporting Company (VRC) is the Seventh Judicial Circuit's contract provider. VRC is located at 432 South Beach Street, Daytona Beach, FL 32114. VRC provides the real-time stenographic record on death penalty cases and other court proceedings in accordance with the contract.

The **Digital Court Reporting Staff**, located in various courthouses around the circuit, are responsible for digitally recording the following proceedings in **Flagler, Putnam, St. Johns and Volusia Counties**:

- Felony proceedings not listed above
- All misdemeanor proceedings
- Delinquency, Dependency, CINS/FINS proceedings
- Private and Department of Children and Families (DCF) Termination of Parental Rights trials
- Domestic Violence, Stalking, and Cyber-Stalking Injunctions
- Guardianship of a Person (Pursuant to FS 744.109(1)), Petition for Incapacity, Mental Health, and Risk Protection Order Hearings
- All proceedings held before the General Magistrate and Child Support Hearing Officer

To streamline the appeal process and ensure the timely filing of appeal transcripts, please follow the procedures outlined below for Delinquency, Dependency, Termination of Parental Rights trials and all other digitally recorded proceedings in Flagler, Putnam, St. Johns, and Volusia Counties:

- Designate a private court reporting firm of your choice to prepare the appellate transcript(s)
- Send the Designation to Reporter and signed Order of Indigency for Appeal Purposes to your chosen court reporting firm.
- For ***Dependency and Termination of Parental Rights proceedings***, a signed Order Releasing the Digital Recording and Transcript(s) must be sent to the court reporting firm that you have chosen to prepare the appellate transcript(s)

Appeals For Criminal Proceedings for Flagler, Putnam, and St. Johns Counties

Contact **Court Reporting Services** to ascertain whether the proceedings being requested for appeal purposes were stenographically reported and/or digitally recorded. Please email your inquiry to Court Reporting Services at Stenographers@circuit7.org.

If proceedings were reported by a stenographic court reporter and the defendant is indigent:

- Send the Designation to Reporter and the signed Order of Indigency for Appeal Purposes to Court Reporting Services, 1769 East Moody Boulevard, Building 1, Bunnell, FL 32110 or email to Stenographers@circuit7.org.

If proceedings were reported by a stenographic court reporter and the defendant has not been declared indigent for purposes of appeal:

- Pay a deposit of ½ the estimated cost of the transcript(s) upon submission of request.
- Pay the balance in full prior to filing the appellate transcript with the Clerk of Court.

If proceedings were digitally recorded:

- Designate a private court reporting firm of your choice to prepare the appellate transcript(s).
- Send the Designation to Reporter and the signed Order of Indigency for Appeal Purposes to the court reporting firm that you have chosen to prepare the appellate transcript(s).
- The court reporting firm will obtain a copy of the digital recording from the appropriate Digital Court Reporters Office to prepare the appellate transcript(s).

Appeals For Criminal Proceedings for Volusia County

Contact the appropriate Digital Court Reporters Office to ascertain whether the proceeding(s) being requested for appeal purposes were stenographically and/or digitally recorded. Please direct your inquiry to the appropriate Digital Court Reporters Office.

Proceedings held in Volusia County (east side): (386) 239-7846

Proceedings held in Volusia County (west side): (386) 626-6589

If proceedings were reported by a stenographic court reporter and the defendant is indigent:

- Send the Designation to Reporter and signed Order of Indigency for Appeal Purposes to the Seventh Circuit contract provider, Volusia Reporting Company, 432 South Beach Street, Daytona Beach, FL 32114, or email to Appeals@VolusiaReporting.com .

If proceedings were reported by a stenographic court reporter and the defendant has not been declared indigent for purposes of appeal:

- Contact Volusia Reporting Company, 432 South Beach Street, Daytona Beach, FL 32114, or email to Appeals@VolusiaReporting.com, to make financial arrangements for the appeal transcript(s).

If proceedings were digitally recorded:

- Designate a private court reporting firm of your choice to prepare the appellate transcript(s).
- Send the Designation to Reporter and the signed Order of Indigency for Appeal Purposes to the court reporting firm that you have chosen to prepare the appellate transcript(s).
- The court reporting firm will obtain a copy of the digital recording from the appropriate Digital Court Reporters Office to prepare the appellate transcript(s).
- ***It is not necessary for Attorneys to send any paperwork to the Digital Court Reporter's Office.***