

## WHAT WILL I RECEIVE?

Typically, you will receive a **Paper Certified Copy Transcript**, which includes the Audio Assessment Form (AAF) and Word Index (WI).

If you do not receive the AAF and WI, with the Paper Certified Copy Transcript, **please contact OTS immediately**.

*Paper Certified Copy Transcripts over 1,000 pages will be Compressed.*

## WHO DO I CALL WITH TRANSCRIPTION QUESTIONS?

If you have any transcription questions, please contact OTS by **e-mail at [ots@jud.state.ma.us](mailto:ots@jud.state.ma.us)** or by **telephone at 617-878-0225** for assistance.

## PRACTICING IN A DIGITALLY RECORDED COURTROOM: *Tips for Attorneys*

**State and spell your name,  
and whom you represent.**

### Microphones

Do not move or place any objects in front of microphones. Always speak in front of them. If you walk away, you will not be recorded.

### Sidebar

Speak in front of the microphone at sidebar.

### Red Light

If applicable, when the **red light** at the front of the clerk's desk is "**on**", the proceeding is being digitally recorded.

### Mute Button

For private conversations, you must **press and hold the mute button down**.

When you release the mute button, your conversation becomes public and is being digitally recorded.

### TRANSCRIPTS

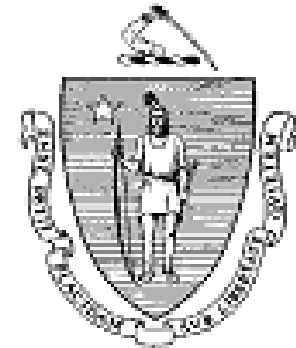
Transcripts can be ordered from OTS at [www.mass.gov/courts/admin/ots](http://www.mass.gov/courts/admin/ots). Click Superior Court Transcript Order Form. Complete the Order Form, and forward with attachment to OTS via mail or fax.

### DISCLAIMER:

These instructions are not for ordering Superior Court Transcripts from Official Court Reporters.  
*(Printed On: 11.17.09)*

# Office of Transcription Services (OTS)

## How To Order a Superior Court Transcript from a Digitally Recorded Courtroom: *Instructions for Attorneys*



Office of Transcription Services (OTS)  
2 Center Plaza, 9<sup>th</sup> Floor  
Boston, Massachusetts 02108  
Phone: 617-878-0225  
Fax: 617-878-0762  
E-Mail: [ots@jud.state.ma.us](mailto:ots@jud.state.ma.us)  
Website: [www.mass.gov/courts/admin/ots](http://www.mass.gov/courts/admin/ots)

### DISCLAIMER:

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*(Printed On: 11.17.09)*

## HOW DO I ORDER A SUPERIOR COURT TRANSCRIPT FROM A DIGITALLY RECORDED COURTROOM?

Complete the **Superior Court Transcript Order Form**, available at: [www.mass.gov/courts/admin/ots](http://www.mass.gov/courts/admin/ots).

For Civil, forward the Order Form to OTS via mail or fax. For Criminal, attach the **Court Allowed Motion or Court Order** to the Order Form and forward to OTS via mail or fax.

You must provide the **name and docket number of the case, and exact date/s of the proceeding/s** you would like a transcript of on the Order Form.

*For a Regular Transcript:* Check off **Regular Transcript** under **Part I** of the Order Form.

### WHAT IF I NEED IT ASAP?

*For a Expedited Transcript:* Check off **Daily Transcript** under **Part I** of the Order Form.

### WHAT IF MY CLIENT IS INDIGENT?

The Committee for Public Counsel Services (CPCS) pays for the transcript.

*For an Indigent Transcript:* Check off **Indigent Transcript**, provide the **NAC (Notice of Assignment of Counsel) Number** under **Part I** of the Order Form, and attach the **Court Allowed Motion or Court Order** for the Commonwealth to pay for the transcript (*CPCS requires the NAC Number and attachment for payment*).

## WHO WILL PREPARE IT?

OTS will select an **Approved Court Transcriber** from the Trial Court's List to prepare the transcript.

## HOW MUCH WILL IT COST?

**Regular Transcripts** cost \$3.00 per page for the original and \$1.00 per page for copies.

**Expedited/Daily Transcripts** cost \$4.50 per page for the original and \$1.50 per page for copies.

**Indigent Transcripts paid by CPCS** cost \$3.00 per page for the original, \$0.75 per page for the first copy, and \$0.10 per page for additional copies.

## HOW DO I PAY FOR IT?

**For Civil or Non-Indigent Criminal where you/your client will be paying for the transcript**, the court transcriber will determine an estimate based on a formula of producing approximately 40 pages of a transcript per 1 hour of audio recording.

The court transcriber will contact you with the estimate and make arrangements for you to provide a **50% deposit to start the transcript**.

When the court transcriber has completed the transcript, he or she will contact you with the **final cost** and make arrangements for you to make the final payment.

Once the final payment is received by the court transcriber, he or she will notify OTS and OTS will mail the transcript to you.

## WHAT HAPPENS IF I CANCEL IT?

**You must contact the court transcriber immediately.** You will be required to pay for all of the pages of a transcript completed up to the time you contact the court transcriber to cancel. If the court transcriber has not yet started the transcript, he or she will refund your 50% deposit to you.

## WHEN WILL I RECEIVE IT?

Typically, OTS produces the transcript within **90 days** after receipt of the Order Form.

## HOW WILL I RECEIVE IT?

OTS will **mail** the transcript to you. **Please do not call OTS every day** to see if your transcript is ready.