

# THE COMMONWEALTH OF MASSACHUSETTS OFFICE OF THE CHIEF JUSTICE FOR ADMINISTRATION & MANAGEMENT

John Adams Courthouse One Pemberton Square Boston, Massachusetts 02108

Robert A. Mulligan Chief Justice for Administration & Management

Fax: (617) 788-6199

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### **MEMORANDUM**

TO: Chief Justices of the Trial Court

First Justices of the Trial Court Clerk-Magistrates of the Trial Court Registers of Probate of the Trial Court

Recorder of the Land Court

FROM: Robert A. Mulligan

Chief Justice for Administration and Management

DATE: October 6, 2011

RE: ELECTRONIC TRANSCRIPTS FOR THE APPELLATE COURTS

The Trial Court Administrative Directive #1-08 sets out the requirements of the Uniform Transcript Format (UTF) at <a href="http://www.mass.gov/courts/admin/ots/uniformtranscriptformat.pdf">http://www.mass.gov/courts/admin/ots/uniformtranscriptformat.pdf</a>. Section 1.6 (attached) of the UTF requires a PDF (portable document format) and a CD (compact disc) copy of the PDF certified original transcript. These PDF transcripts apply to cases on appeal from the Trial Court and intended for transmission to the appellate courts. In an effort to address this issue and improve the delivery and quality of transcripts, please comply with the following instructions:

First, when your court receives a transcript for a case being appealed, please ensure that your court also receives the CD containing the PDF reproduction. Approved transcribers are required by their contract to provide the Trial Court with the PDF reproduction. Court reporters in the Superior Court are undertaking this function voluntarily. The CD containing the PDF reproduction should be appended to the back cover of the paper transcript. If your clerk's office does not receive the CD, please contact the court transcriber and obtain it before issuing the notice of assembly to the appellate courts. Court reporters in the Superior Court Department should deliver only the CD containing the PDF reproduction to the Superior Court Clerk's office.

Second, when submitting transcripts to the appellate courts please send only one CD containing each PDF volume; there is no need to send a duplicate CD and do not send an audio CD unless the appellate court has specifically requested one.

Third, please make sure that when cases are submitted to transcribers for transcription services that those transcribers are approved by the Office of Transcription Services. I have been informed that some courts are using transcribers who are not approved. The List of Approved Transcribers (attached) is available at <a href="http://www.mass.gov/courts/admin/ots/approved-transcriber-list.pdf">http://www.mass.gov/courts/admin/ots/approved-transcriber-list.pdf</a>.

For questions regarding electronic transcripts for the appellate courts, please contact Joseph Stanton, Appeals Court Clerk at 617-723-1518 or by email at joseph.stanton@appct.state.ma.us. In addition, any questions regarding cases appealed from convictions of murder in the first degree, please contact Susan Mellen, Clerk of the Supreme Judicial Court for the Commonwealth at 617-557-1020 or by email at susan.mellen@sjc.state.ma.us.

For general questions regarding the ordering or production of transcripts, please contact the Office of Transcription Services (OTS) at 617-878-0225 or by email at ots@jud.state.ma.us. Thank you for your cooperation.

#### Attachments

cc: Susan Mellen, Clerk of the Supreme Judicial Court for the Commonwealth Maura S. Doyle, Clerk of the Supreme Judicial Court for Suffolk County Joseph F. Stanton, Clerk of the Appeals Court Robert P. Panneton, Chief of Staff
Timothy M. Linnehan, Esq., Acting Director, Support Services Department Court Administrators of the Trial Court
Office of Transcription Services
Court Reporters
Approved Court Transcribers



### The Commonwealth of Massachusetts

# ADMINISTRATIVE OFFICE OF THE TRIAL COURT Office of Transcription Services (OTS)

Two Center Plaza Boston, Massachusetts 02108

# Effective Date: June 30, 2008. ADMINISTRATIVE DIRECTIVE #1-08

### **UNIFORM TRANSCRIPT FORMAT**

#### 1. PAPER.

- **1.1 Size.** The size of the paper shall be eight and one-half inches  $(8 \frac{1}{2})$  by eleven inches (11) for both originals and copies.
- **1.2 Weight.** The weight of the paper shall be at least twenty pounds (20 lbs.) for both originals and copies.
- **1.3 Type.** The type of paper shall be of a chemical wood or better quality for both originals and copies.
- **1.4 Color.** White paper shall be used for both originals and copies, except for real-time unedited transcripts. See 4.7 Real-time Unedited Transcripts.
- **1.5 Ink Color.** Black ink shall be used for both originals and copies.
- **1.6 Copies, Paper and Electronic PDF.** Certified original transcript, certified copies of the transcript, compressed transcript, and word indexes may be reproduced by any method of reproduction that produces black text on white paper. There shall be no markings on the original or copies, nor shall any type of paper be used that would hinder the clear reproduction by mechanical means for both originals and copies. Any paper product or computer software programs limiting the reproduction of a transcript (e.g., mylar strip/seal or copy-prohibitive paper) are prohibited.

A Portable Document Format (PDF) of the certified original transcript and CD (compact disc) copy of the PDF certified original transcript shall be provided to the Office of Transcription Services (OTS), Court Division, or ordering party. An electronically signed Certificate Page shall be attached to the PDF certified original transcript and CD copy of the PDF certified original transcript.

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## THE TRIAL COURT APPROVED COURT TRANSCRIBER (ACT) LIST - EFFECTIVE JULY 1, 2008 UPDATED 9.23.2011

PURSUANT TO SJC RULE 1:07, PLEASE MAKE APPOINTMENTS FROM THE TRIAL COURT APPROVED COURT TRANSCRIBER (ACT) LIST IN ROTATION AND/OR SEQUENTIAL ORDER.

As described in the preamble of SJC RULE 1:07 Fee Generating Appointments: The goal of this rule is to assure that all fee generating appointments made by the courts of the Commonwealth are made on a fair and impartial basis with equal opportunity and access for all qualified candidates for appointments.

| Last Name     | First Name | Company                         | Company Address         | City/Town     | State | ZipCode | Telephone    | Email Address                        | Capability                       |
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|               |            |                                 |                         |               |       |         |              |                                      | CourtSmart,                      |
| Aveyard       | Karen      | Transcription Plus              | 1334 Elm St.            | Leominster    | MA    | 01453   | 978-466-9383 | k.aveyard@comcast.net                | FTR, JAVS                        |
|               |            |                                 |                         |               |       |         |              |                                      |                                  |
| Barber        | Avis       | Individual/Sole Proprietor      | 7 Elm St.               | Maynard       | MA    | 01754   | 978-897-5053 | sivapratt@msn.com                    | JAVS                             |
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| Bellusci      | Patricia   | Individual/Sole Proprietor      | 31A Almont Street       | Winthrop      | MA    | 02152   | 617-846-7593 | patricia@bellusci.com                | FTR, JAVS                        |
|               |            |                                 | 000 011 0 11 01         |               |       |         |              |                                      | 2-track, 4-track,                |
| D. of a in al | Mania      | Varitant Carr                   | 200 Old Country Rd.,    | Minagla       | NIV/  | 44504   | 540,000,0400 | and buffield outlied and             | CourtSmart,                      |
| Burfeind      | Marie      | Veritext Corp.                  | #580                    | Mineola       | NY    | 11501   | 516-608-2432 | marie.burfeind@veritext.com          | FTR, JAVS<br>2-track, 4-track,   |
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| Caron         | Lisa       | Individual/Sole Proprietor      | 25 Orchard Hill Rd.     | Goffstown     | NH    | 03045   | 603-497-5566 | caronmedical@yahoo.com               | FTR, JAVS                        |
| Calon         | Lisa       | Individual/Sole i Toprietoi     | 25 Ordinard Filli INd.  | Golistowii    | INII  | 03043   | 003-497-3300 | <u>caroninedical@yanoo.com</u>       | 2-track, 4-track,                |
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| Catuogno, Jr. | Raymond    | Real-Time Court Reporting, DBA  | 1331 Main St.           | Springfield   | MA    | 01103   | 413-732-1157 | raycatuogno@realtimereporting.net    | FTR, JAVS                        |
| Odtdogno, or. | raymona    | Treat Time Court reporting, BB/ | 1001 Main Ot.           | Opringilicia  | IVIZ  | 01100   | 410 702 1107 | raycataognoter calimere porting. Het | 2-track, 4-track,                |
|               |            | Catuogno Court Reporting &      |                         |               |       |         |              |                                      | CourtSmart,                      |
| Catuogno, Sr. | Raymond    | Sten-Tel Transcription          | 1414 Main St.           | Springfield   | MA    | 01144   | 413-746-8100 | courtreporting@catuogno.cc           | FTR, JAVS                        |
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| Deveau        | Julianne   | AAA Transcribing Service, DBA   | 6618 Mallard View Point | Myrtle Beach  | SC    | 29588   | 800-541-8085 | julianne@aaatranscribingservice.com  | FTR, JAVS                        |
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| Dunlop        | Linda      | DMC Reporting Agency            | 19 Oliver St.           | Framingham    | MA    | 01702   | 508-879-9045 | dmc.reporting@verizon.net            | FTR, JAVS                        |

## THE TRIAL COURT APPROVED COURT TRANSCRIBER (ACT) LIST - EFFECTIVE JULY 1, 2008 UPDATED 9.23.2011

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## THE TRIAL COURT APPROVED COURT TRANSCRIBER (ACT) LIST - EFFECTIVE JULY 1, 2008 UPDATED 9.23.2011

| Accord   McGill   M   |           |              |                                  |                       | UPDATED 9.23   | .2011  |       |                    |  |                   |
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| McGill Karron   McGill & Associates   P.O. Box 144   Accord   MA   Q2018   781-789-3792   ham4695@commast.net   FTF., JAVS   2-1804, CourtSheart           |           |              |                                  |                       |                |        |       |                    |  | 2-track,          |
| McKenna  |           |              |                                  |                       |                |        |       |                    |  | · ·               |
| Mickenna   Marianne   Christerson Court Reporters   143 Baldwin Road   Billerica   MA   01821   978-863-9571   marianomic/glocomatanat   FTR_JAVS  | McGill    | Karen        | McGill & Associates              | P.O. Box 144          | Accord         | MA     | 02018 | 781-789-3752       | kam4595@comcast.net  | FTR, JAVS         |
| Mokena   |           |              |                                  |                       |                |        |       |                    |  |                   |
| Mickenzie         Melisaa         Individual/Sole Proprietor         20 Burt St.         Attleboro         MA         02/203         508-431-2024         winasca@concest.cet         ETR., JAVS           Meara         Paula         Individual/Sole Proprietor         76 Colony Rd.         Springfield         MA         0 1106         413-531-1120         chiefmeara@finas.com         FTR., JAVS           Mileke         Kevin         Avicore Reporting         25 Lovell St., #405         Manchester         NH         03101         603-666-4100         Individual/Sole proprietor         4/100, HTR., JAVS           Pannelio         Carol         Individual/Sole Proprietor         47 Stonington Street         N Andover         MA         01845         978-683-6966         cpann/@fleviron.net         2 Varias, 4-frack, CourSman, FTR., JAVS         CourSman, FTR., JAVS         CourSman, FTR., JAVS         2 Varias, 4-frack, CourSman, FTR., JAVS         2   |           |              |                                  |                       |                |        |       |                    |  | ·                 |
| Medran   Paula   Individual/Sale Proprietor   20 Burt St.   Atthebro   MA   02703   506-431-2024   wimasa@compast.eef   FTR, JAVS  | McKenna   | Marianne     | Christerson Court Reporters      | 143 Baldwin Road      | Billerica      | MA     | 01821 | 978-663-3571       | mariannemck@comcast.net  | FTR, JAVS         |
| Meara   Paula   Individual/Sole Proprietor   76 Colony Rd.   Springfield   MA   O1106   413-531-1120   Chlemestra@mac.com   FTR. JAVS   Manchester   NH   O3101   603-666-4100   Individual/Sole Proprietor   Af Storington Street   N. Andover   MA   O1845   978-838-6966   Colony Reporting com   JAVS   Zerack, 47rack, FTR. JAVS   Zerack,    |           |              |                                  |                       |                |        |       |                    |  | 2-track, 4-track, |
| Mielke   Kevin   | McKenzie  | Melissa      | Individual/Sole Proprietor       | 20 Burt St.           | Attleboro      | MA     | 02703 | 508-431-2024       | wilmaca@comcast.net  | FTR, JAVS         |
| Mielke   Kevin   |           |              |                                  |                       |                |        |       |                    |  |                   |
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| Park   Judith   Judith Park Transcribing Service   3 Wentworth Ave.   Hampton   NH   03842   603-929-0972   judeepark@comcast.net   FTR, JAVS   2-track, 4-track, 4   | Panniello | Carol        | Individual/Sole Proprietor       | 47 Stonington Street  | N. Andover     | MA     | 01845 | 978-683-6966       | cpann2@verizon.net   | FTR, JAVS         |
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| Philbin   Paul   Philbin and Associates   959 Main St.   Springfield   MA   01103   413-733-4078   pto@chilbin-associates.com   FTR, JAVS   FTR, JAV   |           |              |                                  |                       |                |        |       |                    |  | CourtSmart,       |
| Philbin   Paul   Philbin and Associates   959 Main St.   Springfield   MA   01103   413-733-4078   pto@chilbin-associates.com   FTR, JAVS   FTR, JAV   | Park      | Judith       | Judith Park Transcribing Service | 3 Wentworth Ave.      | Hampton        | NH     | 03842 | 603-929-0972       | judeepark@comcast.net  | FTR, JAVS         |
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| Philbin  |           |              |                                  |                       |                |        |       |                    |  | · · · · · ·       |
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| CourtSmart,      |           |              |                                  |                       | - pinigital    |        |       |                    | <u></u>  |                   |
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| Wesson Linda Canal Court Reporting 15 Lakewood Rd. Sagamore Beach MA 02562 508-888-4676 Ilwesson@comcast.net FTR, JAVS  2-track, 4-track, CourtSmart, FTR, JAVS  2-track, 4-track, CourtSmart, FTR, JAVS  Williams Linda Individual/Sole Proprietor 149 Karen Ln. Abington MA 02351 781-871-1384 Innewill@verizon.net FTR, JAVS  2-track, 4-track, CourtSmart, FTR, JAVS  2-track, 4-track, CourtSmart, CourtSmart | 10/21-1-  | Max          | In dividual/Octo Books to        | 405 H                 | Out to         | 8.4.4  | 00470 | 047 007 5400       | manufacture and the control of the c |                   |
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| 2-track, 4-track, CourtSmart,  |           | l            |                                  |                       | I              |        |       |                    |  | ·                 |
| CourtSmart,  | Williams  | Linda        | Individual/Sole Proprietor       | 149 Karen Ln.         | Abington       | MA     | 02351 | 781-871-1384       | linewill@verizon.net   |                   |
|  |           |              |                                  |                       |                |        |       |                    |  |                   |
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