

## **ADMINISTRATIVE ORDER 09-2**

### **Time Standards for Completion of Transcripts in Civil and Criminal Cases**

#### Introduction

The Administrative Office of the Trial Court presents Administrative Order 09-2, Time Standards for Completion of Transcripts in Civil and Criminal Cases. Administrative Order 09-2 establishes a time standard of one hundred and twenty (120) days for the production of transcripts in civil and criminal cases.

This Administrative Order is the result of the recommendations of the Supreme Judicial Court's Working Group on Trial Transcripts. The Supreme Judicial Court convened the Working Group in 2006 to review, and assist in the implementation of, the recommendations of the Supreme Judicial Court's Study Committee on Trial Transcripts in its 2003 report. The Working Group considered and ultimately recommended a number of measures that focused on shorter time standards for transcript production.

I would like to thank the Working Group for its recommendations for reducing delay in the production of transcripts and improving the timely disposition of cases. I would also like to thank Appeals Court Justice Mark V. Green, who chaired both the Supreme Judicial Court's Study Committee on Trial Transcripts and the Supreme Judicial Court's Working Group on Trial Transcripts.

Robert A. Mulligan  
Chief Justice for  
Administration and Management

December 29, 2009

## ADMINISTRATIVE ORDER 09-2

### Time Standards for Completion of Transcripts in Civil and Criminal Cases

In order to promote timeliness in the resolution of civil and criminal cases by the appellate courts, the following time standards for the production of trial transcripts in civil and criminal cases are hereby established pursuant to the superintendence power of the Chief Justice for Administration and Management under G. L. c. 211B, § 9.

**1. Civil Cases, Except Child Welfare Cases:**

Within one hundred and twenty (120) days of the receipt of an order for a transcript, or any part of a transcript, from the appellant or the appellee, as provided in Massachusetts Rule of Appellate Procedure 8(b)(1), the court reporter shall deliver the transcript, or part thereof, to the party who ordered it or, where appropriate, to the clerk of the lower court.

**2. Criminal Cases:**

Within one hundred and twenty (120) days of the receipt of an order of a transcript, or any part of a transcript, from the clerk of the lower court, as provided in Massachusetts Rule of Appellate Procedure 8(b)(2), the court reporter shall deliver the transcript, or part thereof, to the clerk of the lower court.

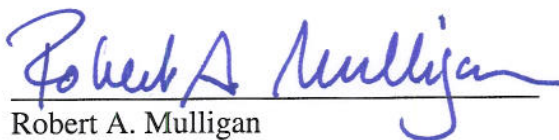
**3. Child Welfare Cases:**

Within one hundred and twenty (120) days of the receipt of the order of a transcript, or any part of a transcript, from the clerk of the lower court, as provided in Massachusetts Rule of Appellate Procedure 8(b)(5), the court reporter shall deliver the transcript, or part thereof, to the clerk of the lower court and shall deliver legible copies to the appellant and to any party who so requests.

The lower court may allow additional time for the production of a transcript upon the court reporter's showing of exceptional circumstances.

These time standards apply to transcripts ordered on or after January 1, 2010.

Dated: December 29, 2009



Robert A. Mulligan  
Chief Justice for  
Administration and Management