

ADMINISTRATIVE REGULATIONS
GOVERNING REPORTERS
in the
NEW JERSEY COURTS



December 1963

Administrative Office of the Courts
State House Annex, Trenton, N. J.

FOREWORD

The regulations and instructions in this manual govern both the salaried and ~~par~~ diem reporters serving in the New Jersey Courts. It is the responsibility of all reporters to familiarize themselves with these regulations and to take down and transcribe court proceedings in accordance therewith. Certain sections, such as those dealing with salaries, pensions, weekly reports, etc., are of interest only to salaried reporters and should be particularly noted by them.

All reporters are urged to keep this manual at hand. In it will be found the answers to many of the questions that have been asked of the Administrative Office. An additional supply of the manuals will be furnished to the supervisors for distribution to per diem reporters regularly serving the courts. Supervisors are charged with the responsibility of seeing to it that the reporters under their direction abide by the regulations set forth herein.

Edward B. McConnell
Administrative Director
of the Courts

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I OATH

Official stenographic reporters are required by statute to subscribe to an oath to faithfully discharge their duties. No further oath or swearing in is required of them. Reporters engaged on a per diem basis, however, should be sworn before serving in court. For this purpose a simple form of oath, reproduced in Appendix A, should be subscribed to before the court clerk and placed on file with the County Clerk. One such oath on file is sufficient to qualify a per diem reporter to serve thereafter in the courts of the county. Each per diem reporter has the obligation to subscribe to such an oath before serving in court.

II DUTIES

1. Hours. Reporters serving the courts are expected to be on duty from 9:15 a.m., or earlier if the judge requests, to 4 p.m. or until court adjourns for the day, whichever is later. An early adjournment does not mean the reporter may leave the Court House for the day unless the approval of the judge is sought and granted and the supervisor, if he is in the same court house, is notified. Frequently matters will arise causing the court to reconvene and it is necessary that the reporter be available. Reporters are also expected to attend on days court is not ordinarily held, such as Saturdays and holidays, when so requested by the judge.
2. Verbatim reporting: Correction of record In the past it has been brought to the attention of the Supreme Court that reporters were not taking down verbatim all that is actually said in a court proceeding. It has been indicated, for example, that repetitious statements, false starts, offhand remarks and the like were not being reported and that, in the preparation of transcripts, grammatical errors were corrected and other editing done. In some instances transcripts of the charge to the jury were submitted to the trial judge for his review and correction before the transcript was filed.

The Supreme Court has directed us to advise reporters that it is their duty to take down verbatim all that is said during every court proceeding and, when a transcript is ordered to transcribe the notes verbatim without changes or corrections. Moreover, the transcript when prepared and certified is to be filed without prior submission for review or approval by the judge or counsel. If, after filing, the court or counsel desire to have

changes made so as to conform with what they recall as actually having been said, the same can be done in an appropriate proceeding for the correction of the record on notice to all parties. For this purpose, in addition to notifying counsel of the filing of the transcript as required by Rule 1:2-8(e), the trial judge should also be notified.

Court proceedings include not only all trials, motions, and hearings but also all other matters which take place in the courtroom, with the exception of pretrial conferences.

3. Openings and closings. Rule 3:7-5, criminal, and Rule 4:44-2, civil, both require the taking down of opening and closing statements to juries but provide that they should not be included in the transcript unless counsel especially requests so.
4. Record on rulings. Rule 4:44-5 provides that the reasons of a trial judge for granting or refusing any motion made by a party during the course of a trial shall be taken stenographically and shall become part of the record, i.e. included in the transcript so that the appellate court may be informed of the grounds of the decision.
5. Exhibits. Rule 4:45B requires that the court reporter include in his notes of the proceedings, references to all exhibits and, as to each, the offering party, a short description of the exhibit and the court directed marking. The notes shall also record the retention by the court or other disposition of each exhibit at the end of the case.
6. Retention of notes. Rule 1:30-6(d) obliges a reporter to preserve and store the original shorthand notes or other original records of a proceeding in any court for 5 years at his own

expense. However, recent decisions of the United States Supreme Court have held that when the transcript of a criminal proceeding is necessary for appellate review, refusal to afford such transcript constitutes a denial of due process. In some habeas corpus proceedings transcripts are required of cases heard more than 5 years earlier.

Accordingly the New Jersey Supreme Court has directed all reporters not to destroy their notes of criminal proceedings except where a transcript thereof is already on file. This includes pleas, sentences, motions and other applications as well as trials.

Each reporter is, by Rule 1:30-6(d), made responsible for the safekeeping of his own notes.

7. Additional reporting duties. Occasionally salaried reporters are obliged to attend hearings before County Ethics Committees, Character and Fitness Committees, the Board of Bar Examiners and to attend sessions of judicial conferences. To the extent possible these duties are rotated but they are an obligation of salaried service except, however, that compensation for out-of-pocket expenses for transcripts of such hearings is paid. In this connection, see Section III, paragraph 13.

III SUPERVISION OF REPORTERS

1. General supervision. N.J.S.2A:11-17 provides that the Administrative Director, under the control of the Chief Justice, shall have overall supervision of stenographic reporters serving the courts. However, it is especially provided that the trial judge shall supervise and direct the reporter assigned to his court in the performance of his duties including all dealings with

parties requesting transcripts. The Administrative Director "shall prescribe records which shall be maintained and reports to be filed by the reporter. Such records shall be open to inspection by ... the Director and may include records showing (1) the quantity of transcripts prepared, (2) the fees charged and the fees collected for transcripts, (3) any expenses incurred by the reporter in connection with transcripts, (4) the amount of time the reporter is in attendance upon the court for the purpose of recording proceedings, and (5) such other information as the Director may determine." Pursuant to this statute salaried reporters file weekly reports (see paragraph 4 following) and annual reports on income (See Appendix B).

N.J.S.2A:11-13 authorizes the Administrative Director to assign reporters to serve in the divisions of the Superior Court and in various County Courts and permits him, with the approval of the Chief Justice, to designate supervisors for specified districts to assist him in maintaining an efficient reporting service by arranging for the transfer of reporters from court to court and procuring per diem reporters for temporary service. N.J.S.2A:11-12 provides that reporters engaged for the courts shall be certified shorthand reporters but where a certified reporter is not available a reporter otherwise qualified may be appointed for temporary service, N.J.S.2A:11-14. Except in extenuating circumstances, judges should not be covered by a succession of different reporters each day. The availability of a certified reporter should be for a full week's work or a non-C.S.R. may be engaged. Every effort shall be made, however, to secure the services of a certified shorthand reporter. Where

a trial is known in advance to be lengthy, and particularly in criminal trials, salaried reporters should be used in preference to per diems.

In order that supervisors may carry out their duties of assignment of reporters effectively, it is essential that every reporter keep his supervisor advised in advance of his schedule and particularly any changes due to illness of the judge or reporter or dates when he will not be engaged in court.

2. Supervision of per diem reporters. Supervisors are responsible for the performance of duties of the per diem reporters they engage. These duties include the furnishing of transcripts within the time prescribed by the rules. When per diem reporters are unsatisfactory in their courtroom work or when they are consistently late in filing transcripts, they should not be engaged for further work.

If a per diem reporter commences a trial which carries over to the next day or days, he should remain with the judge until its conclusion or at least until the end of the week. Per diem reporters should be advised of this obligation in advance of their engagement. This policy should be carried out to the extent possible consistent with the full employment of salaried reporters.

3. Permitted and prohibited practices. Rule 1:25C of the Rules of the Supreme Court, effective September 11, 1961, governs the supporting personnel of the judiciary. Official court reporters are specifically included. Paragraph (a) of the rule forbids official reporters from holding elective public office and from being a candidate therefore. It likewise forbids official reporters from engaging in partisan political activity and in this

connection the Supreme Court has determined that the ban on political activity places them under the same limitations as are judges. Accordingly, no official reporter may be an officer or member of any political club and may not participate in or attend political or quasi-political functions, meetings or dinners, including testimonials in honor of persons who are politically active. The rule also precludes contributions to political parties and campaigns and the ban on such contributions extends to members of the official reporter's immediate family where he or she is the actual source of the funds.

Paragraph (a) of Rule 1:250 further precludes official reporters from holding any other public office or position without express prior approval of the Supreme Court. The term "other public office or position" has been broadly construed by the Supreme Court to include any public employment as well as every public office or position even though it carries no compensation. any reporter wishing to hold other public office or position must apply to the Supreme Court for approval to so do. Such applications should be made by letter addressed to the Administrative Director of the Courts, State House Annex, Trenton.

Paragraph (c) of Rule 1:250 provides that reporters shall not engage in other gainful pursuit without the written approval of the Assignment Judge upon the recommendation of the judge to whom the reporter is assigned. In this connection the Assignment Judge and trial judges have been advised of the following permitted and prohibited practices with respect to outside reporting activities and, on request, are prepared to grant permission for such other work provided it in nowise interferes with the

official duties of the reporters including the completion of transcripts of court proceedings:

Official Court Reporters (i.e. salaried reporters) Are Permitted

- (1) to do deposition work for attorneys;
- (2) to take depositions and statements for the Prosecutor and other officials or bodies directly connected with the judicial branch of government; and
- (3) to report hearings in the Municipal Courts and other local boards and agencies of municipal government such as boards of adjustment and local governing bodies.

Note: Where a salaried reporter serves the Prosecutor, Grand Jury or other official or agency connected with the judiciary during regular court hours, he shall not charge an attendance fee for such work. If, after special permission of the Administrative Director, a salaried reporter is relieved of his regular court assignment for service with the Prosecutor, his per diem replacement shall bill the Prosecutor for the court service.

Official Court Reporters are Prohibited

- (1) from doing work for any governmental department, agency or commission other than the judicial branch of the government except as provided in paragraphs (2) and (3) above;
- (2) from being a partner, associate or employee of a reporting firm or corporation; and
- (3) from receiving any kickbacks or payments whatsoever or any transcript fee or appearance fee paid in connection with reporting work, including depositions, done by another reporter even though the official reporter may have arranged for the work to be done. This does not, however, preclude the hiring of typists to transcribe notes taken by the official reporter.

Every official reporter is expected to submit annually to the Administrative Director in such form as he shall prescribe (see Appendix B for the form in use in past years) a complete report on his or her income and expenses for reporting activity both within and outside the courts.

4. Weekly reports. In addition to the annual report on income and expense, official reporters are required to file a weekly report in duplicate, the original to the Administrative Office and a copy to the supervisor, showing by the day, the place of the court they covered, the judge they served, the names of the cases tried, the nature of the trials and the time of day to the nearest 15 minutes of the beginning and ending hours of the trials. Motions, pretrials, pleas, sentences, and other proceedings in court short of trials need only be reported as such without specifying the name or nature of the matter. For example: "Pretrials - 10 a.m. - 12"; "Motions 1-2"; "Pleas 11-1", etc.

Special attention should be given to the reverse side of the weekly report form wherein all orders of transcripts of court proceedings, not just transcripts on appeal, must be listed. A transcript should be reported for the week it is ordered and carried until filed with the date of filing noted. A cumulative count is called for and each week's report should include all transcripts outstanding. If there are no outstanding transcripts, the report should be marked "None". A blank report is not sufficient. When a transcript has been ordered by other than the State or any of its political subdivisions but deposit has not been paid, report it ordered on the date the order is received and note "deposit not received". When the deposit is received, thereafter report both dates until filed.

In addition to the regular weekly report, supervisors are obliged to file a supplemental report showing by the day the name of each reporter in the district, the judge covered and any reason for the non-attendance of a salaried reporter in court. The

names of per diem reporters serving in the district should be underlined and any per diem who is not a C.S.R. should be specially indicated. All reports should be placed in the mail not later than the Monday morning of the week following.

IV TRANSCRIPTS

1. Certification of transcripts

Certified Shorthand Reporters, being duly licensed by the State, may certify to the accuracy of transcripts without swearing thereto. Certification shall be made on the final page of the transcript in the following form:

"I certify the foregoing to be a true and accurate transcript of the testimony and proceedings in the above entitled cause.
/If partial transcript, so indicate/

Date: _____ Signature _____"

Reporters who are not Certified Shorthand Reporters, however, should attest to the accuracy of their transcripts under oath.

The certification of a non-C.S.R. should be in the following form:

"State of New Jersey: ss.
County of _____:

I swear (or affirm) that the foregoing is a true and accurate transcript of the testimony and proceedings in the above entitled cause. /If partial transcript, so indicate/

Signature

Sworn and subscribed to before me
this _____ day of _____, _____.

Signature of person administering oath"

2. Rates; Format of transcripts. N.J.S.2A:11-15 fixes the price of transcripts of the stenographic record in any court at 20 cents

per folio for the original and 5 cents per folio for each carbon copy. N.J.S.2A:11-18 fixes the price of transcripts of hearings before masters to whom references are made at the same rate R.S.1:1-2 provides that a folio shall consist of 100 words.

Transcripts of court proceedings shall be prepared in the following format: The type size shall not be larger than pica and the page shall be (1) 8.5 x 11 inches, (2) double spaced, (3) with not less than 25 lines per page, (4) with side margins of not more than 1 inch, and (5) with answers following the questions on the same line rather than being placed in a separate paragraph. Unnecessary indentations and blank spaces should be avoided. If an actual work count cannot be made, each page of transcript prepared in the foregoing manner may be deemed to contain 2.5 folios.

In billing for transcripts it is important to note the number of folios, the number of copies and to whom they were furnished. There is no such thing as a "minimum charge". In billing for transcripts of criminal cases it is important to indicate whether the transcript was ordered by the Prosecutor or for an indigent defendant. The voucher submitted for payment should state for whom the transcript was prepared.

N.J.S.2A:11-16(h) provides that each reporter shall be entitled to retain the fees collected for transcripts but that all supplies and equipment shall be furnished by him at his own expense.

3. Daily copy. When transcripts are furnished to court or counsel the same day or by the morning following, in addition to the statutory rate, in view of the additional expense involved in

providing special transcribing and typing services, it is permissible to make a special service charge of 20 cents per folio for the original and 5 cents per folio for each carbon making the rate double the normal charge. However, no special rate is permitted for "expedited copy" not furnished the same day or by the morning after.

4. Charge to Grand Jury. Rule 3:3-3 calls for copies of the Assignment Judge's charge to be distributed to the members of the Grand Jury and two copies to be sent to the Administrative Office. The charge given should be taken down stenographically because frequently matters are added to the recommended charge. Where the charge has been mimeographed and distributed in advance, it is not necessary to redo the transcript. Where, however, there has been no advance preparation, the reporter should cut the transcript on a stencil so that the requisite number of copies can be run off. Daily copy is not required. Salaried reporters should always be assigned to attend the Assignment Judge on opening day.
5. Pleas and sentences. Rule 3:7-10(d) calls for the filing of a transcript of all sentencing proceedings, which includes the remarks of counsel and defendant as well as of the judge, with the County Clerk. Similarly, as a matter of general policy, transcripts of the proceedings at the arraignment and plea should be prepared and filed. Unless an appeal is taken, only the original shall be filed. Transcripts of pleas and sentences should be filed within two weeks unless the press of transcripts for appeal prevents. In any event, such transcripts should be filed within a month.

6. Adoption proceedings. The automatic preparation and filing of transcripts of adoption proceedings are not required by statute and transcripts of such proceedings need be prepared only when requested by the judge or a party. Fees therefor should be collected as in the case of any other transcript.
7. Depositions. When a deposition has been taken, counsel may waive the transcribing of the same or, if transcribed, may waive the filing thereof. Under Rule 4:20-6(a) when the filing of the deposition has been waived, the officer taking the deposition is obliged to file with the clerk of the court a statement setting forth the date it was taken the name and address of the witness and the name and address of the reporter from whom a transcript may be obtained upon payment of the prescribed fee.
8. Transcripts on appeal. When an appeal is taken from a court in which a stenographic record was taken, the appellant is obliged by Rule 1:2-8(e) to serve a written request for the preparation of an original and one first carbon copy of the transcript or portion or portions thereof required. Except where the transcript is ordered by the State or any of its political subdivision's, the appellant is required to deposit a sum sufficient to pay the reporter's fee. Accordingly, it is incumbent on reporters to promptly advise attorneys or parties requesting transcripts the estimated cost thereof. The reporter should then promptly prepare the transcript and file the original and first carbon with the clerk of the trial court from which the appeal is taken*, notifying the trial judge as well as counsel. If in

* For Superior Court cases, Law or Chancery Divisions, with the Clerk of the Superior Court, State House, Trenton. For all criminal cases and for County Court, Law Division cases, with the County Clerk. For County Court, Probate Division, cases with the County Surrogate.

special cases transcripts are prepared on stencils, ditto masters or in some other fashion for reproduction, two copies must nevertheless be filed with the clerk.

Rule 1:30-6 requires that every transcript on appeal be filed within two weeks of the date ordered and deposit paid. This applies to per diem as well as salaried reporters. If it becomes apparent that transcript other than in a murder case cannot be filed within the time allowed, an extension of time, not to exceed two additional weeks, may be allowed by the presiding judge of a part of the Appellate Division. Presently the presiding judges of the Appellate Division are Judge Sidney Goldmann, State House Annex, Trenton, Judge Milton B. Conford, 601 Bangs Avenue, Asbury Park, and Judge Edward Gaulkin, 520 Broad Street, Newark. A copy of an application for extension should be sent to L. E. Warwick, Esq., Appellate Division, State House Annex, Trenton. In murder cases on appeal to the Supreme Court requests for extension of time should be addressed to John Gildea, Clerk, State House Annex, Trenton. An application for an extension of time should contain:

1. Name of Case.
2. Date transcript ordered.
3. Estimated length of transcript in pages.
4. Length of trial in days or fractions thereof.
5. Other uncompleted transcripts ordered of the reporter.
6. Why the extension of time is needed.
7. Date the transcript is expected to be filed.

If the additional two weeks' time is insufficient, you should notify Mr. Newman of the Administrative Office of the

Courts who, if he deems it advisable, may arrange for you to be relieved of your court duties at your own expense in accordance with Rule 1:30-6(b). The importance of adhering to this procedure cannot be overemphasized.

9. Transcripts other than for appeal. Rule 1:30-6(c) provides that, if prior to the expiration of the time for appeal, a party to a civil proceeding requests a transcript, the reporter should prepare an original and one first carbon copy, file the original with the clerk of the trial court and deliver the carbon copy to the person requesting it. In this wise if an appeal should be taken thereafter, the original will be on file with the clerk and the preparation of another transcript will not be necessary. The same rules with respect to deposits for fees and price per folio apply.
10. Transcripts in criminal cases. Rule 3:7-5 provides that in all criminal trials in the Superior and County Courts, pleas, motions and the testimony of witnesses shall be taken stenographically. Likewise the opening and closing statements to the jury should be taken but should not be included in the transcript on appeal unless a question with respect thereto is raised on appeal. Therefore, you should not automatically include openings and closings in the transcripts but only when specially requested by counsel.

When transcripts are required for the use of the prosecution or defense in criminal cases, the judge may use the original file copy. There is no need to prepare an additional carbon copy for the judge unless he specifically orders it.

11. Transcripts in civil cases. Rule 4:44-2, governing civil trials, is substantially the same as Rule 3:7-5 with respect to the taking down of testimony and of openings and closings. The latter should not be included in the transcript unless specially requested.
12. Transcripts in District and Municipal Court proceedings. Rule 8:7-5 provides that at the request of the party engaging a reporter in a Municipal Court, the magistrate shall permit the reporter to make a record of the proceedings. Or, on his own motion without the request of any party the magistrate may arrange for a reporter to record the proceedings provided the reporter is paid by the court.

A reporter who has made a stenographic record of proceedings in the Municipal Court and a reporter who has been designated by the judge to record proceedings in the District Court (N.J.S.2A:18-15) shall upon request furnish any party or the judge with a transcript of the testimony. The rates for transcripts of Municipal Court proceedings are governed by N.J.S.2A:11-15. See paragraph 2, supra.

13. Transcripts of Ethics Committee etc. hearings. Hearings conducted by the county Ethics Committees, Character and Fitness Committees, the Board of Bar Examiners and sessions of judicial conferences are covered by salaried reporters as part of the duty of their position. Out-of-pocket expenses are allowed for the preparation of transcripts when requested. The regular transcript rates do not apply. Expense vouchers should be submitted to the Administrative Office of the Courts on State Forms 100. In the event of a lengthy hearing, consult Mr. Newman of the Administrative

Office for a determination of whether relief from regular court assignments may be given in order to work on the transcript.

Ordinarily an Ethics Committee will order a transcript only when a presentment is voted in which case an original plus nine copies are required. The reporter should deliver the transcript only to the Committee secretary or to the Committee member who presided at the hearing. Anyone else requesting a transcript should be referred to these persons.

14. Reporter teams. When daily copy is required and a reporter team takes testimony, the service of the first per diem reporter engaged will be paid by the county. That is, where two salaried reporters serve at one trial and a per diem is engaged to cover for one of them, the per diem fee should be charged to the county. Likewise where the team is composed of a salaried reporter and one per diem, the county will pay. Where, however, more than two reporters serve on a team and more than one per diem is engaged, the fees of the additional per diems, beyond the first, shall be paid by the reporter team.

This in nowise authorizes a deviation from the standing rule that all per diems shall be engaged by the supervisor.

V SALARIES; RETIREMENT; SICK LEAVE; VACATION

1. Salaries. N.J.S.2A:11-16(a) provides that the salaries of reporters shall be not less than \$7500 nor more than \$10,000 per annum as may be fixed by the Supreme Court. The Court has fixed the starting salary at \$7500 and, commencing July 1, 1963, has provided for annual increments of \$500 until the maximum of \$10,000 is reached. Increments are payable on anniversary dates

which, for all reporters engaged before July 1, 1962, shall be July 1st. For reporters hired subsequent to July 1, 1962, the anniversary dates shall be the January 1st, April 1st, July 1st or October 1st next succeeding the date of their employment and their first increment will be paid commencing date the following year. Thus, a reporter engaged November 1, 1962, will have an anniversary date of January 1st and receive an increase in salary effective January 1, 1964. Payment of increments is dependent upon continuous satisfactory service during the prior 12 month period.

Reporters designated as supervisors receive an additional \$1500 per annum to be paid as their salaries are paid.

The statute provides that, where a reporter is employed wholly within one county, the Administrative Director shall certify his salary to that county for payment as county salaries are paid. Where a reporter serves more than one county or in the Chancery Division, his salary is allocated among the counties served in proportion to the population of the counties according to the latest federal census.

2. Public Employees Retirement System

As a matter of law all reporters engaged after February 10, 1956, are required to join the Public Employees Retirement System within four months after receiving their permanent appointment by the Supreme Court. Temporary appointees are not eligible to join. The many advantages of this pension system make it more than worthwhile. Information with respect to the benefits may be had by writing to the New Jersey Division of Pensions, 137 East State Street, Trenton.

3. Retirement. Consistent with the policy of the State and the Supreme Court with respect to all other employees of the judiciary, reporters are required to retire at age 70. For members of the Public Employees Retirement System, retirement at age 70 is required by statute.
4. Sick leave; leave of absence. Salaried reporters are permitted one day per month paid sick leave for the first calendar year of their employment and are thereafter credited with 15 days sick leave each January 1st. The maximum accumulation of sick leave at the end of each calendar year is limited to 90 days to which 15 more days are credited on the first of the next year. Thus, assuming a reporter has accumulated the maximum, he or she will start the year with 105 days of allowable sick leave. Where special circumstances exist, on the recommendation of the Administrative Director, the Supreme Court may grant additional sick leave.

Reporters should advise their supervisors as promptly as possible when illness or any other reason prevents their attendance so that a replacement can be arranged. When it appears that their absence will extend for a period of several days or longer, reporters should keep their supervisors apprised.

Leaves of absence without pay may be permitted for good cause on application to the Administrative Director.

5. Vacations; holidays

Reporters are generally not required to attend court during the Christmas and Easter recesses or on holidays when the court is not in session. Summer vacations are scheduled during July and

August. The duration of the summer vacation will depend upon the number of judges on duty and the number of reporters. In recent years, the summer vacation has been four or five weeks. All transcripts that are due or will become due must be filed by the reporter prior to going on vacation. Except for regular court recesses and during July and August as scheduled by the Administrative Office, reporters are not permitted to take vacations even though they agree to pay for their own replacements.

APPENDIX A

Superior, County, Juvenile and
Domestic Relations and County
District Courts of

_____ County

State of New Jersey :
County of _____ : ss.

I swear (or affirm) that I will faithfully discharge
the duties of stenographic reporter in the above named courts
when engaged to serve therein.

Signature

Sworn and subscribed to before me
this _____ day of _____,

Signature of officer administering
oath

APPENDIX B

Instructions for Completing REPORTERS SALARY QUESTIONNAIRE

- Item 1 -- The totals should be supported by a separate sheet or sheets itemizing each transcript by name of case, the amount received in payment therefor and amount of expense for the preparation thereof, which expense shall be the actual expense of supplies and payments to typists, if any, but not to include any sum for your own compensation.
- Item 2 -- The totals should be supported by an itemization on a separate sheet or sheets showing the nature of the work, for whom it was performed, the amount received and the expense incurred with respect thereto.
- Item 3 -- Include a detailed account on a separate sheet or sheets showing the nature of the work, for whom it was performed, the amount received and the expenses incurred with respect thereto. It is only necessary under this item to include income from your own employment or services and not necessary to report income from such sources as investments, gifts, bequests and so forth.

Each of the three items above is mutually exclusive. Do not include an item of income or expense in more than one category. Make no deduction in any figure for taxes on income.

Supervisors are requested to attach a separate sheet indicating any special expenses incurred by them as supervisors which they would not have incurred but for their designation as such.

The information thus supplied will be kept confidential for the use of the Court.

FULL TIME OFFICIAL STENOGRAPHIC REPORTER INCOME QUESTIONNAIRE

Calendar Year 1963

Original only to be mailed to the Administrative Office by May 1, 1964.
See enclosed instructions for the completion of this report.

1963

1. Income from transcripts of proceedings
in courts covered by you as salaried
reporter:

Gross _____

Net _____

2. Income from other outside reporting
activities such as depositions, trans-
cripts of proceedings other than in
court covered as a salaried reporter,
services to Prosecutor and other of-
ficials or bodies connected with the
judicial branch and services in
Municipal Court:

Gross _____

Net _____

3. Income from any and all other outside
activities requiring your time and
work (return on investments etc.
excluded):

Gross _____

Net _____

4. Totals of above:

Gross _____

Net _____

I certify that the information furnished in this questionnaire
is accurate and complete.

(Signature)

