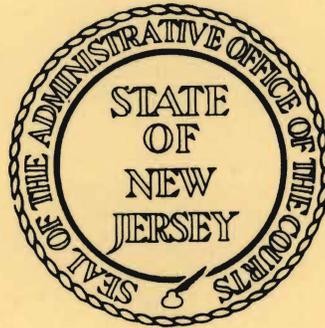


ADMINISTRATIVE REGULATIONS
GOVERNING REPORTERS
IN THE
NEW JERSEY COURTS



EFFECTIVE SEPTEMBER 8, 1969

Administrative Office of the Courts
State House Annex, Trenton, New Jersey

FOREWORD

The regulations and instructions in this manual govern both salaried and per diem reporters serving in the New Jersey courts. It is the responsibility of all court 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., apply only to salaried reporters and should be particularly noted by them.

All reporters are urged to keep this manual at hand for ready reference. Any questions which it does not answer should be directed, preferably in writing, to the Administrative Office of the Courts, Attention: Court Reporters, State House Annex, Trenton.

A handwritten signature in cursive script, reading "Edward A. Cunell".

ADMINISTRATIVE DIRECTOR
OF THE COURTS

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REPORTING ACTIVITIES IN NEW JERSEY

The Administrative Director of the Courts is charged with the responsibility of supervising and directing the administration of all reporters serving the courts under the provisions of N.J.S.A. 2A:11-11 through 2A:11-17.

Reporter Supervisors

Pursuant to N.J.S.A. 2A:11-13 the Administrative Director of the Courts has appointed reporter supervisors and assistant supervisors in various counties. They are directly responsible to the Administrative Director of the Courts and it is their function to assist the Administrative Director in maintaining an efficient reporting service. The assistant supervisors are to aid the supervisors in their duties and are to be the acting supervisor in the absence of the supervisor. It is the responsibility of the supervisors to instruct reporters in their counties as to their duties and to see that they are properly carried out. If a reporter is not capable of performing his duties, it is the obligation of the supervisor to so advise the Administrative Director of the Courts. The supervisors must arrange for the assignment of reporters or approved recording devices to cover the judges sitting in the courts in their counties in which a verbatim record is required by statute or rule; they shall arrange for the employment of per diem reporters on a temporary basis, when necessary; and they must follow up on transcripts and reports which are required to be filed by

the reporters and monitors in their counties. Supervisors are also charged with responsibility of rotating reporters in two specific situations as indicated below:

1. Rotation of reporters where trial exceeds five days.

In all trials lasting more than five court days, reporters are to be rotated so that no reporter will have more than five days of the proceedings to transcribe, thus preventing any difficulty in getting transcripts filed within time in protracted cases. The supervisors must arrange to have their reporters give them advance notice of trials which may go beyond five days so they may assign another official reporter who is not engaged in a carried-over case. Supervisors may use their discretion in applying this policy in cases which are likely to be concluded in an additional day or two of trial. If the trial is likely to go beyond ten days, similar notice should be given to the supervisor and still another reporter substituted.

2. Assignment and rotation of reporters. It is the responsibility of the supervisors to assign reporters to the various judges in their counties. In making such assignments, supervisors should rotate reporters periodically. Reporters should not be rotated from court to court at frequent intervals but changes of assignments should be made at regular intervals, on an annual or semi-annual basis, or at the beginning of each stated court session. Reporter work-loads will then be more equal where the schedules of certain judges are heavier than others. Such regular rotation will also equilibrate the transcript

work. It may be necessary in those courts out of which orders for transcripts are numerous to shorten the period a reporter serves that court to prevent backlogs in transcripts. In establishing rotation policies the supervisors may take into account special individual circumstances. For example, a reporter's health or personal situation may not permit him to travel; or, a reporter, by reasons of health, may not be capable of handling the heavier volume of work in a particular court. Each supervisor is required to keep the Administrative Office advised of his plans for the periodic rotation of reporters.

Assignment Judges

Each supervisor should either cover the Assignment Judge personally, or ensure that he is always covered by the most competent court reporter available. Supervisors should maintain close liaison with the Assignment Judges they are charged with covering in order to coordinate the assignment of reporters with the schedules of the Assignment Judges.

Judges Served

A reporter assigned to serve a particular judge, including a regularly assigned reporter, and a temporary or per diem reporter, is required to determine the schedule of the judge and to attend the court sessions of that particular judge. The judge must be covered whenever the court is in session and a record of all proceedings being conducted is required. This includes any specially scheduled matters which may be heard

other than during the usual court hours and matters which may carry over into the evening or the following day. The reporter should check not only with the judge he is assigned to but also with his own supervisor to ensure coverage of all scheduled and non-scheduled proceedings.

Per Diem Reporters

It is the responsibility of the supervisors to see that each of the courts assigned to him is properly covered each day. When a salaried reporter is not available, the supervisor is to arrange for coverage of the court by a per diem reporter. The per diem reporters so engaged are to serve the courts under the same obligation of a salaried reporter and they must comply with all the statutes, rules and regulations governing the duties of salaried court reporters.

Responsibilities of a Court Reporter

All reporters serving the courts or assigned to any judicial hearing or proceeding must comply with all applicable statutes, court rules and the regulations promulgated by the Administrative Office of the Courts. This obligation extends not only to salaried court reporters but to all reporters serving on a per diem basis, both certified and non-certified reporters as well. All reporters are responsible to the reporter supervisors of the respective courties and to the Administrative Director of the Courts. Dereliction of duty relative to any obligation of the reporter may result in appropriate discipline. It is also the responsibility of all reporters to follow all

changes in the court rules and statutes and the regulations of the Administrative Office of the Courts.

Hours

A reporter serving the court is expected to be on duty from 9:15 A.M. (earlier if the judge to whom he is assigned so requests) to 4 P.M., or until court adjourns for the day, whichever is later. Any reporter who is unable to be in court should, if possible, advise his supervisor by 7:30 A.M. that he will be absent. An early adjournment does not mean the reporter may leave the courthouse for the day, unless the approval of the judge is sought and granted and the supervisor, if he is in the same courthouse, is notified. Occasionally matters may arise causing the court to reconvene, in which case it is necessary that the reporter be available. A reporter is also expected to attend on days court is not ordinarily held, such as on Saturdays and holidays, when so requested by the judge he is covering.

Verbatim Reporting

It is the duty of court reporters to take down verbatim all that is said during every court proceeding, including references to all exhibits, and, when a transcript is ordered, to transcribe the notes verbatim without editing or correcting what was said. 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 judge or counsel desire to have changes made so as to conform with what they recall as actually having been said, the changes may be made in an appropriate proceeding in court for the correction of the record on notice to all parties.

Proceedings

Court proceedings include not only trials but also motions and all other hearings and proceedings before a judge which take place in the courtroom, with the exception of pre-trial and settlement conferences.

Opening and closing statements to juries and voir dire examinations shall be taken down stenographically but they are not to be included in the transcript unless a question with respect thereto is raised on appeal, in which case appellant's counsel specifically requests them to be so included. See Rule 1:2-2 and Rule 2:5-3(b).

Record on Rulings

The reasons of a trial judge for granting or refusing any motion made by a party during the course of a civil trial shall be recorded stenographically and shall become a part of the record (Rule 2:5-3(b)) i.e., included in the transcript so that the appellate court may be informed of the grounds of the

judge's decision. This should be followed in all cases, including the reasons given by the trial judge in determining a motion for a new trial, unless a written statement of such reasons was filed by the judge. (Rule 2:5-3(b)).

Exhibits

The court reporter shall mark all exhibits with an appropriate identifying mark or stamp. He shall record 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. (Rule 1:2-3). The notes should also record what disposition was made of each exhibit at the end of the case, i.e. whether it was retained by the court clerk, returned to counsel for the party who introduced it, or other disposition made of the exhibit. (Rule 1:2-3).

Confidentiality of Proceedings

Certain proceedings which a reporter may be called upon to take are not matters of public record and must be held in strictest confidence. Included are proceedings in the following matters.

1. Adoptions and matrimonial cases heard in chambers.
2. Juvenile hearings. Transcripts may be furnished to the parties in adoptions, matrimonial and juvenile proceedings but transcripts should not be furnished to others without prior authorization by the judge.

3. Ethics Committee hearings. Rule 1:20-4(f) provides that such hearings shall be conducted in private and that the proceedings are confidential (Rule 1:20-3(b).) Transcripts of such proceedings may be ordered in writing by the chairman of the committee or the member who presided at the hearing, the Secretary, or the Supreme Court. Transcripts of ethics proceedings may be made available only to members of the committee and the respondent, and may not be furnished to others, including the respondent's attorney and witnesses. On occasion, an ethics proceeding is conducted by the Board of Bar Examiners or by a master specially designated by the Supreme Court. In such cases the same restrictions apply as in hearings before Ethics Committees.

4. Character and Fitness Committee hearings. Rule 1:25-3 provides that such hearings shall be conducted in private and in a formal manner. Heretofore, such hearings have been considered confidential. The committee may request the supervising reporter of the county to assign a court reporter to make a verbatim record of the hearing and may order such transcripts as it requires. The rule permits a transcript to be ordered by the applicant for admission to the bar at his own expense. The reporter shall serve without additional compensation except for actual expenses incurred.

5. Grand Jury proceedings. Rule 3:6-7 provides that grand jury proceedings shall be secret and certain persons

permitted by R. 3:6-6 to be present during the proceedings, including the court reporter or the operator of a recording device for the purpose of taking the evidence, shall be required to take an oath of secrecy before their admittance to the proceedings. Typists or transcribers who prepare transcripts of the testimony given before the grand jury are also required to take an oath of secrecy. (See Appendices E and F for the form of oath for the reporter and typist).

A transcript of the testimony may be made only at the prosecutor's request or upon an order of the Assignment Judge, or other judge designated by him. Such order shall designate the portion or portions of the evidence to be transcribed and the person or persons to whom such transcript is to be furnished. (R. 3:6-6(b)).

6. Search warrants. Rule 3:5-4 provides that a search warrant shall be issued with all practicable secrecy and the affidavit or testimony upon which it is based shall not be filed with the clerk of the court or made public in any way unless a warrant is issued and executed. The disclosure, prior to its execution, that a warrant has been applied for or issued, except so far as may be necessary to its execution, may constitute a contempt of court. Frequently a reporter may be called upon by a judge to take the testimony of an officer or other witness when application is made for a search warrant. All such proceedings relating to the application for or issuance of the

search warrant must be held in strictest secrecy. Even the fact that an application for a search warrant has been made is to be kept secret. Any transcript, affidavit or form prepared by a reporter in connection with such proceedings should be delivered only to the judge.

Retention of Notes

1. Civil Proceedings. A reporter is required to preserve and store the original shorthand notes or other original records of a proceeding in any court for five years.

2. Criminal Proceedings. Since transcripts may be required in some post-conviction proceedings for cases heard more than five years earlier, the Supreme Court has directed that all notes or records of criminal proceedings be preserved indefinitely except that where a transcript of the entire case has been filed with the county clerk, the notes may be destroyed five years after the trial. If only a partial transcript is filed, the notes for the entire case must be retained indefinitely.

3. Storage. Facilities for the storage of notes are to be made available at courthouses. Each reporter is responsible for the safekeeping of his own notes, and should see that they are stored in the facilities provided. Per diem reporters should at the end of each day package and identify the day's notes and deposit them with the supervisor

of reporters or a designated custodian for safekeeping. They may be obtained from the supervisor when an order for a transcript is received.

Limitations on Reporters.

Rule 1:17-1(b) of the Rules forbids official reporters from holding elective public office and from being a candidate therefor. It likewise forbids official reporters from engaging in partisan political activity. In this connection the Supreme Court has determined that the ban on political activity places them under the same limitations as 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 meetings, including testimonials in honor of persons who are politically active. The rule also precludes contributions to political parties and campaigns. Official reporters are also precluded by the rule from holding any other public office or position without prior approval of the Supreme Court. A reporter wishing to obtain such approval should send a written request thereon to the Administrative Director.

Under the provisions of Rule 1:17-4 official reporters may not engage in other gainful pursuit (private employment) without the written approval of the Assignment Judge upon

recommendation of the judge to whom the reporter is assigned. The purpose of this provision is to prevent outside work from interfering with the official duties of the reporters. The policy adopted by the Supreme Court with respect to reporting activities of official court reporters outside of the courts prohibits reporting work for any governmental department, agency or commission other than the judicial branch of government, except hearings before municipal governing bodies and local boards and agencies and the taking of depositions and statements for the Prosecutor. With the special permission of the Administrative Director a salaried reporter may serve the Prosecutor, Grand Jury or other official or agency connected with the judiciary during regular court hours but he shall not charge an attendance fee for such work and if he is relieved of his regular court assignment, his per diem replacement shall bill the Prosecutor or other appropriate official for the court service. Salaried reporters are also prohibited from being a partner, associate or employee of any reporting firm or corporation and they may not receive any kickbacks, payments or fees for transcripts or appearances paid for reporting work done by another reporter even though the official reporter may have arranged for the work to be done. Deposition work for attorneys is permitted.

Weekly Reports

Salaried reporters are required to file a weekly report, a copy of which is reproduced in Appendix B. The reporter is

to send the original to the Administrative Office not later than the Monday morning of the following week and a copy to his supervisor and he should retain a file copy for his own use. He is to show for each day the place of the court covered, the judge 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, pre-trials, pleas, sentences, and other proceedings in court other than trials need only be reported by the nature and number of proceedings. For example: "5 Pretrials - 10 A.M. - 12;" "12 Motions 1-2;" "15 Pleas 11-1," etc.

Special attention should be given to the reverse side of the weekly report form wherein all orders for 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 including pleas, sentences, Ethics and other special proceedings taken in connection with salaried service. Pleas and sentences may be reported by total (10 pleas; 12 sentences) and should be considered ordered as of the date taken. 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.

Weekly reports must be filed during the summer for each week a reporter is on duty and the report must indicate transcripts ordered, filed or those not filed.

Weekly Reports of Per Diem Reporters.

Every per diem reporter serving the Superior and County Courts must file a report of his attendance with the Administrative Office not later than the Monday morning following the week in which he worked, showing for each day of employment the date and place of the court covered, the judge 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. The reporter shall submit his report to the last supervisor he worked for during the period covered by the report for his approval, after attaching to the report a voucher for his attendance at court under the supervisor's control. If the per diem reporter has served under two or more supervisors during the week, he shall submit separate reports, with attendance vouchers attached, to each individual supervisor concerned for approval, requesting each supervisor to forward the report to the Administrative Office after approving it. A copy of the report required to be filed by per diem reporters is reproduced as Appendix B-1.

The reverse side of the form shown as Appendix B-1 requires the per diem reporter to list all requests for transcripts

that remain outstanding, the progress being made to produce the transcripts, and the date each is filed with the appropriate court or person requesting the transcript. Where a per diem reporter has been requested to produce a transcript he must continue to file a weekly report showing the status of each transcript requested until it is actually filed and the filing date is reported. No per diem reporter should be assigned to court service if a transcript he is obligated to produce is more than ten days overdue, except upon application by letter for approval to the Administrative Director of the Courts.

Weekly Reports of Supervisors.

Supervisors are required to file a weekly report as shown in Appendix C indicating the assignment of all salaried and per diem reporters under their supervision, the reasons for non-attendance in court of salaried reporters, and explanatory statements in connection with absences, leaves, illness, etc.

Transcripts.

All orders for transcripts should be acknowledged by the reporter upon receipt and the reporter should start producing the transcript upon receipt of the court order or of the deposit. The time allowed for completing and filing a transcript starts running at that time. Requests to go slowly or to delay the start of a transcript should not be honored by the reporter.

N.J.S.A. 2A:11-16(f) 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.

Certification of Transcripts. Certified shorthand reporters 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.)

(Signature)

Date _____

Non-certified reporters, all of whom should file an appropriate oath of office with the Administrative Office of the Courts should attest to the accuracy of their transcripts under oath in the following form:

State of New Jersey :
County of : ss

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)

Subscribed and sworn to before me this ____ day of _____, 19__.

(Signature and title of person administering oath)

All copies of the transcript must be signed by the reporter. Facsimile signatures are not acceptable.

Format of Transcripts. (See Appendix H) 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 one 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 word count is not made, each page of the transcript prepared in the foregoing manner may be deemed to contain 2.5 folios. At the top of each page the name of the witness should be shown with an indication of the nature of the testimony such as direct--cross-examination-redirect, etc. Every transcript must contain an Index showing the names of the witnesses, the nature of the testimony and page numbers. The Index must also indicate where exhibits have been marked for identification and introduced in evidence.

Rates for Transcripts

The statute at N.J.S.A. 2A:11-15 fixes the price of transcripts of the stenographic record in any court at 30 cents per folio for the original and 5 cents per folio for each copy. A folio shall consist of 100 words. (N.J.S.A. 1:1-2).

*8 x 10 inches is acceptable

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 by whom the transcript was ordered and if it was for an indigent defendant.

Daily Copy Rates

It is permissible to make a special service charge of 30 cents per folio for the original and 5 cents per folio for each copy (making the rate double the statutory rate) when transcripts are ordered by the court or counsel to be delivered the same day or before the opening of court the morning following. This is to cover the additional expense involved in providing special transcribing and typing services. In no other circumstance may more than the statutory rate be charged.

Transcripts in Criminal Cases

All criminal trials in the Superior and County Courts, pleas, motions and testimony of witnesses shall be recorded verbatim. 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. (Rules 1:2-2 and 2:5-3 (b).)

Rule 3:9-2 provides that a transcript of the proceedings on a plea of non vult, or guilty shall in every case be prepared by the reporter and filed with the county clerk no later than 20 days after the plea is made, whether the court accepts the plea or not. It is not necessary to file a transcript of a plea of not guilty.

Rule 3:21-4(c) prescribes that all sentencing proceedings shall be transcribed and filed with the clerk of the court within 20 days of the date of sentencing.

Transcripts of Grand Jury Proceedings.

When a transcript of grand jury proceedings is made pursuant to a prosecutor's request or upon an order of the Assignment Judge, or other judge designated by him, the original of each transcript shall be sealed and filed with the County Clerk and copies supplied only to the persons designated in the order. (R. 3:6-6(b)), (R. 3:13-3(a)(3)).

Transcripts in Civil Cases.

The rule governing civil trials is the same as the rule for criminal trials with respect to the taking down of testimony and of opening and closing statements. The latter should not be included in the transcript unless specifically requested by appellant from the reporter. (Rule 2:5-3(b))

Transcripts of District and Municipal Court Proceedings.

Rule 7:4-5 provides that at the request of any person engaging a reporter in a Municipal Court the judge shall permit the reporter to make a stenographic record of the proceedings.

A reporter who has made a stenographic record of proceedings in the Municipal Court and a reporter upon application of either party who has been designated by the judge to record proceedings in the District Court (N.J.S.A. 2A:18-15) shall upon request furnish any party or the judge with a transcript of the testimony. The rates for transcripts of District Court and Municipal Court proceedings are governed by N.J.S.A. 2A:11-15, and Rule 7:4-5(b).

Transcripts of Ethics Committee, etc., Hearings, Judicial Conferences, etc.

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 when the preparation of transcripts is requested. The regular transcript rates do not apply except in the case of hearings before Character and Fitness Committees when the applicant for admission to the bar orders the transcript. Expense vouchers should be submitted to the Administrative Office of the Courts on State Form 100.

Transcripts of Ethics Committee hearings should be completed within two weeks of receipt of the order in writing from the Committee. Transcripts of other hearings and conferences should also be filed within two weeks unless the person requesting the transcript indicates a longer period is acceptable. If such hearings are unusually long and the reporter cannot file the transcript within the two-week period because of other transcript work, he should discuss the matter with his supervisor. If necessary, the supervisor may then review the situation with the Administrative Office of the Courts. All such transcript requests must be shown on the back of the reporter's weekly report until the transcript is filed.

Ordinarily, an Ethics Committee will order a transcript only when a presentment is voted. Rule 1:20-4(f) provides that such transcripts may be ordered only by the chairman of the committee, or the member who presided at the hearing, or by the Secretary of the Committee, and copies shall be made available only to members of the committee who have not disqualified themselves, and to the respondent. To avoid delivery to an unauthorized person, the reporter should deliver the transcript only to the person who signed the request.

Transcripts on Appeal

When an appeal is taken from a court in which a stenographic record or sound recording was made, the appellant is obliged by Rule 2:5-3(a) to serve on the reporter, or upon the

clerk of the court in which the sound recording was made, a written request, with carbon copies to the reporter supervisor and to the Administrative Office of the Courts, 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 subdivisions, the appellant is required to deposit a sum sufficient to pay the fee for the transcript. Accordingly, it is incumbent on the reporter or the clerk from whom the transcript was ordered promptly to advise attorneys or parties requesting transcripts the estimated cost thereof. Upon receipt of the order or deposit, the reporter or clerk of the court, as the case may be, should then promptly prepare the transcript and file the original and first carbon copy with the clerk of the trial court from which the appeal is taken*, notifying in writing the attorney for each of the parties and the Administrative Office of the Courts.

Use of Transcript by Parties

The clerk of the court below or the officer or agency from which the appeal is taken, or the clerk of the Appellate

* For Superior Court cases, Law or Chancery Divisions, with the Clerk of the Superior Court, State House Annex, 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.

Division if the original transcript is on file there, is required by R. 2:5-4(c) on request to deliver the original transcript to the appellant in exchange for a certified copy so as to facilitate its reproduction for use on appeal. The person requesting the original must return it upon completion of its reproduction. Failure to return it in time may constitute a contempt of court.

Late Filing of Transcripts

Under the provisions of Rule 1:34-5, the Administrative Director of the Courts may relieve a reporter of his regular assignment when the reporter is unable to prepare and file a transcript in time. In such cases the reporter's salary may be continued but a qualified reporter to serve in his place may be employed at his own expense. Applications to be relieved of regular assignments in order to prepare and file transcripts in time should be made at least a week prior to the end of the four-week filing period and should include the following information:

1. Name of case.
2. Date transcript ordered.
3. Length of trial in days or fractions thereof.
4. Estimated length of transcript in pages.
5. Status of transcript -- number of pages typed or dictated.
6. Status of any uncompleted transcripts ordered from the reporter.

7. Why the extension of time is needed.

8. Date the transcript is expected to be filed.

Such applications should be sent to W. Lewis Bambrick, Assistant Director, Administrative Office of the Courts, State House Annex, Trenton, with a copy sent by the reporter to his supervisor. If it is deemed advisable, the reporter's supervisor will be instructed to relieve the reporter of his court duties and arrange for a temporary replacement.

Daily Copy 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 State. 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 State. 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.

In murder cases, only salaried court reporters should be used.

Transcripts on Appeals from Interlocutory Judgments.

If a transcript of a judge's oral opinion is requested in an appeal from an interlocutory judgment, order or deter-

mination, the reporter to whom such request is directed must file the transcript of the judge's opinion within three weeks after receiving the request. If the reporter cannot produce the transcript within the prescribed time, he must so advise counsel and the Administrative Office of the reasons why the transcript cannot be completed in time.

Administrative Instructions.

Oath - Salaried Court Reporters. Salaried court reporters, as employees of the State, are required by N.J.S.A. 2A:11-12 to subscribe to an oath to perform faithfully their duties. A form of Oath of Office is reproduced in Appendix A. All official court reporters appointed temporarily or permanently by the Supreme Court must execute the oath before entering upon their duties. The original and one copy of the oath should be filed with the Administrative Office of the Courts. The copy of the oath will be marked "filed" and returned to the reporter for his subsequent use in the event he is assigned to serve in another county.

Oath - Per Diem Reporters. All reporters engaged on a per diem basis, certified and non-certified, are likewise required to take the Oath of Office shown in Appendix A before serving in court. Per Diem reporters should execute and deliver to the reporter supervisor who arranges for their service an original and one copy of the oath. The supervisor should

make a record of the reporter's name and the date of the oath and send the original and copy of the oath to the Administrative Office of the Courts. The original will be kept on file by the Administrative Office and the copy will be marked "filed" and returned to the reporter. If the per diem reporter subsequently is engaged to serve in any court in the same or any other county in the State, he need only show the copy of the oath returned to him by the Administrative Office to establish that the original oath is on file in the Administrative Office.

Salaries. Salaries of court reporters are fixed by the Supreme Court under the provisions of N.J.S.A. 2A:11-16(a) within a range of \$7,500 to \$12,500. The starting salary for court reporters is \$7,500 annually except that the Administrative Director of the Courts may in his discretion give credit for prior reporting experience and fix the starting salary for a reporter with three years experience at \$8,000; one with five years experience at \$8,750; with seven years experience at \$9,500, and one having nine years experience at \$10,500. The Court has also provided for annual increments payable as follows: \$500 at the end of the first year; \$750 at the end of the second and third years; and \$1,000 at the end of the fourth, fifth, and sixth years up to the maximum of \$12,500 annually. Payment of increments is dependent upon the continuous satisfactory service during the preceding twelve-month period.

Reporters designated as Supervisors may be granted up to \$2,500 as additional compensation for their supervisory duties and responsibilities. This amount is in addition to their annual salary. Assistant supervisors of court reporters shall be paid additional compensation of \$500 per year except in Essex County, where the additional compensation of the assistant supervisor shall be \$1,000. These additional sums shall be added to and become part of the annual salaries of the assistant supervisors.

Every salaried reporter is expected to submit annually to the Administrative Director in such form as he shall prescribe a complete report on his or her income and expenses for reporting activity both within and outside the courts. Accordingly, the reporter should keep appropriate records with respect to the items included in the questionnaire so that he may supply the requested information. (See Appendices D and D-1 which relate to instructions for completing the questionnaire and the form itself.)

Public Employees Retirement System. All salaried court reporters are required to join the Public Employees Retirement System within four months after receiving their appointment by the Supreme Court. Regular service retirement benefits are available under the System after age 60. It is a mandatory policy of the Supreme Court that all employees of the judiciary retire at age 70. Information with respect to the benefits

and retirement may be obtained by writing to the Administrative Office of the Courts, State House Annex, Trenton.

Sick Leave; Leave of Absence. All reporters are required to see that their supervisors are notified promptly of any illness or other reason which might prevent their attendance in court so that a replacement can be obtained. When it appears that an absence may be for an extended period, the supervisor should be advised accordingly. Salaried reporters are allowed one day sick leave per month for the first calendar year of employment and thereafter 15 days sick leave a year is credited each January 1st. The maximum accumulation of sick leave cannot be greater than 105 days at the beginning of a calendar year. Where special circumstances exist, the Administrative Director may grant additional sick leave time. Such additional sick leave may not exceed the number of unused sick leave days which may have been lost because of the maximum accumulation limit of 105 days. Days on which a reporter is not in court because of illness must be reported by the individual on his weekly report and the supervisor must also show it on his weekly report. Sick day credit time cannot be used when a reporter is relieved of his regular court assignment to complete a transcript and a replacement obtained by the supervisor at the reporter's own expense.

Leaves of absence without pay may be granted for good cause on application to the Administrative Director. Generally leaves of absence will not exceed three months but extensions may be granted for additional periods. In no event will a leave of absence in excess of one year be granted.

Vacations; Holidays. Summer vacations for reporters are scheduled during July and August in keeping with the summer schedule for the courts, and such judicial conferences or seminars as may be held. In recent years the judges have been required to serve four weeks during the summer and attend a three-day seminar just before the start of the regular court schedule in September. Allowing for reporter coverage for the judges on duty and the seminar, the summer vacation for reporters has been four or five weeks. During the Christmas and Easter recess and on holidays when the courts are not in session, reporters are considered on duty for the purpose of completing transcripts and to cover judges who may sit during such periods. Also when a reporter is on standby duty during the summer, he is considered on duty for purposes of completing transcripts and for assignment to cover judges who may be sitting and for assignment to the seminar. Weekly reports must be filed during the summer for each week a reporter is on duty. For purposes of completing and filing transcripts it is not expected that a reporter give up any of his vacation time except in emergent situations which the reporter should call to the attention of the Administrative Office. However, every rea-

sonable effort should be made to complete and file transcripts before going on vacation, particularly if the transcript was ordered several weeks before the start of the reporter's vacation or if the transcript is already overdue.

Payment for Transcripts. All transcripts ordered by any court for indigent defendants shall be billed to the county treasurers for payment. The billing shall be through the supervisor of salaried reporters.

Transcripts ordered by the Public Defender should be billed to that office in accordance with their instructions.

The following transcripts shall be billed to the State on Form 100, Original Invoice: (See Appendix I)

1. Transcripts of pleas and retractions - Original only.
2. Transcripts of sentences and resentences - Original only.
3. Transcripts ordered by a judge for his use.
4. Transcripts of charge to the Grand Jury.

Where copies of the above-listed transcripts are ordered for counsel or county officials, a separate billing should be made to counsel or the county.

The billing to the State shall be on Form 100, Original Invoice, and shall be made out by the reporter filing the transcript. The Form 100 should be signed by the reporter in the lower left-hand corner in the blank entitled "Declaration by Vendor or Person Rendering Service." The supervisor of reporters shall sign the certificate above this block.

Fees and Travel for Per Diem Reporters. Payment for per diem fees and travel allowances to per diem reporters shall be made on State Form 100, Original Invoice. Each reporter supervisor should maintain a supply of this form and furnish it to the per diem reporters they employ. The Form 100 shall be signed by the reporter in the lower left-hand corner in the block entitled "Declaration by Vendor or Person Rendering Service" where the reporter is a free-lance reporter. If the reporter is in the employ of an agency, then the yellow Form, court reporting services, should be made out by the agency in its name and signed by an officer of the agency. (See Appendix J) The body of the form should contain a statement as to the name of the reporter, date of service, name of judge, and court served. If the reporter qualifies for the payment of mileage under the statutes and travel regulations, the mileage from the firm's offices or the reporter's home (whichever is closer to the court served) shall be stated and charged for at 10¢ per mile. Excerpts of State travel regulations are recited in Appendix G.

All invoices shall be submitted to the supervisor of official reporters for his review and certification (on lower left side of the voucher above the reporter's signature in the block entitled "Certification"). They must be submitted by the 10th of the month following the month in which the expense were incurred.

Travel Allowances for Salaried Reporters.

Salaried reporters entitled to travel allowances under the statute (N.J.S.A. 2A:11-16(d)) will file their claims for reimbursement on Form 105 (yellow), Travel Expense Voucher. A sample form is shown in Appendix K, with instructions on how it should be completed in Appendix K-1.

OATH OF OFFICE FOR COURT REPORTERS

STATE OF NEW JERSEY)
COUNTY OF _____) ss.

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of * _____ according to the best of my ability.

(Signature of Reporter)

(Address)

Sworn and subscribed to before me
this _____ day of _____, 19__.

(Signature and Title of
Officer Administering Oath)

Instructions: Insert in the space marked () the appropriate wording as follows: (1) Salaried Court Reporter or (2) Per Diem Court Reporter.

WEEKLY REPORT FOR SALARIED COURT REPORTERS

WEEK BEGINNING _____, 19____. REPORTER _____

	County	Judge	Names & Docket Numbers of Cases Reported	Nature of Matter Reported	Time Begun	Time Concl'd.
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

NOTE: The names and docket numbers of cases pretried or motions heard need not be stated. In lieu thereof, indicate the total number of each with the overall time taken.

TRANSCRIPTS ORDERED FOR USE ON APPEAL (R. 2:5-3)

You're viewing an archived copy from the New Jersey State Library.
 (To be filed within four weeks of date of order or date of deposit received whichever applies)

Person Ordering Transcript	Name of Case	Name of Court	Date Transcript Ordered	Date Transcript Due	Date Transcript Filed	Number of* Folios	Number of Copies
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

TRANSCRIPTS ORDERED OTHER THAN FOR USE ON APPEAL**

--	--	--	--	--	--	--	--

NOTE: All pending transcripts are to be reported each week on this form from the date ordered until a transcript is reported filed. If there are no pending transcripts the report should so indicate.

*Every report should show in column (7) the estimated number of folios remaining to be produced by the reporter for each pending transcript.

**Includes ethics proceedings, arraignments and pleas (R.3:9-2) and sentences (R.3:21-4(c)). Pleas and sentences may be reported by total number of defendants and the date taken and must be filed within 20 days.

Salaried Court Reporter

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WEEKLY REPORT FOR PER DIEM COURT REPORTERS

WEEK BEGINNING _____, 19____ . REPORTER _____

Telephone No. _____ Address _____

	County	Judge	Names & Docket Numbers of Cases Reported	Nature Matter Reported	Time Begun	Time Concl'd.
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

NOTE: The names and docket numbers of cases pretried or motions heard need not be stated. In lieu thereof, indicate the total number of each with the overall time taken.

TRANSCRIPTS ORDERED FOR USE ON APPEAL (R. 2:5-3)

(To be filed with four weeks of date of order or
 date of deposit received whichever applies)

Person Ordering Transcript	Name of Case	Name of Court	Date Transcript Ordered	Date* Transcript Due	Date Transcript Filed	Number of** Folios	Number of Copies
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

TRANSCRIPTS ORDERED OTHER THAN FOR USE ON APPEAL***

--	--	--	--	--	--	--	--

NOTE: All pending transcripts are to be reported each week on this form from the date ordered until a transcript is reported filed. If a reporter has no transcripts pending the report should so indicate.

*If a transcript is overdue state the reasons for the delay on a separate sheet of paper and attach hereto. Per diem reporters are reminded that they will not be assigned to service in the Superior or County courts if they have a transcript that is overdue more than ten days until the deficiency is corrected.

**Every report submitted should show in column (7) the estimated number of folios remaining to be produced for each pending transcript.

***Includes ethics proceedings, arraignments and pleas (R.3:9-2) and sentences (R.3:21-4(c)). Pleas and sentences may be reported by total number of defendants and the date taken and must be filed within 20 days.

Per Diem Reporter

SUPPLEMENTAL REPORT OF SUPERVISOR OF STENOGRAPHIC REPORTERS

WEEK BEGINNING You're viewing an archived copy from the New Jersey State Library, 19 Supervisor

APPENDIX C

Full Time and Per Diem* Reporters

	Supervisor and each Reporter's name	Judge Reported	Reasons for Non-Attendance in Court (if such is the case)
M O N D A Y			
T U E S D A Y			
W E D N E S D A Y			
T H U R S D A Y			
F R I D A Y			

* Underline names of per diem reporters employed.
 When a per diem reporter is employed at a time a full time reporter in your district is not engaged in court, an explanatory statement should be made in the last column.
 When a per diem reporter, who is not a certified shorthand reporter of this State, is engaged, an explanatory statement should be made in the last column.

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 payment 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 in 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 are mutually exclusive. Do not include an item of income or expense in more than one category. Make no deduction in any figures 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 SALARIED STENOGRAPHIC REPORTER INCOME QUESTIONNAIRE

Calendar Year _____

Original only to be mailed to the Administrative Office of the Courts by _____. See enclosed instructions for the completion of this report.

Calendar Year _____

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, transcripts of proceedings other than in court covered as a salaried reporter, services to prosecutor and other officials 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. Upon the request of the Administrative Director of the Courts I shall present for inspection all records relative to the above matters and furnish such additional information that may be requested.

Date: _____

(Signature)

GRAND JURY REPORTER'S OATH
(R. 3:6-7)

STATE OF NEW JERSEY)
County of _____) SS.

I, _____, solemnly swear (or affirm) that I will truly record the proceedings of the _____ County Grand Jury and that I shall keep secret the proceedings recorded by me and will only transcribe those proceedings as requested by the Prosecutor or upon order of the court.

I shall only use a typist to type the transcript who has taken a similar oath to keep secret the matters transcribed.

Sworn and subscribed before me)
this _____ *day of*)
 A.D. 19 _____)
 _____)
 _____) P.O. Address _____
 _____)

GRAND JURY TYPIST'S OATH
(R. 3:6-7)

I, _____, do solemnly swear (or affirm) that I will keep secret those proceedings of the _____ County Grand Jury typed or transcribed by me on request of _____, court reporter.

Sworn and subscribed before me }
this _____ *day of* }
_____ A. D. 19____ } (Signature) _____
_____ } P. O. Address _____

You're viewing an archived copy from the New Jersey State Library.

EXCERPTS OF STATE TRAVEL REGULATIONS
(N.J. Travel Regulations, Rev. July 1, 1966)

- 8.3 (b) Travel expense vouchers shall be supported by receipts as required by these regulations.
- 8.3 (c) The travel expense voucher shall show the dates and individual points of travel, number of miles traveled between such points and kind of conveyance used. If the distance traveled between any given point is greater than the usual route between these points, the reason for the greater distance shall be stated.
- 8.3 (d) When travel is authorized in the employee's own automobile on a mileage basis, the points between which travel was made and the distance traveled between each place shall be shown in the travel expense voucher.
- 8.3 (e) A statement as to the ownership of the automobile or other conveyance used, as well as a certification that liability insurance is in effect, shall be made on the travel expense voucher.
- 8.3 (f) . . . Vouchers shall be rendered monthly. . . by the tenth day of the month following the end of the month for which the voucher is rendered.
- 8.3 (j) The identification and address of the employee's official station shall be indicated on the travel expense voucher.
- 8.5 Certification of a travel expense voucher by the . . . approval officer is an indication that the expense items were checked and verified, are in conformity with the Travel Regulations and are approved for payment.

TRANSCRIPT FORMAT
(Index Omitted)

Venue should be kept to a maximum of 3 lines, including the division and the county on the same line.

Title to utilize abbreviations where possible, such as "etc." and "et al."

The Clerk's Office desires uniform description of transcript to assist in docketing.

Concise indication of the judge and address of the court rather than a lengthy paragraph. The date is separated from the address to give ready reference. If more than one trial day, the dates to be included on the first title page contained in each volume.

Where an attorney is trying the case for a law firm, the trial attorney's name to be in caps and the firm name in parenthesis. If, because of multiple defendants or third party defendants, there are additional appearances, they should be continued on a second page. Since this second page of appearances is not a full page, it is not to be considered a page in the computation of folios, inasmuch as the title page does not contain $2\frac{1}{2}$ folios.

SUPERIOR COURT OF NEW JERSEY
LAW DIVISION, MERCER COUNTY
Docket No. L-23621-61

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STATE OF NEW JERSEY, By the)	
State Highway Commissioner,)	
)	STENOGRAPHIC TRANSCRIPT
Plaintiff,)	
vs.)	of
)	
HILTON REALTY CO.,)	TESTIMONY
)	
Defendant.)	

BEFORE:

FRANK J. KINGFIELD, AJSC, and a Jury
State House Annex
Trenton, New Jersey

December 9, 1963

APPEARANCES:

ARTHUR J. SILLS, Attorney General, By
JOHN F. CANNON, Deputy Attorney General
Attorney for the Plaintiff

PETER BACSIK, Esq. (McCarthy, Bacsik & Hicks)
Attorney for Defendant

Page size is 8½ x 11 inches (8 x 10 inches is acceptable)

Numeration is at the top righthand corner, not includable as a line of the transcript.

Statements prior to testimony are paragraphed 5 spaces in from the left typewritten margin. The left margin of the typewritten portion to be no more than 3 spaces from the line numerals.

Descriptive material within parenthesis to be kept to a minimum; one line, if possible.

The notation of placing the witness on the stand to be concise, noting by whom the witness is being called, that he was sworn and testified.

Notations of Direct and Cross-examination, etc. to be contained on one line. No additional spacing before or after these designations.

Q and A to be considered as one paragraph except where the Q or A contain additional paragraphs within themselves. A maximum of 10 spaces from the end of the Q to the beginning of the A.

Witness's name and indication of type of examination, i.e., direct or cross, at the top of the page. This is not to be included as a line in calculation of folios.

1 THE COURT: The case of the State of New Jersey versus
2 Hilton Realty Co.

3 MR. CANNON: Ready for the plaintiff, your Honor.

4 MR. BACSIK: Ready for the defendant, sir.

5 THE COURT: We will now impanel a jury.

6 (A jury was duly impanelled and sworn)

7 THE COURT: Mr. Cannon.

8 (Attorneys for the plaintiff and defendant
9 opened the case to the jury)

10 THE COURT: You may call your first witness, Mr. Cannon.

11 MR. CANNON: Mr. Hartman, will you please take the stand?

12 A L F R E D H A R T M A N, called as a witness on behalf of
13 the plaintiff, being duly sworn, testified as follows:

14 DIRECT EXAMINATION BY MR. CANNON:

15 Q Mr. Hartman, by whom are you employed?

16 A The New Jersey State Highway Department.

17 Q What is your position with the State Highway?

18 A Principal Senior Engineer.

19 Q How long have you been a Principal Senior Engineer
20 with the State Highway? A Eighteen years.

21 Q Are you familiar with the property owned by the
22 Hilton Realty Co., the subject of this suit?

23 A Yes, sir.

24 Q Where is this property located? A On
25 Route 206, Princeton Township, Mercer County, New Jersey.

- Line 9. Incorporate parenthetical expressions on the same line where possible.
- Lines 10-15. Colloquy paragraphed 10 spaces from left margin of transcript; left margin of colloquy 5 spaces from left margin of transcript
- Lines 16-17. Entry of exhibits to contain brief description of exhibit, by whom offered, and the marking such as p-1 etc. for plaintiff; D-1 etc. for defendant; S-1 etc. for the State in criminal actions; DD-1 etc. for defendant where there are more than one defendant, using the first letter of the defendant's last name, such as in this case the defendant's name is Doe. The reporter should request instruction from the judge as to what letter designation to use in this situation.
- Line 18. After colloquy, indicate the name of the attorney conducting the examination in parenthesis on the same line with the question.

1 Q What is the size of this parcel before the taking?
2 A 3.325 Acres.
3 Q What is the State taking? A The State
4 is taking 2.129 acres, leaving to the owner .141 acres to
5 the south and .965 acres to the north.
6 Q Do you have a map which depicts the owner's pro-
7 perty and the taking by the State? A Yes, sir.
8 Q Do you have a copy of that map that can be intro-
9 duced in evidence? A Yes. (Producing map)
10 MR. CANNON: Your Honor, I offer in evidence a
11 map of this property. This is a copy of the map which is
12 attached to the Complaint in this matter and marked
13 Exhibit B.
14 MR. BASCIK: No objection, your Honor.
15 THE COURT: The map may be marked P-1.
16 (Map above referred to by Mr. Cannon received
17 in evidence and marked Exhibit P-1)
18 Q (By Mr. Cannon) Is the State also acquiring any
19 slope rights in addition to the taking? A No.
20 MR. CANNON: That is all I have for Mr. Hartman,
21 your Honor.
22 CROSS EXAMINATION BY MR. BASCIK:
23 Q Mr. Hartman, What is the road frontage for this
24 property? A 450 Feet along Route 206.
25 Q Does the owner have the right to enter his property

Line 7 Use this parenthetical indication when the summations of counsel are not transcribed.

 If summations are transcribed, then this parenthetical indication is ommitted.

Lines 8-12 Paragraphing of summations to be 5 spaces in from left margin; left margin at extreme left side of transcript.

 Court's charge to be started on new page.

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at any point he selects along that frontage? A Yes.

MR. BACSIK: No further questions.

THE COURT: Does that complete the case?

MR. CANNON: Plaintiff rests.

MR. BACSIK: Defendant rests.

THE COURT: You may sum up your cases.

(Summations by counsel for plaintiff and defendant)

MR. BACSIK: Ladies and gentlemen of the jury, I wish to express my appreciation for your attention to this case etc.

MR. CANNON: Ladies and gentlemen of the jury, in this condemnation case the State seeks to acquire etc.

* * * * *

- Line 1. Paragraph the court's charge 5 spaces in.
- Line 6-7 Sidebar conference noted parenthetically
- Line 8-10 Sidebar colloquy paragraphed in 5 spaces.
- Line 11 Note resumption of hearing before the jury.
- Lines 15, 16 & 17 Note these activities parenthetically.
- Line 18-25 The script of this colloquy may vary in different vicinages.

1 THE COURT: Members of the jury:

2 This is an action brought to determine what the State
3 of New Jersey shall pay in order to acquire a parcel of land
4 for highway purposes from the Hilton Realty Company.

5 etc.

6 (The following is in the presence of, but out
7 of the hearing of the jury)

8 MR. CANNON: Your Honor, I object to your denial to
9 charge my Requests to Charge numbers 3, 5 and 7.

10 THE COURT: Your objection is noted.

11 (The hearing resumed in the presence and hearing
12 of the jury)

13 THE COURT: Will you swear in the attendants and see that
14 the jury gets all the exhibits.

15 (Jury attendants sworn)

16 (Jury retired at 11:20 a.m.)

17 (Jury returned to the courtroom at 3:10 p.m.)

18 THE CLERK: Ladies and gentlemen of the jury, have you
19 agreed upon a verdict?

20 THE JURY: We have.

21 THE CLERK: Who shall speak for you?

22 THE JURY: The foreman.

23 THE CLERK: Mr. Foreman, is the verdict of the jury
24 a unanimous verdict?

25 THE FOREMAN: Yes, it is.

1 THE CLERK: Mr. Foreman what is the verdict of the jury?

2 THE FOREMAN: We find in favor of the defendant,
3 \$450,000.00.

4 THE CLERK: Ladies and gentlemen, harken to your verdict
5 as the Court will have it recorded. You find in favor of the
6 defendant, Hilton Realty Co., in the amount of \$450,000.00
7 and so say you all?

8 THE JURY: Yes.

9 MR. CANNON: Your Honor, may I have the jury polled?

10 THE COURT: Yes.

11 The clerk will poll the jury.

12 (The Clerk polled the jury and the verdict was
13 12-0 in favor of the defendant in the amount of
14 \$450,000.00)

15 (Hearing closed at 3:15 p.m.)

16 *****

17 I, _____, Official Court Reporter, do certify
18 the foregoing to be a true and accurate transcript of my
19 original stenographic notes taken in the above matter to the
20 best of my knowledge and ability.

21
22 _____

23
24 Date: _____

25

INSTRUCTIONS FOR COMPLETING FORM 105,
TRAVEL EXPENSE VOUCHER

1. Duplicate and original must be filled in.
2. Item 10. Your name and address to where you wish your check for the voucher to be mailed.
3. All dates must appear in the date column.
4. Items (in detail) Travel from to destination.
5. Miles: number of miles for each date must appear in the miles column, and the amount (10 cents per mile) for each date in the amount column.
6. Tolls and parking (specify) should be listed in the column Other. Proof of expediture attach to #105.
7. Lower left hand corner: Insurance Company and Coverage must be filled out, and the declaration signed.
8. Submit at least once a month before the tenth day of the month following the end of the month for which voucher is rendered.

Approval officers on the Travel Expense Voucher Form 105, Revised are only the following: Edward B. McConnell, W. Lewis Bambrick or Michael F. Kocan of the Administrative Office of the Courts. No judge or supervisor should sign in this area.

