

**FIFTEENTH JUDICIAL CIRCUIT  
ADMINISTRATIVE OFFICE OF THE COURT**

**CONTRACTUAL VENDOR  
ELECTRONIC TRANSCRIBER**

The Fifteenth Judicial Circuit invites qualified individuals to apply for vendor status as an Electronic Transcriber.

**DISTINGUISHING CHARACTERISTICS OF WORK:**

Contractor shall perform for the benefit of the court system; they will be responsible for transcription of electronically recorded court proceedings on an as needed basis in the designated areas requiring Court Reporting at public expense in accordance with the terms of this Contract.

**RESPONSIBILITIES:**

In performance of the transcriptions required hereunder, contractor shall be responsible for the following:

1. Production of a verbatim transcript record of all electronically recorded proceedings set forth herein and provision of these transcripts in the format required by the applicable Florida Rules of Judicial Administration, Florida Rules of Appellate Procedure, Local Rules and Administrative Order.
2. All transcripts provided to the court shall be duplicated onto disks and submitted upon request to the office of court reporting services division of the Administrative Office of the Courts.
3. Timely distribution of requested transcripts in accordance with applicable court rules and administrative orders.
4. An ongoing fulfillment of any outstanding or past requests and to provide reprints in timely manner when requested.
5. Careful and professional maintenance of all files and records in accordance with all applicable court rules and administrative orders.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Each Contracted Electronic Transcriber shall:

1. Be proficient in the use of electronic recording and duplicating equipment and annotation procedures for adversary proceedings.

2. Comply with State standards if the Supreme Court of Florida implements Certification requirements for: Electronic Reporters/Monitors and/or requirements for Electronic Transcriptionists.
3. Comply with any administrative order issued by the Chief Judge relating to Electronic Court Reporting and Transcription.
4. Maintain considerable knowledge of court procedure and systems.
5. Maintain considerable knowledge of legal terminology used in a court of law.
6. Have the ability to communicate effectively orally and in writing.
7. Have the ability to establish and maintain effective working relationships with court-related personnel and the general public.

### **DELIVERABLES**

1. All contracted Electronic Transcribers shall be responsible for the delivery of all electronically recorded transcripts of all proceedings transcribed.
2. Transcripts shall remain the property of the Court.
3. All of the above shall be delivered to Court Reporting Services on a timely basis not to exceed allotted time for completion.
4. A scanned (or mailed) copy of the cover page of each transcript filed must be sent to Court Reporting on or before due date.

### **COMPENSATION**

1. Pages produced from electronically recorded proceedings shall be at the rate of: \$2.25 per page (Original plus 1 certified copy and PDF version).
2. Pages produced from electronically recorded proceedings for the purpose of appeal shall be at the rate of: \$3.25 per page (Original plus 2 certified copies and PDF version).
3. Reprint of pages produced from electronically recorded proceedings shall be at the rate of: \$1.00 per page (certified copy).
4. PFD CD or Email Delivery – electronic version of transcript shall be at the rate of: \$10 per email.

### **CERTIFICATION:**

Certified Electronic Transcriber (CET) and continuously maintain membership through the American Association of Electronic Reporters and Transcribers (AAERT) or the International Alliance of Professional Reporters and Transcribers (IARPT) during the contract period entered into with the Fifteenth Judicial Circuit.

**PROCEDURE FOR APPLYING:**

Interested parties should forward a completed vendor package to Tammy Anton, Chief of Personnel Services, Human Resources, Fifteenth Judicial Circuit, 205 North Dixie Highway, 5th Floor – Court Administration, West Palm Beach, FL 33401.

- Cover letter
- Resume
- Copy of Professional Certification – AAERT – or IARPT

Vendor packages can be submitted via USPS to the address above, Fax: 561-656-7662; or email [tanton@pbcgov.org](mailto:tanton@pbcgov.org). **Vendor packages will continue to be received until the position is filled.** Incomplete vendor packages will not be accepted. Submission of a vendor package does not guarantee the potential vendor an interview. Continued employment for the selected contractor will be contingent upon successful completion of a typing test and background check.

**If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call “711.”**