

**6.0 OFFICIAL REPORTER AND ASSISTANTS**

- (A) The Official Reporter shall be responsible for the general supervision of the office of Court Reporters and for the assignment of reporters. Reporters shall report for duty at 8:30 a.m. each working day and shall not engage in any other employment.
- (B) In every case reported by the official or an assistant reporter, the trial judge shall make an appropriate entry taxing the statutory fee for each day of service to be collected as costs in the case. The compensation of reporters for making transcripts and copies shall be paid forthwith to the reporter by the party for whom it is made. No bill for any transcript ordered by a judge shall be approved unless it bears a certificate by the Official Reporter and that the charge is fair and in conformity with law. Every transcript of proceedings filed in this Court shall bear the name, address and telephone number of the reporter preparing it. A reporter shall not be required to prepare a transcript for any party until satisfactory arrangements for payment have been concluded.