

Colorado Court Reporters Association Pro Bono Guidelines

The following guidelines are set forth in order that the resources of the participating members of the Colorado Court Reporters Association may be distributed fairly throughout the community.

1. Any pro bono depositions will be scheduled through the pro bono coordinator. Any continuations of pro bono depositions will also be scheduled through the pro bono coordinator.
2. Flexibility in scheduling the date and time of the pro bono deposition is expected. We request 14 days' notice from the attorney prior to the date of the deposition to allow for sufficient time to find a volunteer.
3. At the time of the setting of the pro bono deposition, the attorney will provide the pro bono coordinator with an approximation of the time required for the pro bono deposition and any requested transcript delivery date.
4. The time of the pro bono deposition will be restricted to three depositions in a given case with a limit of three hours per deposition. Should more time be required, another date will be set so that another reporter can be scheduled to report the pro bono deposition. The reporter will not be expected to negotiate this provision during the course of the pro bono deposition.
5. In the event the three-hour time limit is reached and another date is required to be set, the attorney will have the option of resetting the deposition with the reporter assigned to the pro bono deposition or resetting with his/her regular reporting service. The pro bono portion of the deposition will be deemed as completed and the continued deposition will be billed at the reporter's regular rates, including appearance fee. In either event, the pro bono coordinator is to be notified.
6. In the event the three-hour time limit is reached and the reporter is willing and able to continue on with the deposition, any time over the allotted three hours will be billed at the reporter's regular rates, including an appearance fee. The transcript will be delivered only on a C.O.D. basis.
7. Exhibit reproduction will be limited to 30 pages. Any amount of exhibit reproduction over 30 pages will be billed at the reporter's normal rate.
8. Delivery of the pro bono transcript will occur in a timely manner. However, it should be understood that the reporter may have to give priority to other transcripts reported by him/her. As such, the delivery time for pro bono transcripts may be as long as four weeks.
9. Should a request for an expedited transcript be cleared through the pro bono reporter, the attorney will pay the difference between the regular rate and the rush rate of the deposition cost. The transcript will only be delivered on a C.O.D. basis.
10. Any and all problems experienced by the attorney or the pro bono reporter will be directed to the pro bono coordinator in writing. Appropriate action, if any, will be taken by the coordinator.
11. Should payment be received through any means, the attorney will provide compensation to the reporter.
12. Should the indigent status of the parties change, the pro bono coordinator will be advised of the change. The attorney may then choose to reschedule the deposition through his/her regular reporting service or expect to be billed at the reporter's regular rates for the deposition.
13. If the opposing side of the pro bono deposition is not indigent, they will be required to pay the reporter's normal transcript copy rate.
14. I agree to the above-mentioned guidelines and to the services of the court reporter assigned for pro bono work by the Colorado Court Reporters Association. After assignment of the court reporter has been made, further arrangements shall continue on an individual basis with that reporter.

I, _____, do hereby acknowledge that I have received a copy of the Colorado Court Reporters Association Pro Bono Guidelines. I hereby agree to the terms and conditions as set forth in this document.

Dated this _____ day of _____, _____.