

APPENDICES

Appendix A – Certificate of Compliance for Transcripts

OREGON JUDICIAL DEPARTMENT, APPELLATE COURT SERVICES DIVISION
NOTICE OF REQUIREMENT and
CERTIFICATE OF COMPLIANCE FOR PREPARATION OF TRANSCRIPTS ON APPEAL

NOTICE: To prepare appellate transcripts, you must agree to meet the following requirements.

1. You must not discuss the proceedings with anyone other than state court officials, except to make arrangements for preparation, copying, or delivery of the transcripts.
2. You must not show or give materials relating to state court proceedings to anyone except
 - a. employees of the trial court or Appellate Court Services Division,
 - b. the people preparing or proofreading the transcripts,
 - c. the people copying the transcripts,
 - d. the people delivering the transcripts to you or the court system.
 - e. the attorneys or parties ordering the copies.
3. You must not leave materials relating to the proceedings unattended and must store them using a secure storage method.
4. If you know any person or persons involved in the proceedings, you must immediately notify the Transcript Coordinator. After giving that notice, you must STOP work on the transcripts unless the Transcript Coordinator authorizes you to continue.
5. When you complete the transcript, you must return to the court all the materials related to the proceeding that the court initially provided to you.
6. Within 90 days after the court settles the transcript, you must
 - a. deliver to the court an electronic copy of the final transcript;
 - b. delete and erase all computer files relating to the transcripts; and
 - c. shred or otherwise destroy all materials that you created that are related to transcript preparation and that you do not return to the court (pursuant to item 5 above), including drafts and unofficial copies of the transcript, to ensure that no one can read any electronically stored images or copies.

The following certificate covers all transcripts for as long as you are listed on the OJD Transcriptionist List kept by the Appellate Court Services Division Records Office.

Certificate of Compliance

I certify that I will meet these requirements when preparing, proofreading, copying, and delivering transcripts and handling related materials in Oregon state court proceedings. I understand that my failure to comply with this obligation may disqualify me and anyone for whom I work from transcribing Oregon state court proceedings in the future. I also understand that I am responsible to file a signed

Certificate of Compliance for each of my employees or contractors involved in the preparation, edit function, duplication, or delivery of any transcript.

Date

Transcriber's Signature

Email Address

Printed Name

Telephone

Business Name

Mailing Address

Return by scan, fax (503.986.5560), or mail to Appellate Court Services Division Records Section
Attn: Transcript Compliance, 1163 State Street, Salem, OR 97301