

## AFFIDAVIT REQUESTING COURT-AUTHORIZED TRANSCRIBER STATUS

TRANSCRIBER NAME: \_\_\_\_\_

AGENCY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

1. I declare under penalty of perjury under the laws of the State of Washington the following statements are true and correct:

I am a currently licensed court reporter in the State of Washington, verification attached;

and/or

I am a currently certified transcriber by AAERT, copy of certification attached.

I am the owner, president or managing partner of the above listed company providing transcription services. I understand that employees listed by me are required to submit their own affidavit and proof of current court reporter license in the State of Washington or current transcriber certification by AAERT. The names of said employees are listed on page 2 of this document.

2. I have submitted a current General Order, to be presented by the Court Administrator if accepted as a Thurston County Authorized Transcriber authorizing access to sealed court records.
3. I possess the necessary transcription devices and software to be compatible with recordings received for transcription to produce as accurate and detailed verbatim transcript(s) as is possible given the quality of the recorded proceeding(s). The equipment permits review, sound enhancement, and other actions needed to produce a high quality transcript with minimal errors and inaudibles.
4. If my name is included on the Court's list of approved authorized transcriptionists, I understand that when Thurston County Superior Court's Official Court Reporters decline an audiotape or digitally recorded transcription assignment, I may be called on to accept the assignment. In offering assignments to names off the list, the Court will start with the first name on the list that follows the last name to receive an assignment, and move through the list until the assignment is accepted. I understand that if I decline more than two (2) assignments in a calendar year I may be removed from the list of approved transcribers. I understand that payment for an assignment is fixed by State statute or regulation.

5. I have attached a current Services and Charges for Transcription form (rate form) for rates I charge for producing transcripts. I understand this rate form will be published with the Court Administrator's Office. I will not charge more than the rates as set forth in the rate form for any party referred from the Court Administrators Office. I further agree that my rates will be no higher than those fixed in accordance with costs as allowed by the Supreme Court of the State of Washington. I will provide the Court Administrators Office with an updated rates form whenever I change them.
6. I will observe all requirements and procedures set by the Clerk to assure the confidentiality of sealed or confidential court records and to assure the integrity and proper care of the recorded record of proceedings.
7. I will prepare verbatim transcripts in accordance with the Rules of Appellate Procedure (RAP) in a timely fashion as required.
8. I will submit oral decisions to the Judge for correction prior to delivery of a final copy and will also provide the Judge with a final copy of such transcription pursuant to LCR 80. I will make any corrections identified by the judge and obtain approval prior to submitting for filing or transmittal to the Court of Appeals or Supreme Court.
9. Even though I may employ others to assist me in the production of transcripts, I will remain solely and completely responsible for my employees' work and for the final transcript.
10. I will not refuse a job without good cause and in no event will I refuse more than two (2) assignments in a calendar year, unless accepting the offered assignment would pose a conflict of interest. I understand that doing so may result in suspension from the list of approved transcribers. Upon refusal of a job, if I believe I have good cause to so refuse, I will contact the Court Administrator or their designee immediately in writing to explain my reasons for refusal.
11. I will notify the Court Administrator of any changes in the above information as soon as they may occur.
12. LIST OF EMPLOYEES QUALIFIED AS TRANSCRIBERS:

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(Signature)

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(Date and Place)

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Notary