

SPECIAL EDUCATION DUE PROCESS HEARINGS

PETITIONER'S COURT REPORTER/TRANSCRIPTIONIST REQUEST FORM

NOTICE: The North Carolina Department of Public Instruction ("DPI") shall pay court reporter and transcriptionist invoices including, but not limited to, one (1) original transcript for the Administrative Law Judge, one (1) copy of the transcript for the parent, and court reporters' billable hours for hearings, appearance fees, and travel fees. DPI will not pay for copies of transcripts for the LEA, for cancellation fees, or for expedited transcripts. The party responsible for a late cancellation shall be responsible for the court reporter costs related to that late cancellation.

NOTICE: Petitioner is required to (1) file a completed copy of this form with the Office of Administrative Hearings via email to oah.clerks@oah.nc.gov or electronically via the electronic filing system; (2) serve a completed copy of this form on the LEA; and (3) serve a completed copy on the North Carolina Department of Public Instruction, Exceptional Children Division ("DPI-EC Division"), ATTN: Due Process Consultant at 6301 Mail Service Center Raleigh, NC 27699-6301 and via email at Teresa.King@dpi.nc.gov.

Case Name(s): _____

Case Number(s): _____ Hearing Date(s): _____

Presiding Judge: _____ Hearing Location: _____

Hearing Type¹: _____

CONTACT INFORMATION AND ACKNOWLEDGMENT

NOTICE: Please provide all of the following information for transcript mailing and contact purposes. If you have an attorney and you wish for him or her to receive your copy of the completed transcript on your behalf, please provide the attorney's complete contact information below in lieu of your own contact information.

Name

Mailing address

City/State/Zip

(____) _____ (____) _____
Telephone number Fax number E-mail address

By signing below, I, Petitioner(s), in the above-cited case(s), hereby request a court reporter for the hearing scheduled above, or a transcript of a previously held hearing as set forth above. I understand that the DPI-EC Division will bear the cost of the court reporter's or transcriptionist's fees for a due process hearing on the merits, a summary judgment hearing, or a dismissal hearing. **I further understand that the DPI-EC Division will not pay for expedited transcripts.**

Signature of Petitioner(s) Printed name(s) Date

¹ Please indicate whether the hearing is a hearing on the merits, a summary judgment hearing, or a dismissal hearing.

COURT REPORTER/TRANSCRIPTIONIST INFORMATION

NOTICE: Effective August 1, 2021, and pursuant to 26 NCAC 03 .0123, court reporter and transcriptionist requests shall be made **directly to a court reporter or transcriptionist listed by the North Carolina Administrative Office of the Courts as authorized and approved to prepare transcripts of proceedings held in the courts of all counties.**

Name

Mailing address

City/State/Zip

(____) _____
Telephone number

(____) _____
Fax number

E-mail address

COURT REPORTER/TRANSCRIPTIONIST VERIFICATION

I, _____ (please print), verify that all transcripts of the hearing will be completed by the **fifteenth (15) business day after the last day of the hearing**, or **within 15 business days after receipt of the request to transcribe a hearing previously held**, and that original transcripts shall be emailed to the Office of Administrative Hearings in PDF format at oah.clerks@oah.nc.gov within that time.

Signature of Court Reporter/Transcriptionist

Date