OFFICE OF ADMINISTRATIVE HEARINGS
TRANSCRIPT CONTRACT

Pursuant to 26 NCAC 03 .0123(c) and (e), contested case hearings before the N.C. Office of Administrative Hearings (OAH) are recorded by either a hearing assistant provided by OAH or by a court reporter. The transcriptionist of proceedings recorded by a hearing assistant or a court reporter who records a contested case hearing "**shall** be listed by the N.C. Administrative Office of the Courts (AOC) as authorized and approved to prepare transcripts of proceedings held in the courts of all counties of the State of North Carolina." 26 NCAC 03 .0123(f) **requires** a party who orders a transcript to use this Transcript Contract to order a transcript.

Case Name(s): _____

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

Presiding ALJ: _____

Requestor Information:

Name: _____ Firm/Agency: _____

Phone Number: _____ State Bar No.: _____

E-mail Address: _____ Attorney For: _____

Address: _____ _____

_____ _____

Transcriptionist Information:

Name: _____ Address: _____

Phone Number: _____ _____

E-mail Address: _____

Agreement

This constitutes an agreement between the Requestor (Party/Attorney who orders a transcript) and the Transcriptionist (Court Reporter) for a transcript of the proceedings identified above.

1. The transcriptionist's fee for the transcript is $_____ per page.

2. The Requestor agrees to pay the Transcriptionist's per page rate for the transcript with a refundable deposit of $_____ to be paid to the transcriptionist upon execution of this contract. (*Insert "0" if no deposit is required.*)

3. The Requestor agrees to provide the Transcriptionist with the contact information, including the email address of each party to the proceeding.

4. Pursuant to 26 NCAC 03 .0123(g), **the transcriptionist shall deliver** a fully searchable, unsecured PDF file of the transcript to the party or parties who requested the transcript and file the transcript with the Office of Administrative Hearings by email to oah.clerks@oah.nc.gov **, no later than 30 days after executing the transcript contract**.

5. The Transcriptionist agrees to give the Requestor an invoice for the transcript as soon as practicable.

6. The Transcriptionist agrees that the Requestor may reproduce the transcript, prepare derivative works from the transcript, distribute copies of the transcript, and display the transcript publicly.

7. The Transcriptionist agrees that the Requestor may terminate this contract at any time prior to the delivery of the transcript. The Requestor agrees that if this contract is terminated, the Requestor will pay the Transcriptionist for all work that the Transcriptionist has completed at the time of the termination.

8. The Requestor and the Transcriptionist may agree by addendum to additional terms, but those additional terms do not supersede these terms.

Requestor's Signature: _____ **Date:** _____

Transcriptionist's Signature: _____ **Date:** _____

Filing and Service of Contract Required

26 NCAC 03 .0123(f) requires the Requestor to file this contract with the Office of Administrative Hearings and to serve a completed copy of this contract on each party and on the Transcriptionist. The Requestor's certificate of service may be added to a copy of this contract as an attachment.