

Effective Date: December 1, 2002

The purpose of this administrative order is to establish the procedure that Certified Electronic Recorders must use when preparing and filing preliminary examination transcripts in the Washtenaw County Trial Court.

LISTS OF CERTIFIED ELECTRONIC RECORDERS

A list of approved Certified Electronic Records will be maintained and updated as needed by the Washtenaw County Trial Court Administrator. Only approved Certified Electronic Recorders may file preliminary examination transcripts.

TEMPLATE FOR PRELIMINARY EXAMINATION TRANSCRIPT

Approved Certified Electronic Recorders must use the template designated by the Washtenaw County Trial Court Administrator to prepare all preliminary examination transcripts.

ELECTRONIC TRANSCRIPT FILING

1. Approved Certified Electronic Recorders will be given access to a folder residing on the Washtenaw County Network and maintained by Washtenaw County Support Services. A copy of the preliminary examination transcript must be placed in the designated computer folder within two (2) calendar days before the pretrial date. The electronic copy does not supplant the original document filed with the Court Clerk or any copies made to any other parties. The Washtenaw County Trial Court Administrator shall provide access to the designated network folder to any approved Certified Electronic Recorder who is not a County Network user.
2. Employees of the Office of the Washtenaw County Prosecutor, the Office of the Washtenaw County Public Defender, and any other person specifically designated by the Washtenaw County Trial Court Administrator, shall have access to the network folder in which preliminary examination transcripts are stored. Designated persons shall use transcript access and transcript copies only as required to fulfill their professional responsibilities.
3. Any preliminary examination transcript stored in the designated network folder shall be automatically deleted three years after the date of filing.

REQUEST FOR EXTENSIONS

At the written request of the Certified Electronic Recorder, or his/her approved designee, the assigned Washtenaw County Trial Court Judge may extend the date of filing upon a showing of good cause.

Dated: 11/6/02

Archie Cameron Brown
Chief Judge