



**WASHINGTON STATE
OFFICE OF PUBLIC DEFENSE**
Appellate Program

Invoice of
Court Reporter or Typist—
Indigent Case

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FOR OPD USE ONLY

Case Information

Case Name: _____
 Trial Court No: _____ Co-defendant COA No: _____
 County: _____ Service Requested By: _____

Select One: Court Reporter _____
 Transcriptionist _____
 COA No.: _____

Payment Information

Voir Dire or Opening Statements? Yes No

Dates: per statement of arrangements, except as follows

Verbatim Report of Proceedings

| | Number | Amount | Total |
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Court Reporter

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct:

Return form to:

OPD Fiscal Department
 Washington State Office of Public Defense
 P.O. Box 40957
 Olympia, WA 98504-0957

Questions:

Email- cr-invoices@opd.wa.gov

Signature _____

Date _____

FOR OPD USE ONLY
Approval
 By: _____
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OPD Appellate Court Reporter/Transcriptionist Invoice Instructions

Where to File

Transcripts are filed directly with the Court of Appeals, not with superior court. As of June 1, 2020, it is mandatory to file electronically with the Court of Appeals e-filing portal. Transcripts must be filed in .pdf format with volumes in 500 page increments, with electronic bookmarks that mirror the table of contents. Paper transcripts will not be accepted.

E-file Confirmation

Attach the Court of Appeals e-file confirmation page to your invoice.

Statement of Arrangements

All invoices must include a Statement of Arrangements (SOA) ordering the transcribed hearings. If dates on the original SOA are incorrect, request an amended SOA from the attorney before transcribing. Any dates transcribed that do not match the included SOA or amended SOA will slow or possibly prevent payment.

Order of Indigency

Orders of indigency do not need to be included with OPD court reporter invoices. However, you should not transcribe any hearings without first obtaining an Order of Indigency from the attorney (also called an "In Forma Pauperis" order or IFP in some jurisdictions). Do not rely on anyone's representation that OPD will pay unless it is confirmed by a signed Superior Court Order of Indigency. A Statement of Arrangements is NOT an Order of Indigency. If there is no valid Order of Indigency on a case, OPD will not be able to pay you. If unsure whether an Order of Indigency is sufficient to authorize payment, contact gideon.newmark@opd.wa.gov.

Claimant Information Section

Fill out the claimant information section as directed. A Statewide Vendor (SWV) number is required for payment. If you do not have an SWV number, apply for one at: <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

Case Information Section

Fill out case information as directed. A Court of Appeals (COA) case number is required and must match the number on the SOA. "Service Requested By" should reflect the attorney that filed the SOA, not the superior court judge who signed the Order of Indigency.

Payment Information Section

Voir Dire or Opening Statements?

Indicate whether transcription includes voir dire or opening statements. Failure to check an option will slow payment. **Do not transcribe either section unless explicitly asked to do so in the SOA.**

Copy of Verbatim Report Sent to Attorney?

Indicate whether a copy has been sent to the attorney filing the SOA. Failure to check either box will slow payment. Failure to send attorney copies in a timely manner can delay payment and result in sanctions by the Court of Appeals.

Dates

If dates transcribed match exactly with the included SOA (and any amended SOAs, if applicable), leave blank. This certifies that all dates ordered on the SOA were transcribed. If dates transcribed differ from the SOA, use the space provided to briefly indicate how and why. Dates failing to match the SOA may prevent or delay payment.

Verbatim Report of Proceedings Section

Original Report and 1 Copy

For any proceedings that have not been previously transcribed, bill \$3.65 per page for each original page. This includes pages mandated by RAP 9.2, such as title pages and tables of contents. It does not include certification pages, such as that required by GR 35.

One copy is included in the \$3.65 per page rate. Bill only once for each original page; do not bill for the included copy. Send the included copy to the attorney who filed the SOA.

Additional Copies

Bill \$0.25 per page for copies if the SOA orders any proceedings that have already been transcribed for another case or client. Bill for each copy page provided; thus, if providing one already-transcribed copy to the Court of Appeals and one copy to the attorney, bill for two copies. List the reason for copies being provided, such as "copy for other appellant" or "previously transcribed pages."

Example: Multiple attorneys representing different clients on the same case order the same 100 pages of transcript. Bill \$3.65 per page for 100 pages. Send the original to the Court of Appeals. Send the included copy to one attorney. Bill for 100 additional pages at \$0.25 per page and send that copy to the other attorney. List "copy for other client" as the reason for providing copies.

Except when there are previously transcribed pages or multiple clients, copies are generally not authorized. For instance, OPD will not pay for copies provided to trial counsel or provided directly to the client (unless the client is pro se). Contact gideon.newmark@opd.wa.gov with questions.

Signature Block

Sign and date; unsigned invoices will not be paid.