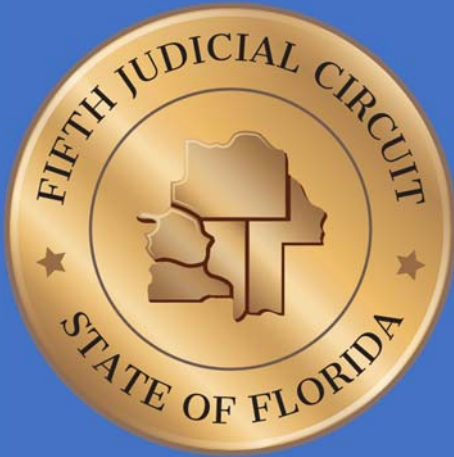


# **FIFTH JUDICIAL CIRCUIT COURT REPORTING SERVICES CONTRACTOR REQUEST FOR INFORMATION (RFI)**



**Stenography, Transcription,  
Real-Time Court Reporting, CART**  
(Communications Access Realtime Translation),  
**Captioning, & Digital  
Audio/Video Recording**

## **REQUIREMENTS:**

### **Qualifications:**

Court reporting services at public expense includes the following: Either stenography or digital court reporting may be used for circuit criminal proceedings (unless digital court reporting is otherwise unavailable), termination of parental rights proceedings, crossover cases (Unified Family Court cases), and proceedings taking place outside of the regular business hours of the court. Stenography alone should be used for capital cases and circuit criminal trials. Specifically, real-time or CAT stenography should be prioritized for capital case trials and post-conviction proceedings.

Those wishing to be appointed to provide court reporting services for the Fifth Judicial Circuit must submit an application to be added to the court directory.

All court reporting contractors providing stenographic services should maintain the designation of Registered Professional Reporter (RPR).

All court reporting contractors providing transcription services should maintain certification with the American Associations of Electronic Reporters and Transcribers (AAERT) in accordance with rule 2.535, Florida Rules of Judicial Administration

All court reporting contractors providing voice-writing services including Real-Time Court Reporting should maintain certification with National Verbatim Reporters Association (NVRA).

**Registration:**

All those seeking to be appointed to provide Court Reporting services must pass a finger print based background check. Please contact Robin Hamel (352) 253-1607 for more information and to schedule an appointment.

Once approved for addition to the Fifth Judicial Circuit Court Reporting Services Directory, those selected must enter into a contract with the Fifth Judicial Circuit. Contracts will be for three (3) years. Each contract will begin on July 1, 2019 and end June 30, 2022.

**Compensation:**

The rates for compensation may be found in Fifth Judicial Circuit Administrative Order No A-2021-5.

**Locations:**

Court reporting services will be required across the circuit, locations include: the Citrus County Courthouse, Inverness; Citrus County Jail, Lecanto; Hernando County Governmental Center, Brooksville; Hernando County Jail, Spring Hill; Hernando Correctional Institution, Brooksville; Springbrook Hospital, Brooksville; Lake County Courthouse, Tavares; Lifestreams Behavioral Center, Leesburg; Lake Correctional Institution, Clermont, Marion County Judicial Center, Ocala; Marion County Jail, Ocala; The Centers, Ocala; Sumter County Courthouse, Bushnell; Sumter County Jail, Bushnell, Sumter Correctional Institution, Bushnell, and such other facilities as required by the Court.

**Rules:**

All court reporting services must be provided in accordance with the Florida Rules of Court; the Code of Judicial Conduct; AAERT Code of Ethics, the Rules of Judicial Administration Rule 2.535, Rules of Criminal of Procedure; Fifth Judicial Circuit Administrative Order Nos. A-2017-10, A-2010-01-E, A-1999-28, and any other subsequent or applicable rule, law, or Administrative Order.

**REFERENCE MATERIAL REGARDING EXPERT WITNESS SERVICES:**

Fifth Judicial Circuit Administrative Order A-2021-5 Compensation for Due Process Costs:

<https://www.circuit5.org/wp-content/uploads/2021/07/a-2021-5-july-1.pdf>

Fifth Judicial Circuit Court Reporting Services Website:

<http://www.circuit5.org/programs-services/court-reporting/>

Fifth Judicial Circuit Court Reporting Services Administrative Order A-2010-1-E:

<http://www.circuit5.org/wp-content/uploads/2017/10/a2010-01-e.pdf>

## CHECKLIST

### FOR ALL STATE OF FLORIDA VENDORS

TO REDUCE DELAYS OR POSSIBLE DENIAL OF PAYMENT FOR YOUR SERVICES, PLEASE REVIEW THE CHECKLIST BELOW BEFORE SUBMITTING YOUR CONTRACT:

#### HAVE YOU...

- \_\_\_ verified all information on your contract is correct (name, geographic location, contact info)?
- \_\_\_ filled in any missing information on signature page, including Social Security Number or Employer Identification Number (EIN)? (NOTE: If your EIN is associated with a company or business, that name will also need to be included on your contract)
- \_\_\_ electronically filed a 'Substitute Form W-9' with the Florida Department of Financial Services (DFS)? If not, please immediately visit the DFS website to create a profile and upload the information for your 'Substitute Form W-9'. The DFS website is at: <https://flvendor.myfloridacfo.com> (NOTE: If you have any questions, please contact the Fiscal Office at 352-401-6779)
- \_\_\_ sent a hard copy of your 'Substitute Form W-9' to our Fiscal Office? If not, please mail a copy of this Form to: ATTN: Lake County Court Administration-Finance and Accounting Office, PO BOX 7800, Tavares, FL 32778.
- \_\_\_ registered as a vendor with the State of Florida? If not, you must register with My Florida Marketplace. The registration process to complete is at <https://vendor.myfloridamarketplace.com>.

New Vendor Registration  
Complete:

Company Name Tax ID Type Tax ID  
Re-enter Tax ID Select Register

\_\_\_\_\_ double checked that your name, address, and Social Security Number or EIN reflected on your contract matches the information you provided electronically to DFS; by hard copy to the Fiscal Office; and vendor registration?

**Contracts:**

If you answered 'YES' to all of the above,  
Please mail the *signed original contract* to:  
Lake County Court Administration,  
General Counsel's Office,  
PO Box 7800, Tavares, FL 32778.

**Directory Application:**

Please submit your contact information via email to:  
Due Process Services  
[dueprocess@circuit5.org](mailto:dueprocess@circuit5.org)

If you have any questions, contact:  
Stephanie Lorch  
Due Process Manager  
[slorch@circuit5.org](mailto:slorch@circuit5.org)  
(352) 253-1606