



**Becoming a Contracted (Independent Contractor) Court Approved Transcriptionist  
for the Tenth Judicial Circuit Court**

Transcriptionists interested in becoming a contracted court approved transcriptionist must complete the Court Approved Transcriptionist Application, Transcriptionist Confidentiality Agreement form, and provide a copy of all professional certificates to the Administrative Services Department.

Upon acceptance of the application, the applicant will be mailed a CD containing two audio records of digitally recorded court proceedings from which he/she will be asked to provide two sample transcripts. The sample transcripts will be reviewed by the AOC. If the sample transcripts are approved, the applicant will be notified. If the sample transcripts do not meet the AOC's expectations (high rate of accuracy and adherence to commonly accepted rules of punctuation, grammar and transcription), the application will be rejected and an explanation of the reason for the rejection will be provided. The applicant may resubmit a revised sample transcript with corrections to be reconsidered for approval.

As an independent contractor, all "court approved transcriptionists" will be required to comply with all policies and procedures as well as compensation rates set by the Administrative Office of the Courts (AOC). The contractor will be responsible for providing their own rates and terms of service for any non-court related requests. The AOC will not take responsibility for the failure or inability of an "approved transcriptionist" to comply with the time requirements of transcripts needed for appeal purposes. If the AOC becomes aware of an "approved transcriptionist" who does not comply with the appellant time requirements or who no longer produces transcripts that meet the AOC's expectations, the contract may be terminated.

If you would like to be considered as a "court approved transcriptionist", please email or mail the completed Court Approved Transcriptionist Application, Confidentiality Agreement and a copy of all professional certificates to the Administrative Services Department.

**Administrative Services Department  
Tenth Judicial Circuit  
PO Box 9000, Drawer J-150  
Bartow, FL 33831  
[administrativeservices@jud10.flcourts.org](mailto:administrativeservices@jud10.flcourts.org)**