



TENTH JUDICIAL CIRCUIT COURT
Contracted (Independent Contractor)
Court Approved Transcriptionist
Application

Name:		
Mailing Address:		
County:		
Telephone:		
Office:	Residence:	Cell:
Place of Employment:		
Address:		
Which address for Mail? (Circle One) Home Office		
E-mail Address:		
Describe transcription training you have taken:		
Current Certifications/Designations:		
Transcript Experience:	Years:	Months:
Type of Experience (<i>Court, Medical, Other</i>):		



TENTH JUDICIAL CIRCUIT COURT

Contracted (Independent Contractor) Court Approved Transcriptionist Application

For Court Experience, please complete the following:

NAME OF COURT	DATES OF EMPLOYMENT	TYPE OF PROCEEDINGS TRANSCRIBED <i>(Please be specific i.e. juvenile, civil, criminal, family, etc.)</i>
Transcript Production Method:		
Describe your ability to produce expedited transcripts:		
Please list the brand of software/equipment you use to produce transcripts (i.e. Case CATalyst, ProCat, SpeecCAT, MS Word, Word Perfect):		
What is your normal turn-around time for producing transcripts once a request for same is received for a one hour hearing?		
Are you familiar with Florida Rule of Court 2.535(f) regarding court transcripts?		



TENTH JUDICIAL CIRCUIT COURT
Contracted (Independent Contractor)
Court Approved Transcriptionist
Application

APPLICANT SIGNATURE _____	DATE _____
<p>Email or Mail</p> <ul style="list-style-type: none">(1) Application(2) Transcriptionist Confidentiality Agreement(3) Copy of all professional certificates <p style="text-align: center;">To:</p> <p style="text-align: center;">Administrative Services Department Tenth Judicial Circuit PO Box 9000, Drawer J-150 Bartow, FL 33831</p> <p style="text-align: center;">administrativeservices@jud10.flcourts.org</p> <p>Upon receipt of the application materials, you will be mailed a CD of a digitally recorded hearing from which to prepare a sample transcript for review.</p>	<p style="text-align: center;">10th Judicial Circuit AOC Use Only:</p> <p>Date Application Received: _____</p> <p>Date CD Packet Mailed: _____</p> <p>Date Approved _____</p> <p>Approved by: _____</p> <p>Title: _____</p> <p>Signature: _____</p>