

CIVIL SERVICE BOARD
CITY OF JACKSONVILLE
CIVIL SERVICE BOARD PROCEDURES

ADDENDUM NO. 5

COURT REPORTER SERVICES

The following procedures shall govern the utilization of the Official Court Reporter at Civil Service Board hearings and meetings.

1. Recordation

The following proceedings shall be recorded by the Official Court Reporter at Civil Service Board hearings and meetings:

- A. Disciplinary Hearings
- B. Complaint Hearings
- C. Grievance Hearings
- D. Such other matters as determined and requested by the Chairman or by a majority vote of the Board.
- E. Such other matters as might be requested of the Official Court Reporter by any person, entity or group.

2. Cost of Recordation

The cost of recordation shall be borne by the Civil Service Board in subsections 1.A-D. above; and by the person, entity or group in subsection 1.E. above.

3. Transcription

A. Prior to appeal

- i. The cost of transcription of an Original transcript, or any portion thereof, shall be borne by the person, entity or group ordering the Original transcript.
- ii. The cost of transcription of any copy of an Original transcript, or any portion thereof, shall be borne by the person, entity or group ordering the copy of the Original transcript.
- iii. Any time that an Original transcript, or any portion thereof is ordered, the Official Court Reporter shall take such action as is

necessary to notify all parties to the proceedings that the Original is being transcribed, and to afford all of those parties the opportunity to order at their own expense, copies of those transcriptions.

- B. Following the filing of a Notice of Appeal
 - i. Following the filing of a Notice of Appeal or Petition for Writ of Certiorari from Civil Service Board action, the ordering and costs of transcripts shall be in conformance with the Florida Rules of Appellate Procedure.