STATE OF MINNESOTA IN DISTRICT COURT

EIGHTH JUDICIAL DISTRICT

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ADMINISTRATIVE POLICY 26

PREPARATION OF MANDATORY TRANSCRIPTS AND DISTRIBUTION OF COPIES

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On May 5, 1995, the Eighth Judicial District Judges adopted the following standards for the preparation of mandatory gross misdemeanor and felony hearing transcripts and distribution of copies, effective July 1, 1995:

GROSS MISDEMEANOR

PLEA: The guilty plea shall be prepared automatically and the original filed with the Court Administrator.

No copies of the plea will be made except upon request. Requests for copies shall be made to the Court Administrator.

Upon a request by the Public Defender, on a case by case basis, a copy of the plea will be provided by the Court Administrator from the file and delivered at no cost to them, pursuant to M.S. 611.271.

SENTENCING: The sentencing shall be prepared automatically and the original filed with the Court Administrator.

No copies of the sentencing except as provided herein shall be made except upon request. Requests for copies shall be made to the Court Administrator.

Upon request by the Public Defender, on a case by case basis, a copy will be provided by the Court Administrator from the court file and delivered at no cost to them, pursuant to M.S. 611.271.

FELONY

PLEA: The guilty plea shall be prepared automatically and the original filed with the Court Administrator.

SENTENCING: The sentencing shall be prepared automatically and the original filed with the Court Administrator.

Upon request by the Public Defender, Prosecutor, or Probation Officer on a case by case basis, a copy of the transcript will be provided by the Court Administrator.

The Department of Corrections and the State Institution will receive a copy automatically from the Court Administrator if the defendant is committed to the Commissioner of Corrections.

No copy of the sentencing except as provided above will be made except upon request. Request for copies shall be made to the Court Administrator.

Preparation of mandatory transcripts shall be governed by the offense level to which the defendant has pled regardless of the sentence imposed.

Any transcript ordered to be prepared by the District Court shall be deemed to be a mandatory transcript and the original shall be filed with the Court Administrator. Copies shall be made and distributed by the Court Administrator.

Pursuant to adoption by the Minnesota Conference of Chief Judges, court reporters are allowed to use compressed transcripts and will be paid for their work product on each page of transcript, as at present.

Dated: 3/17/00

Gerald J. Seibel
Chief Judge
Eighth Judicial District

Revised 9-6-96
Revised 2-25-00