

ADMINISTRATIVE ORDER #22, 2nd SERIES

State of Minnesota

District Court

Fifth Judicial District

**Administrative Order No. 22, 2nd Series
Date of Implementation: March 28, 2019**

In Re: Order Establishing Payment Rate and Practice for Per Diem Court Reporters

Whereas, daily rates and other payment practices for compensating per diem court reporters are determined by each judicial district;

Whereas, all ten Minnesota judicial districts recognize need to increase the per diem rate and address other payment practices related to per diem court reporters; and

Whereas, the ten Minnesota judicial districts desire to be consistent in how they compensate per diem court reporters.

It is hereby ordered:

- I. The Fifth Judicial District establishes the following payment practices for per diem court reporters:
 - A. Full day per diem: \$240 (excluding travel time)
 - B. Half day per diem: \$120 (excluding travel time)
 - C. Cancellation rate: \$120 if district cancels an assignment without 24 hours advance notice
 - D. Travel time: \$30 per hour. When applicable, travel time shall be paid in addition to the full or half day per diem rate.

Applicability of reimbursement for travel time:

- The judicial district will pay travel time if the distance from the per diem court reporter's home to the assignment location exceeds 35 miles, one way.
- The per diem court reporter's home address will be the maximum default starting point for travel unless a different starting point location is approved by the Court Administrator or designee in advance of the assignment.
- In accordance with standards of ethical practices, if the starting location is a shorter distance to the assignment than the per diem court reporter's home, the invoice should reflect shorter distance.
- Per Diem court reporters are expected to use internet tools such as Google Maps to determine the most direct route or the route that takes the least time.
- Invoices for travel expenses will be randomly audited for compliance with this policy.

- If travel conditions increase travel time beyond what would otherwise be considered reasonable, the per diem court reporter shall notify court administration of the additional travel time and reasons for the additional travel time before submitting the invoice.

E. Other Expenses:

- Parking will be reimbursed at court locations where free parking is not available provided a receipt is submitted with the request for reimbursement.
- Meals and lodging for per diem reporters will not be paid unless there are extenuating circumstances. District Administrator approval is required.

- II. Each per diem court reporter shall obtain a vendor identification number to be included on their invoice for service.
 - A. Invoices should be submitted to the judicial district administrator or designee in a timely manner
 - B. Invoices must include parking receipt(s) and mileage verification if applicable.

- III. Per diem court reporter payment rates and practices set forth in this administrative order shall supersede those established in any other Fifth Judicial District policy or procedure.

Date: March 28, 2019

Judge Michelle A. Dietrich, Chief Judge
Fifth Judicial District