

**ADMINISTRATIVE OFFICE OF THE COURTS
ATTN: DAWN THOMPSON
625 MARSHALL STREET
LITTLE ROCK, AR 72201**



**Substitute Court Reporters Request for Payment for Preparation of Transcript
for Circuit Judge Form**

I, _____, hereby certify to the Administrative Office of the Courts in compliance with Ark. Code Ann. §§ 16-13-506; 16-13-509, that I was temporarily contracted by _____ as a substitute official court reporter, in Judicial Circuit _____, Division _____, on the following date(s) _____. The circuit judge for that division previously found that such temporary contracting was necessary and essential to prevent a disruption of the business of the court. In connection with my temporary contract, I was required to prepare a transcript of the proceeding(s) for the presiding judge. Completion of the transcript required _____ hours of work. The transcript consists of _____ pages with _____ pages of exhibits.

Signature

Date

The following information is for payment purposes and must be completed. Please print.

Date of Birth: _____

Name: _____

Address: _____ **City:** _____

County: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Cell Phone:** _____

Email Address: _____

New substitutes must complete a Federal (W-9) form. Please attach form to this certificate. Delay in payment may result if all forms are not fully completed.