

NOTTAWASEPPI HURON BAND OF THE POTAWATOMI TRIBAL COURT	<b>ADMINISTRATIVE ORDER</b>	10-001-CJ
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## Recording of Proceedings Before Tribal Courts and Procedure to Obtain a Transcript of Tribal Court Proceedings

### Section 1: Recording of Court Proceedings

- A. All hearings conducted by the Tribal Court and the Supreme Court will be audio recorded. The presiding judge shall regulate the manner of recording so that it does not disrupt the proceedings.
- B. The Tribal Court Administrator shall be responsible for recording all court hearings and maintaining the court recording equipment.
  - 1) The Tribal Court Administrator shall maintain records of the recording of all court hearings;
  - 2) The Tribal Court Administrator shall maintain the recordings from each hearing; and
  - 3) The Tribal Court Administrator shall be responsible for the maintenance, care and preservation of all audio recording equipment used in the court.

### Section 2: Furnishing a Transcript

- A. The party filing an appeal is responsible for requesting and paying for the transcript.
- B. Every request for a transcript must be in writing and addressed to the Tribal Court Administrator.
- C. No transcript will be prepared without the cost of the transcript being paid in advance.
  - 1) The Tribal Court Administrator shall, upon receipt of a written request for a transcript, determine the cost of the transcript after consultation with a certified transcriber and notify the requesting party of the cost in writing.
  - 2) Once payment for the requested transcript has been received, the Tribal Court Administrator shall have the transcript prepared and filed with the Tribal Court.

- 3) After the transcript has been filed with the Tribal Court, a copy will be provided to the requesting party within seven (7) business days from the date of filing.

D. The Tribal Court will keep a copy of every transcript prepared.

### Section 3: Indigent Parties

- A. An indigent party in a criminal case is entitled to a waiver of the costs of preparing a transcript.
- B. An indigent party in a civil case may petition the Supreme Court to waive the costs of preparing a transcript.
- C. The burden is on the party claiming indigency to provide the Court with sufficient proof of indigency prior to the transcript being prepared.
- D. For the purposes of this Administrative Order, “indigent” includes a person who can demonstrate by notarized affidavit that he/she is unable to pay the costs of preparing a transcript.

### Section 4: Persons Providing A Transcript

- A. The persons who can provide and prepare transcripts for the NHBP Tribal Court must be:
  - 1) A certified electronic recorder (CER);
  - 2) A certified electronic operator (CEO);
  - 3) A certified shorthand reporter (CSR); or
  - 4) A certified voice writer/stenomask reporter (CSMR).
- B. The person providing any transcript for the Tribal Court must be one of the above persons as certified by the Michigan Supreme Court Court Reporting and Recording Board of Review.

### Section 5: Order

The above Administrative Order 10-001CJ is adopted.

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Dated

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Michael Petoskey  
Chief Judge