



WASHINGTON STATE  
OFFICE OF PUBLIC DEFENSE  
Appellate Program

Invoice of  
Court Reporter or Typist—  
Indigent Case

Invoice Date: \_\_\_\_\_

**Claimant Information** (Check is to be payable to)

**FOR OPD USE ONLY**

Name: \_\_\_\_\_  
Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ SWV No: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Select One: Court Reporter \_\_\_\_\_

**Case Information**

Transcriptionist \_\_\_\_\_

Case Name: \_\_\_\_\_ COA No.: \_\_\_\_\_  
Trial Court No: \_\_\_\_\_ Co-defendant COA No: \_\_\_\_\_  
County: \_\_\_\_\_ Service Requested By: \_\_\_\_\_

**Payment Information**

**Voir Dire or Opening Statements?** \_\_\_\_\_ Yes \_\_\_\_\_ No **Dates:** *per statement of arrangements, except as follows:* \_\_\_\_\_  
**Copy of Verbatim Report Sent to Attorney?** \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
**Searchable .pdf or E-file?** \_\_\_\_\_ .pdf \_\_\_\_\_ E-file \_\_\_\_\_  
**Served and filed notice on all Parties?** \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

\* A statement of arrangements (SOA) must accompany the OPD invoice and the dates listed on the SOA must match those listed on the invoice. OPD requires an amended SOA if the dates transcribed do not match the original SOA.

**Verbatim Report of Proceedings**

	Number	Amount	Total
Original Report and 1 copy**	_____	@\$3.10 per page	_____
Searchable .pdf CD	_____	@\$2.75 per CD	_____
Additional Copies	_____	@\$0.25 per page	_____
Postage to Court of Appeals	_____	(attach receipt)	_____

List the reason for additional copies: \_\_\_\_\_

\*\*Bill \$3.10 per page for each original page. One copy is included in this amount.  
Additional copies are paid at \$0.25 per page and must be validly authorized; contact OPD if unsure whether copies are authorized. (RAP 15.4(d)(1)).

**Total Amount Due:** \_\_\_\_\_

**Court Reporter**

I certify (or declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct:

**Return form to:**  
OPD Fiscal Department  
Washington State Office of Public Defense  
P.O. Box 40957  
Olympia, WA 98504-0957

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Questions:**  
Email- [cr-invoices@opd.wa.gov](mailto:cr-invoices@opd.wa.gov)

**FOR OPD USE ONLY**  
**Approval**  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

## **OPD Appellate Court Reporter/Transcriptionist Invoice Instructions**

### **Where to File**

Transcripts are filed directly with the Court of Appeals, not with superior court. Either file a searchable .pdf electronically and forward a hard copy to the Court within 15 days, or file a hard copy with CDs containing searchable .pdf copies. **Note: Paper copies may be waived in Division III, see General Order of September 23, 2015.**

### **E-file Confirmation**

If filing electronically, attach the Court of Appeals e-file confirmation page to your invoice.

### **Statement of Arrangements**

All invoices must include a Statement of Arrangements (SOA) ordering the transcribed hearings. If dates on the original SOA are incorrect, request an amended SOA from the attorney before transcribing. Any dates transcribed that do not match the included SOA or amended SOA will slow or possibly prevent payment.

### **Order of Indigency**

As of September 1, 2017, orders of indigency do not need to be included with OPD court reporter invoices. However, you should not transcribe any hearings without first obtaining an Order of Indigency from the attorney (also known as an "In Forma Pauperis" order in some jurisdictions). Do not rely on anyone's representation that OPD will pay unless it is confirmed by a signed Superior Court Order of Indigency. A Statement of Arrangements is NOT an Order of Indigency. If there is no valid Order of Indigency on a case, OPD will not be able to pay you. If unsure whether an Order of Indigency is sufficient to authorize payment, contact [gideon.newmark@opd.wa.gov](mailto:gideon.newmark@opd.wa.gov).

### **Claimant Information Section**

Fill out the claimant information section as directed. A Statewide Vendor (SWV) number is required for payment. If you do not have an SWV number, apply for one at: <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>

### **Case Information Section**

Fill out case information as directed. A Court of Appeals (COA) case number is required and must match the number on the SOA. "Service Requested By" should reflect the attorney that filed the SOA, not the superior court judge who signed the Order of Indigency.

### **Payment Information Section**

#### **Voir Dire or Opening Statements?**

Indicate whether transcription includes voir dire or opening statements. Failure to check an option will slow payment. **Do not transcribe either section unless explicitly asked to do so in the SOA.**

#### **Copy of Verbatim Report Sent to Attorney?**

Indicate whether a copy has been sent to the attorney filing the SOA. Failure to check either box will slow payment. Failure to send attorney copies in a timely manner can delay payment and result in sanctions by the Court of Appeals.

### **Searchable .pdf or E-file?**

Indicate whether the original transcripts have been e-filed with the Court of Appeals or filed in hard copy with included CDs containing searchable .pdf files. As of September 1, 2015, ASCII format is no longer acceptable, searchable .pdf is required.

### **Dates**

If dates transcribed match exactly with the included SOA (and any amended SOAs, if applicable), leave blank. This certifies that all dates ordered on the SOA were transcribed. If dates transcribed differ from the SOA, use the space provided to briefly indicate how and why. Dates failing to match the SOA may prevent or delay payment.

### **Verbatim Report of Proceedings Section**

#### **Original Report and 1 Copy**

For any proceedings that have not been previously transcribed, bill \$3.10 per page for each original page. This includes pages mandated by RAP 9.2, such as title pages and tables of contents. It does not include certification pages, such as that required by GR 35.

One copy is included in the \$3.10 per page rate. Bill only once for each original page; do not bill for the included copy. Send the included copy to the attorney who filed the SOA.

#### **Searchable .pdf CD**

CDs are required only if filing the original in hard copy. If e-filing with the Court of Appeals, do not include CDs.

#### **Additional Copies**

Bill \$0.25 per page for copies if the SOA orders any proceedings that have already been transcribed for another case or client. Bill for each copy page provided; thus, if providing one already-transcribed copy to the Court of Appeals and one copy to the attorney, bill for two copies. List the reason for copies being provided, such as "copy for other appellant" or "previously transcribed pages."

Example: Multiple attorneys representing different clients on the same case order the same 100 pages of transcript. Bill \$3.10 per page for 100 pages. Send the original to the Court of Appeals. Send the included copy to one attorney. Bill for 100 additional pages at \$0.25 per page and send that copy to the other attorney. List "copy for other client" as the reason for providing copies.

Except when there are previously transcribed pages or multiple clients, copies are generally not authorized. For instance, OPD will not pay for copies provided to trial counsel or provided directly to the client (unless the client is pro se). Contact [gideon.newmark@opd.wa.gov](mailto:gideon.newmark@opd.wa.gov) if unsure.

#### **Postage to Court of Appeals**

Even if e-filing, a paper transcript must be filed within 15 days of e-filing (exception: Division III transcripts under 500 pages that comply with General Order of 9/23/15). OPD will reimburse for postage for paper copies sent to the Court of Appeals. For transcripts under 13 ounces, use USPS First Class large envelope shipping. Reimbursement greater than First Class price will be marked down to First Class. For heavier transcripts, USPS Priority Mail (by weight, not flat rate) is preferred. Do not use Priority Mail Express or other express shipping. **You must include the shipping receipt to be reimbursed for postage.**

#### **Signature Block**

Sign and date; unsigned invoices will not be paid.