



## COURT OF COMMON PLEAS

Montgomery County Courts Building

General Division

41 North Perry Street

P.O. Box 972

Dayton, OH 45422-2150

**January 28, 2008**

**Attached is a request for quotation regarding transcription services for the General Division of the Montgomery County Common Pleas Court. Additional copies are available at [www.montcourt.org](http://www.montcourt.org).**

# MONTGOMERY COUNTY COMMON PLEAS COURT – GENERAL DIVISION

## Request For Quotation To Provide Transcription Services

### 1) INTRODUCTION

- a) This request for quotation is issued by the General Division of the Montgomery County Common Pleas Court in Dayton, Ohio. The General Division is a court of general jurisdiction, with jurisdiction over felony criminal cases and civil cases. Additional information about the court is available at [www.montcourt.org](http://www.montcourt.org). The court is soliciting proposals from qualified professional service providers to transcribe digital audio/video recordings of court proceedings to a paper based format and provide an electronic copy to the court for distribution to other parties.

### 2) BACKGROUND

- a) The General Division makes a verbatim recording of court proceedings using the Jefferson Audio Video System (JAVS). This system is utilized in thirteen of fifteen courtrooms. This system produces a digital audio and video recording of all proceedings. The recordings can be exported to a cd/rom/dvd or other media for playback, review, and transcription. More information about the JAVS system is available at [www.javs.com](http://www.javs.com). The courtroom recordings are transcribed to a paper format primarily when a case is appealed.

### 3) SCOPE OF SERVICES

- a) This solicitation is limited to the preparation of transcripts that are paid from public funds.
  - i) Transcripts required for appeal by defendants that have been determined to be financially indigent by the court
  - ii) Transcripts for use by the trial court or other public agencies that are not required to pay for transcripts.
- b) The following appeal transcripts are paid with public funds due to financial indigence of a defendant.
  - i) An original transcript filed with the Clerk of Courts as part of the record on appeal. This original is used by the Court of Appeals.
  - ii) A copy of a transcript used by the attorney(s) providing representation. The attorney could be a public defender or a private attorney appointed by the court to provide representation.
  - iii) A copy of a transcript provided for use of the prosecuting attorney representing the State in the appeal.

### 4) ESTIMATED VOLUME OF WORK

- a) From January 1, 2007 through November 10, 2007 approximately 19,200 original pages were transcribed and billed for criminal case appeals by indigent defendants (does not include copies for public defender, appointed attorneys, or prosecutor). It is estimated that the annual volume is approximately 23,000 pages. This figure is an estimate for transcripts paid through General Division budgets. The volume will vary from year to year. This estimate should not be construed as a guarantee of any future volume of work.

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### 5) BUSINESS MODEL

- a) Currently, transcripts are produced from recordings by independent contractors. A party requiring a transcript provides a typist with a recording of the court proceeding. The typist prepares an original for filing with the Clerk of Courts and a copy for the party. Subsequently, if an opposing party requires a copy, they purchase an additional copy from the typist. Any other parties must also purchase a transcript. A per page fee is paid by each purchaser.
- b) This proposal seeks a vendor(s) that, for indigent defendant appeals, will produce a single paper transcript for filing with the Clerk of Courts. The vendor will furnish the court with a PDF<sup>1</sup> copy of the transcript on a compact disc, cd/rom/ dvd, or other storage media that may be specified by the court. The vendor will be paid a single per page fee for the preparation of all of these products. The subsequent sale, distribution or transmittal of a transcript will be managed by the court.
- c) The court is seeking to end the practice of paying a transcriber one rate for the original transcript and a supplemental rate for each copy produced. The vendor will transcribe the court proceedings once and charge a single fee as compensation. The court will make copies available to parties either in electronic or paper format.
- d) The per page fee will cover all remuneration to the transcriptionist. This includes paper, supplies, equipment, preparation, and proofreading of the final product.
- e) This model also moves towards improvements and economies that can be realized through electronic filing and electronic document transfer. The vendor should consider this factor as in the future the court may require distribution, filing, or transfer through electronic means.

### 6) TRANSCRIPT FORMAT

- a) The General Division has established a format and guide for transcripts. A copy of the guide is available at [http://www.montcourt.org/pdf/Manual\\_of\\_Transcript\\_Procedures\\_4-2007.pdf](http://www.montcourt.org/pdf/Manual_of_Transcript_Procedures_4-2007.pdf).

### 7) BILLING AND PAYMENT PROCESS

- a) Payment for transcripts and electronic copies are submitted when the work is complete and the transcript is filed or transmitted to the ordering party.
- b) Payment is made by invoice submitted to the court. The invoice is submitted when the product is delivered.
  - i) Each invoice must include the following items.
    - (1) Invoice number
    - (2) Title. The invoice must be titled “invoice.”
    - (3) Date of the invoice.
    - (4) Typist’s name and address.

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<sup>1</sup> Portable Document Format

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- (5) Invoice is made out to the Montgomery County Board of Commissioners.
  - (6) Case number.
  - (7) What transcripts were produced, i.e., trial, motions, hearings, sentencing, etc.
  - (8) Name of defendant.
  - (9) Name of the party/person that ordered the transcript, i.e., Judge, attorney for the defendant, etc.
  - (10) Breakdown of payment per page: 12 pages @ \$2.05 per page = \$24.60 TOTAL = \$24.60
  - (11) Signature of the typist that prepared or is otherwise responsible for the transcript.
  - (12) Copy of the court order authorizing preparation of the transcript.
- c) Invoices and paperwork are submitted to; Montgomery County Common Pleas Court, General Division Attn: Purchasing Coordinator 41 N. Perry Street, Room 103 Dayton, OH 45422.
- d) Payment is made in approximately four (4) weeks.
- 8) TIME LIMITS/DEADLINES
- a) The record on appeal, including the transcript and exhibits necessary for the determination of the appeal, shall be transmitted to the Clerk of the Court of Appeals when the record is complete for the purposes of appeal, or when forty days, which is reduced to twenty days for an accelerated calendar case, have elapsed after the filing of the notice of appeal and no order extending time has been granted under subdivision (3).<sup>2</sup>
  - b) A transcriptionist or attorney may request an extension of time in unusual circumstances, however it is preferred that a transcript be completed and delivered in time to meet the forty day deadline for filing.
  - c) The cd or other media containing an electronic PDF version of the transcript shall be provided to the General Division at the same time the transcript is filed.
- 9) TRANSCRIBING EQUIPMENT
- a) Transcribing equipment is available from Jefferson Audio Video.<sup>3</sup>
- 10) MISCELLANEOUS INFORMATION
- a) The Clerk of Courts for Montgomery County, Ohio has a public web site known as Public Records Online (PRO). This site <http://www.clerk.co.montgomery.oh.us/pro> may be used by to verify names or other information required for the completion of the transcript.
  - b) The source media for transcription will be cd/rom or dvd/rom media provided by the court.
  - c) The attached quotation form must be submitted. Additional information regarding qualifications, experience, may be submitted with the quotation.
- 11) QUESTIONS INQUIRIES

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<sup>2</sup> [Ohio App. Rule 10](#)

<sup>3</sup> at [www.javs.com](http://www.javs.com)

## MONTGOMERY COUNTY COMMON PLEAS COURT – GENERAL DIVISION

### Request For Quotation To Provide Transcription Services

- a) Vendors may submit written questions or inquiries via e-mail regarding this request no later than February 15, 2008. Questions, answers or additional information will be published on the General Division web site [www.montcourt.org](http://www.montcourt.org) for review by any interested vendors.
- b) Written questions or inquires should be transmitted via e-mail to **transcript\_proposal@montcourt.org** .

#### 12) TIMELINE

- a) All proposals must be submitted by February 29, 2008.

# QUOTATION TO PROVIDE TRANSCRIPTION SERVICES

<input type="checkbox"/>	I have read and reviewed the request for quotation to provide transcription services.
<input type="checkbox"/>	I have read and reviewed the "Guide For Transcripts" document.
<input type="checkbox"/>	I have reviewed information about the General Division recording systems at <a href="http://javs.com">javs.com</a> .
<input type="checkbox"/>	I have purchased, or am willing to purchase equipment necessary for transcription of court recordings as described in the request for quotation.
<input type="checkbox"/>	I have or will establish an e-mail address for the purposes of communicating with the General Division for matters relating to transcript preparation.

Please provide information about your experience, knowledge and skills that demonstrate your qualifications to provide the described services.

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I agree to provide transcription services as described in the Request for Quotation for the amount of \$  per page.

Signature/Name	Title and Agency	Date
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Submit this quotation no later than February 29, 2008 using one of the following methods:

**Regular Mail Or In Person:**  
Court Administrator  
General Division  
41 North Perry St.  
P.O. Box 972  
Dayton, OH 45422

**E-Mail**  
Attach a copy of this quotation and any other materials in portable document format to an e-mail at [transcript\\_proposal@montcourt.org](mailto:transcript_proposal@montcourt.org)

The successful vendor(s) will be notified by mail.