

2. That on a weekly basis, pursuant to a schedule prescribed by the Trial Court Administrator, all Third District court reporters shall confirm their court schedules for the week, notifying both the Trial Court Administrator and their assigned judge's secretary of any days that they expect they will not have any in-court duties based on the court calendar of their assigned judge.
 - a. Thereafter, each court reporter shall timely inform both the Trial Court Administrator and their assigned judge's secretary of any changes that occur in their scheduling which result in any days that they expect they will not have any in-court duties for their assigned judge.
 - b. All court reporters shall also contact the Trial Court Administrator prior to the end of the business day preceding such "open" days for the purpose of ascertaining if any other court assignments are required of the particular court reporter.
3. That on any business day in which a Third District court reporter is not physically present at the courthouse, or is not in court with their assigned judge at another courthouse, but is not away from the courthouse on previously scheduled vacation or medical leave, such court reporter must notify both the Trial Court Administrator and their assigned judge's secretary of their absence, and further shall provide telephone numbers which will allow such court reporter to be reached on short notice.

Be it so ordered, this 3 day of May, 2006.



Gregory M. Culet
Administrative District Judge