



Wisconsin Court Reporters Association (WCRA) Pro Bono Program Guidelines

The Wisconsin Court Reporters Association will work to establish pro bono programs recognized by the State Bar of Wisconsin. Pro bono reporting services do not include instances when an attorney is under a contingency or reduced rate agreement or arrangement with a client. The WCRA Pro Bono Program is meant to help parties who are unable to pay the expenses which are incurred during a reported proceeding.

DEFINITIONS:

- “Volunteer Reporters” – Persons identified by WCRA on an already established list of reporters throughout the State of Wisconsin.
- “Scheduling Party” – Any person or establishment which has contacted the Wisconsin Bar Association and met the qualifications for pro bono services.
- “Program Chair” – Person in charge of the WCRA Pro Bono Program.
- “Participant/s” – Any person involved in the proceeding including but not limited to the Volunteer Reporter, Scheduling Party, opposing counsel/participants.

RESPONSIBILITIES OF ALL PARTICIPANTS INVOLVED:

- A Scheduling Party must be deemed indigent by the Wisconsin Bar Association prior to being eligible for pro bono services under the Wisconsin Court Reporter Association Pro Bono Program.
- A Scheduling Party will provide documentation from the Wisconsin Bar Association to the Program Chair to begin the process of requesting any pro bono service.
- Volunteer Reporters should expect at all times to be treated courteously by all parties in the case. In turn, the Volunteer Reporters should treat all parties with equal courtesy. Strict adherence to these guidelines will be required by Volunteer Reporters and attorneys alike.
- Once qualification of a Scheduling Party has been established to receive pro bono services, the Scheduling Party will be sent a list of Volunteer Reporters in the State of Wisconsin from the Program Chair.
- It is the responsibility of the Scheduling Party to contact a Volunteer Reporter to provide any pro bono service. The Scheduling Party will notify the Volunteer Reporter of the difficulty of the proceeding. The Volunteer Reporter can decline the job if it is believed by the Volunteer Reporter that he/she cannot report the proceedings. The Scheduling Party will then need to contact another

Volunteer Reporter. It is the responsibility of the Scheduling Party to directly contact a Volunteer Reporter.

- Once a Scheduling Party has an agreement with a Volunteer Reporter to provide services, the Scheduling Party should then provide all case information, all participating parties' information and the location, date and time to the Volunteer Reporter.
- The Scheduling Party will have to be flexible in scheduling the time of the pro bono assignment. A minimum of ten days notice should be given to the Volunteer Reporter.
- The maximum amount of time any one Volunteer Reporter has agreed to report a pro bono deposition is seven hours on the record. A Volunteer Reporter may elect to remain with the assignment if it lasts longer.
- If the Volunteer Reporter is unable to commit to more than seven hours on the record, the Scheduling Party is responsible for finding another reporter to cover the proceedings.
- The Volunteer Reporter shall disclose in advance to all parties that he/she is providing court reporting services on a pro bono basis to the Scheduling Party. All other parties will be expected to pay full and normal transcript copy prices unless they are also deemed indigent per the Wisconsin State Bar. Copy rates will be agreed to between the Volunteer Reporter and each individual Participant/s, and will not exceed \$2.00 per page.
- The Volunteer Reporter is required to comply with the Wisconsin Rules of Civil Procedure or other applicable Rules when providing court reporting services.
- The Volunteer Reporter is required to comply with the Code of Ethics as outlined by the National Court Reporters Association.
- Any agreement regarding exhibit reproduction will be made in advance between the Volunteer Reporter and Scheduling Party. The Volunteer Reporter is not obligated/required to provide copies of exhibits in any format free of charge.
- Delivery of the pro bono transcript will be provided within 10 business days from the taking of the proceedings unless other arrangements are made among the Volunteer Reporter and the parties. Requests for expedited transcripts must be made at the time of scheduling to ensure an expedited delivery. If made at a later date, it will be at the discretion of the Volunteer Reporter if a different delivery date will be available.
- The original transcript will be provided in a full-size transcript format. All transcript copies will be provided in electronic format. The exact electronic format should be discussed with the Volunteer Reporter at the time of scheduling the proceeding. Any other transcript copies or formats must be worked out and discussed directly with the Volunteer Reporter and are subject to fees at the discretion of the Volunteer Reporter.
- The Scheduling Party must notify the Volunteer Reporter immediately when an assignment is canceled. The Volunteer Reporter will, in turn, notify the Program Chair.
- Any complaints by the parties regarding the pro bono assignment should be made in writing to the Chair.
- The Volunteer Reporter will be responsible for providing assignment information back to the Program Chair for record-keeping purposes.
- If any Party abuses the pro bono guidelines, the proceedings will be recessed and the Program Chair notified by the Scheduling Party.
- Any Volunteer Reporter requesting expense reimbursement for travel and meals must be a member in good standing with WCRA at the time of the taking of the proceeding through the time of the reimbursement request. Reimbursement will be received after verification as a member in good standing with WCRA is established and within 30 days of receipt of the reimbursement request.