Court Reporter Appearance Fee Invoice/Supreme Court Administrative Order

NOTE TO SUBSTITUTE COURT REPORTER

All untranscribed notes and/or tapes used to take the record **must** remain in the courthouse where the action took place. The notes should be left in the office of the official court reporter, or with the judge's secretary for safekeeping until the official court reporter returns to work. The official court reporter will log and store these notes in the same storage area at the courthouse where their own notes are stored. The retention of these items is mandatory. [It is the responsibility of the official court reporter to make sure all substitute court reporter notes and/or tapes are retained at the courthouse.]

If you previously reported proceedings in circuit court and you did not leave your notes, please return your notes to the courthouse as soon as possible. If you have questions concerning this procedure, contact the Office of the Clerk at 304-558-2601.

THIS INVOICE DOES NOT GO THROUGH THE CIRCUIT CLERK
Substitute court reporter **MUST** obtain the circuit judge's signature.

Print

For payment, forward **INVOICE** to: **accounting@courtswv.gov**

IMPORTANT: Please send a completed W-9 form with your invoice, if you are a new court reporter, if your name has changed since you last worked for us, or if your address has changed since you last worked for us. The State Auditor will not process an invoice if the name or address on the invoice does not match the W-9 on file with the State.

Court Reporter/Payee: _____

Address: _____

Vendor I.D.: _____ **Invoice No.:** _____

* If you worked less than four hours, you will be paid the half day rate of $120.00.
* If assignment was cancelled within one day, and you did not work another court reporting job, you will be paid $120.00. Insert name of county where you would have worked.
* If you remained on call, you will be paid for the number of hours you were on call. Insert name of county where you would have worked.
* If you were on call for a Mass Litigation proceeding, you will be paid for the number of hours you were on call, but no more than the maximum of $300.00.

If this invoice is for Business Court or Mass Litigation proceedings please check the appropriate box below.

☐ Business Court ☐ Mass Litigation

** **Note: Motel/Hotel**—If you traveled more than 50 miles from home, the Court will reimburse you for single-occupancy. Ask for government rate, if available. **We cannot reimburse without motel/hotel receipt.** Meals are reimbursable at $30.00 per day **WITH OVERNIGHT STAY ONLY**. Meal receipt not required. The Court does not pay for meals with same -day return. **Receipts must be attached for Motel/Hotel stay.**

= Daily Total

List all Counties Worked on this Date	Date Worked	* Total Hours Worked	$30.00 per hr x Hours Worked	Total Miles Traveled	.70 per mile (effective 1/1/23) x Miles Traveled	* See above Note. Parking	Tolls	Hotel	Meals	Daily Total
			$ 0.00		$ 0.00					$ 0.00
Counties Worked	Date Worked_1	Hours	Hours x $30.00	Miles		Parking	Tolls	Hotel	Meals	

Mileage Breakdown is Required for Mileage Reimbursement. Insert town/city where your trip began, town/city where you worked, and number of miles traveled between towns. If you traveled to a second county on the same date, insert town/city where your 2nd trip began, town/city where you worked, number of miles traveled, etc.

Traveled From: _____ To: _____ Miles: _____
Traveled From: _____ To: _____ Miles: _____
Traveled From: _____ To: _____ Miles: _____

			$ 0.00		$ 0.00					$ 0.00
Counties Worked	Date Worked_2	Hours	Hours x $30.00	Miles		Parking	Tolls	Hotel	Meals	

Mileage Breakdown is Required for Mileage Reimbursement. Insert town/city where your trip began, town/city where you worked, and number of miles traveled between towns. If you traveled to a second county on the same date, insert town/city where your 2nd trip began, town/city where you worked, number of miles traveled, etc.

Traveled From: _____ To: _____ Miles: _____
Traveled From: _____ To: _____ Miles: _____
Traveled From: _____ To: _____ Miles: _____

			$ 0.00		$ 0.00					$ 0.00
Counties Worked	Date Worked_3	Hours	Hours x $30.00	Miles		Parking	Tolls	Hotel	Meals	

Mileage Breakdown is Required for Mileage Reimbursement. Insert town/city where your trip began, town/city where you worked, and number of miles traveled between towns. If you traveled to a second county on the same date, insert town/city where your 2nd trip began, town/city where you worked, number of miles traveled, etc.

Traveled From: _____ To: _____ Miles: _____
Traveled From: _____ To: _____ Miles: _____
Traveled From: _____ To: _____ Miles: _____

			$ 0.00		$ 0.00					$ 0.00
Counties Worked	Date Worked_4	Hours	Hours x $30.00	Miles		Parking	Tolls	Hotel	Meals	

Mileage Breakdown is Required for Mileage Reimbursement. Insert town/city where your trip began, town/city where you worked, and number of miles traveled between towns. If you traveled to a second county on the same date, insert town/city where your 2nd trip began, town/city where you worked, number of miles traveled, etc.

Traveled From: _____ To: _____ Miles: _____
Traveled From: _____ To: _____ Miles: _____
Traveled From: _____ To: _____ Miles: _____

			$ 0.00		$ 0.00					$ 0.00
Counties Worked	Date Worked_5	Hours	Hours x $30.00	Miles		Parking	Tolls	Hotel	Meals	

Mileage Breakdown is Required for Mileage Reimbursement. Insert town/city where your trip began, town/city where you worked, and number of miles traveled between towns. If you traveled to a second county on the same date, insert town/city where your 2nd trip began, town/city where you worked, number of miles traveled, etc.

Traveled From: _____ To: _____ Miles: _____
Traveled From: _____ To: _____ Miles: _____
Traveled From: _____ To: _____ Miles: _____

Circuit Judge Approval and Signature—The above substitute court reporter/payee moves the Court for an allowance of court reporting fees for the above date(s) inasmuch as substitute court reporter performed court reporting services for the Supreme Court on the said date(s). Substitute court reporter performed in the absence of _____, who is the official court reporter for Judge _____.

Signature of Circuit Judge: _____ Date_____

$ 0.00
Invoice Total

[Updated 1/1/25