

**RATES AND STATEMENT OF WORK**  
Per Diem Contract Reporter Services Terms and Conditions  
United States District Court for the District of Hawaii

**Job Summary**

Essential duties are to attend and record verbatim by shorthand court sessions or other proceedings specified by statute, rule, or order of court; transcribe promptly and accurately proceedings requested by interested parties or as the court may direct; transcribe or provide an electronic sound recording to the court of all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases; promptly certify and file all original transcripts and shorthand notes with the Clerk of Court; and perform other administrative duties as required. Per Diem Contract Reporters serve at the pleasure of the Court and employment may be terminated by either the employer or employee, with or without cause. Per Diem Contract Reporters must be able to work well under pressure, produce transcripts within strict time limitations, and work as part of a team of reporters serving the court. The position may require occasional travel.

**Minimum Qualifications**

Four years of prime court reporting experience in a court, the freelance sector, or a combination thereof; certification by testing as a Registered Professional Reporter (RPR) from the National Court Reporters Association (NCRA), or equivalent certification by examination; and proficiency in computer-aided transcription.

**Preferred Qualifications**

Certified Real-time Reporter (CRR) certification from NCRA, or equivalent certification by examination. U.S. District Court reporting experience. Possession of computer-aided transcription software capable of interfacing with the Bridge access software utilized by the Court. Ability to report people of varied ethnic backgrounds and limited English-speaking ability.

**Attendance Fee Rates:**

Full-Day Rate: \$400.00

Half-Day Rate: \$200.00

Overtime Rate: \$75.00/hour or part thereof

**Transcript Rates Schedule and Voucher for Attendance Fees (AO 336) available at <http://www.hid.uscourts.gov/courtreporters>**

**Application Procedure**

Interested reporters/reporting firms please submit a cover letter and the contractor's biographical information sheet addressing the qualification requirements, including work-related experience, professional certifications and testing criteria, and three current references (within three years). Please submit documents as 1 PDF attachment via email to [careers@hid.uscourts.gov](mailto:careers@hid.uscourts.gov).

**Conditions of Employment**

All application information is subject to verification. Candidates will be subject to a background check.