

SAMPLE ORDER FOR TEMPORARY COURT REPORTER

**ADMINISTRATIVE ORDER APPOINTING
TEMPORARY ADDITIONAL COURT REPORTER**

There having come on for consideration the matter of the appointment of a temporary court reporter for the (Judge / Chancellor) of the (District #) (Chancery / Circuit) Court District and it appearing to the Court that the Official Court Reporter, (Official Name) is absent form court due to (Reason) therefore, the appointment of a temporary additional court reporter is absolutely necessary to carry on the business of the Court for (Date);

It is therefore ordered that (Temporary Court Reporters Name) , Social Security #: (SSN) , address (Mailing Address) , telephone number (Contact Number) , be hereby appointed Temporary Official (Chancery/ Circuit) Court Reporter for a period of (# of Day/s) day(s) (Date) , with a total compensation of (Total Amount to be Paid) same being (Amount per day) to be prorated among the counties in the (District #) District of the (Chancery / Circuit) Court as follows:

<u>County</u>	<u>Percentage</u>	<u>Amount</u>
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It is directed that the said counties, in said proproation, shall pay the said compensation through the Administrative Office of Courts as provided by Miss. Code 9-13-17. The temporary additional court reporter shall take her oath and be bonded as required by law.

It is further ordered that a certified copy of this Order, court reporters oath and bond be mailed to: Administrative Office of Courts, P.O. Box 177, Jackson, MS 39205 and deliver a copy of this Order to the Chancery Clerk of (County Name) County, Mississippi.

So ordered this the (Day) day of (Month) , (Year) .

(Judge / Chancellor Signature)

Judge / Chancellor Signature