

Attachment B – Scheduling Terms and Conditions

Court Reporter					
Name			E-Mail		
Vendor Number		Home Base Address		Phone Number	
Schedule					
Case Name State v. _____		Case Number		Courthouse Address	
Judge		Clerk		Clerk E-Mail _____@utcourts.gov	
Hearing Dates	AM Start	PM Start	Hearing Dates	AM Start	PM Start
Fee and Expenses					
Start Date (Including Travel Days)			End Date (Including Travel Days)		
\$100/half day (Appearance Fee) x _____ (number of ½ days) =				Total Fee: \$ _____	
Estimated Expenses					
Describe					Amount
Taxi					\$
Rental Vehicle					\$
Private Vehicle \$.54 x _____ miles =					\$
Breakfast \$10.00/day x _____ days =					\$
Lunch \$14.00/day x _____ days =					\$
Dinner \$17.00/day x _____ days =					\$
					\$
					\$
					\$
					\$

Date

Court Reporter

Date

Trial Court Executive

Distribution: Court Reporter, Trial Court Executive, District Court Administrator, AOC Finance