

IN THE DISTRICT COURT OF THE FOURTH JUDICIAL DISTRICT

STATE OF IDAHO, IN AND FOR THE COUNTY OF ADA

* * *

FEEES FOR DUPLICATION OF
AUDIO RECORDINGS
OF COURT PROCEEDINGS

AMENDED ADMINISTRATIVE ORDER

NO. 23-03-31

This amended administrative order supersedes and replaces Administrative Order No. 23-03-15.

Idaho Court Administrative Rule (I.C.A.R.) 32(j)(6) covers the cost of copying court records:

The cost to make a paper copy of any record filed in a case with the clerk of the district court shall be determined by the clerk, and shall not exceed the amount specified in I.C. § 31-3201. **The cost for any other copying of any record shall be determined by order of the Supreme Court or the Administrative District Judge in accordance with the provisions of I.C. § 74-102.**¹ The costs so determined shall be paid, in advance, by the person requesting the records. Any delay in paying the costs of copying the records shall extend the time for response by the custodian. In the event that a person wishes to have a copy of a court record that can be easily copied to digital media by court personnel, the person making that request shall provide the appropriate media to the court for that purpose (emphasis added).

Pursuant to the authority of that rule, the following fee schedule is enacted for the provision of a requested duplicate of an audio recording, in compact disc, flash drive form

¹See I.C. § 74-102 (“(c) A public agency or public official may establish a copying fee schedule. The fee may not exceed the actual cost to the agency of copying the record if another fee is not otherwise provided by law. (d) For providing a duplicate of a computer tape, computer disc, microfilm or similar or analogous record system containing public record information, a public agency or public official may charge a fee, uniform to all persons that does not exceed the sum of the following: (i) The agency’s direct cost of copying the information in that form; (ii) The standard cost, if any, for selling the same information in the form of a publication; (iii) The agency’s cost of conversion, or the cost of conversion charged by a third party, if the existing electronic record is converted to another electronic form.”).

or via secure file transfer, of an Ada County court proceeding subject to disclosure by I.C.A.R. 32:

- For requests of an entire or full day of court proceedings, the audio duplication fee is \$60 for the first 3 requests for the same full day audio. Subsequent requests will be charged \$10 if the audio is to be provided on a disc or flash drive and \$5 if a link is requested.
- For any other requests, the audio duplication fee is \$5.00 for the first 20 minutes, \$0.25 per minute thereafter.
- These fees include the cost of the compact disc or flash drive, associated labor, and other costs necessary to complete the duplication request. These fees do not include the costs of mailing. Due to computer security reasons, only court-provided compact discs or flash drives may be utilized.
- All fees in excess of \$20.00 must be paid in advance.

Requests for audio duplication of court proceedings must be directed to:

Transcripts Department
Ada County Courthouse
200 W. Front St., Room 4172
Boise, ID 83702
(208)287-7512
transcripts@adacounty.id.gov
Office Hours: 8:00 a.m. to 5:00 p.m. (M-F)

E-mail requests are preferred.²

Administrative Order No. 02-05-015 ("In Re: Copying the Electronic Record, Magistrate Division") is rescinded.

IT IS SO ORDERED.

Dated this 31st day of March ~~April~~ 2023.


HONORABLE STEVEN J. HIPPLER
Administrative District Judge
Fourth Judicial District

²Additional information is available at: [Transcript Department - Judicial Court Ada County \(id.gov\)](http://Transcript Department - Judicial Court Ada County (id.gov)).

cc: All Ada County Judges
Sandra Barrios, Trial Court Administrator, Fourth Judicial District
Trent Tripple, Ada County Clerk of Court
Pamela Bourne, Transcript Department
Robert Reisig, Administrative Staff Attorney
Idaho Supreme Court, AdminOrders@idcourts.net