

**Administrative Regulation Changes
effective on July 1, 2017**

1. Per Diem and Contract Reporters - Clarified that per diem reporters have taxes withheld, are not eligible for insurance or travel reimbursement. Also clarified that retired official reporters are no longer restricted to working 75 days or less in a year. (Page 9, section 4).
2. ShareFile - Updated Tammy's email address, added preferred naming format for subfolders, and updated information about files remaining online indefinitely. (Page 12)
3. Realtime and CART - removed phrase "for communication assistance" whereas any reporter providing realtime in court, for communication assistance or otherwise, should be accommodated with breaks. (Page 13)
4. Application of Transcript Rates - Adding "e-file" as a transcript type and clarified charging rates when transcript is not e-filed. (Page 14 and 15, section 3)
5. Format of Transcripts - Clarified that transcripts provided to the circuit clerk must either be in electronic format or white/lightly colored paper. (Page 17)
6. Transcripts in Electronic File Format (e-filing) - Clarified that court reporters must be capable of transmitted a PDF document to the circuit clerk pursuant to the Supreme Court's electronic filing initiative. Also removed language regarding "original" and "copy" rates which no longer apply for e-filed transcripts. (Page 18)
7. Credit Cards for Transcript Payments - New language allowing court reporters to accept credit cards and charge a convenience fee as allowed by statutes, rules, and vendor/credit card agreements. (Page 19)
8. On Call Policy - Allows for reporters to be on call for a specific purpose (such as juvenile detention hearings) without a known case name/number (Page 28)
9. Sexual Harassment Policy - Added language which directs each circuit to adopt a rule or policy which outlines the protocol when a complaint is against the Chief Judge. (Page 35)
10. Compensatory Time Policy - Comp time (time and a half) is not awarded for hours worked on holidays and weekends unless 40 hours in a week is reached (Page 42 and 43)
11. Maternity/Paternity Leave - Changed the leave benefit to twenty days for consistency with other state employees under Central Management System and the Office of the Comptroller. (Page 49)
12. Unpaid Leave of Absence - Clarified that supervisors are to email CRS immediately about unpaid leave days. (Page 50)

13. Education Day Policy - Clarified that employees attending training on weekends, which are not hosted by CRS, do not earn time off work. (Page 53)
14. Jury/Witness Pay - Clarified how employees should return jury/witness reimbursement checks. (Page 54)
15. Victims Economic Security and Safety Act - Added language for this type of unpaid leave as provided by 820 ILCS 180/. (Page 55)