

# ERO Appearance Fee/Supreme Court Administrative Order

**NOTE TO SUBSTITUTE COURT REPORTER**

All untranscribed notes and/or tapes used to take the record must remain in the courthouse where the action took place. The notes should be left in the office of the official court reporter, or with the judge's secretary for safekeeping until the official court reporter returns to work. The official court reporter will log and store these notes in the same storage area at the courthouse where their own notes are stored. The retention of these items is mandatory. [It is the responsibility of the official court reporter to make sure all substitute court reporter notes and/or tapes are retained at the courthouse.]

If you previously reported proceedings in circuit court and you did not leave your notes, please return your notes to the courthouse as soon as possible. If you have questions concerning this procedure, contact Jacque Beaver at 304-558-4259 or [Jacqueline.beaver@courtsww.gov](mailto:Jacqueline.beaver@courtsww.gov).

THIS INVOICE DOES NOT GO THROUGH THE CIRCUIT CLERK  
Substitute ERO **MUST** obtain the circuit judge's signature.

For payment, forward **ORIGINAL INVOICE** (no copies) to: **Jacque Beaver**

**IMPORTANT:** Please send a completed W-9 form with your invoice if you have not previously worked for the Supreme Court, if your name has changed since you last worked for us, or if your address has changed since you last worked for us. The State Auditor will not process an invoice if the name or address on the invoice does not match the W-9 on file with the State.

**Supreme Court of Appeals  
Clerk's Office - Bldg. 1, Room E-317  
State Capitol Complex  
Charleston, WV 25305**

**ERO/Payee:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**SS# or Sup. Ct Vendor Number:** \_\_\_\_\_

- \* If assignment was cancelled within one day, and you did not work another court reporting job, you will be paid for four hours. Insert name of county where you would have worked.
- \* If you remained on call, you will be paid for the number of hours you were on call. Insert name of county where you would have worked.

**\*\*Note: Motel/Hotel**—If you traveled more than 50 miles from home, the Court will reimburse you for single-occupancy. Ask for government rate, if available. **We cannot reimburse without motel/hotel receipt.** Meals are reimbursable at \$30.00 per day **WITH OVERNIGHT STAY ONLY.** Meal receipt not required. The Court does not pay for meals with same-day return. **Receipts must be attached for Motel/Hotel.**

List all Counties Worked on this Date	Date Worked	* Total Hours Worked	\$8.75 per hr x Hours Worked	Total Miles Traveled	.56 per mile (effective 1/1/21) x Miles Traveled	* See above Note.				Daily Total
						Parking	Tolls	Hotel	Meals	
Counties Worked	Date Worked_1	Hours	Hours x \$8.75	Miles	Miles x .56	Parking	Tolls	Hotel	Meals	\$
		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		
Counties Worked	Date Worked_2	Hours	Hours x \$8.75	Miles	Miles x .56	Parking	Tolls	Hotel	Meals	\$
		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		
Counties Worked	Date Worked_3	Hours	Hours x \$8.75	Miles	Miles x .56	Parking	Tolls	Hotel	Meals	\$
		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		
Counties Worked	Date Worked_4	Hours	Hours x \$8.75	Miles	Miles x .56	Parking	Tolls	Hotel	Meals	\$
		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		
Counties Worked	Date Worked_5	Hours	Hours x \$8.75	Miles	Miles x .56	Parking	Tolls	Hotel	Meals	\$
		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		Traveled From: _____ To: _____ Miles: _____		

**Circuit Judge Approval and Signature**

Substitute ERO performed in the absence of \_\_\_\_\_, who is the official court reporter for Judge \_\_\_\_\_.

**Signature of Circuit Judge:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\$ \_\_\_\_\_  
**Invoice Total**