

MINNESOTA ASSOCIATION OF VERBATIM REPORTERS & CAPTIONERS

PRO BONO GUIDELINES

Members of MAVRC, subject to availability, will provide pro bono services as follows:

- Service provided only if attorney is providing pro bono service
- No charge for two hours of appearance fee in one sitting
- No charge for first 75 pages of transcript in one sitting
- After 75 pages, the job can be billed at the reporter's regular rates
- Two to three week delivery time will be provided
- Expedited jobs must have advance notice
- Depositions only
- 24-hour cancellation policy
- Expenses to be paid by attorney (i.e., postage, exhibits, parking, etc.)
- Opposing counsel will be charged the reporter's copy rates
- Limit of two pro bono depositions per case

**MAVRC PRO BONO REQUESTS MUST BE MADE THROUGH LOCAL
VOLUNTEER ATTORNEYS PROGRAM COORDINATORS.**

PRO BONO COORDINATOR: Jean Whalen
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MAVRC BOARD LIAISON: Vikki Thompson
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**Pro Bono Guidelines for CART
(Communication Access Realtime Translation)**

CART is a service that provides Deaf or hard-of-hearing people with realtime transcription of live speech.

Members of MAVRC, subject to availability, will provide pro bono CART services as follows:

- Service may be provided for the following events: employment meetings, job interviews, doctor appointments, depositions, court hearings/trials, jury service. Any other events must be first approved by the Pro Bono Coordinator.
- No charge for two hours of CART appearance fee. Thereafter, appearance fee will be billed at market rate to the referring agency.
- Rough draft CART file will only be provided upon the approval of the appropriate parties, which may include the CART provider, scheduling party, and event coordinator.
- Upon approval, the consumer ONLY will be provided the first two hours of rough draft CART file at no charge. Thereafter, page rates will be billed at market rate to the referring agency.
- 24-hour cancellation policy. If the service is cancelled with less than 24 hours' notice, the referring agency will be billed one hour's appearance fee.
- Expenses will be paid by the referring agency. Expenses may include, but are not limited to, mileage, postage, equipment rental, etc.
- Limit of two pro bono assignments per year per consumer.

Captioning is NOT included in this program.

All MAVRC pro bono requests must be made through the program coordinator.

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