



**DATE:** May 24, 2017  
**TO:** Local Educational Agencies  
**FROM:** Kerry V. Smith, Esquire  
ODR Director  
**SUBJECT:** ODR Invoicing Procedure Change

It is ODR's intent to align practice with state government and most all litigation systems as it relates to transcripts for due process hearings for students with disabilities.

Effective July 1, 2017, ODR-contracted court reporting firms will invoice ODR for three copies (parent, hearing officer and ODR) of the due process hearing transcript along with any miscellaneous expenses (appearance fee, travel time, waiting time, cancellation, mileage, lodging, word index, postage). The court reporting firms will separately invoice the respective LEA/Charter School/Intermediate Unit for their copy of the due process transcript and word index. This new procedure will take effect beginning with July 1, 2017 services.

**LEAS AND COUNSEL: THE ONLY CHANGE IS THAT AS OF JULY 1, 2017, YOU WILL PAY THE COURT REPORTER DIRECTLY FOR YOUR COPY OF THE TRANSCRIPT, RATHER THAN PAYING ODR FOR IT.**

Any due process hearings with Chapter 15/Section 504 only issues and all costs associated with same are 100% the responsibility of the respective LEA.

Gifted education is provided under Chapter 16 of the Pennsylvania Code. Gifted only due process hearings and all costs associated with same are 100% the responsibility of the respective LEA.

ODR will advise court reporting firms of the gifted only and Section 504 due process cases to ensure they bill the respective LEA 100% of the steno fees.