




Superior Court of California, County of Orange

Civil Court Reporter Pooling

Effective February 2, 2015, the following *Policy for Inclusion on the List* is applicable to all unlimited civil courtrooms, including the civil complex courtrooms, as the Court shifts from one-to-one assignment of court reporters to civil courtrooms for all hearings to a system where court reporters are assigned to a courtroom as needed for trials and other matters in which oral evidence will be presented.

Approved: 
Alan Carlson
Chief Executive Officer and
Clerk of the Court
DATED: January 30, 2015

POLICY OF THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE

TITLE: INCLUSION ON THE LIST OF OFFICIAL COURT REPORTERS PRO TEMPORE
("Policy for Inclusion on List")

PURPOSE: To establish and maintain a list of court-approved official reporters pro tempore whom litigants can retain without need of a stipulation.

POLICY:

1. The court will establish and maintain a list of court-approved official reporters pro tempore who have met the requirements and qualifications established by the court.
2. The court-approved list ("List") will initially include former Orange County Superior Court Official Court Reporters who voluntarily separated from the Court in good standing, pro tempore reporters recently utilized by the Court, and at the Court's discretion reporters in good standing on the court-approved list of another Superior Court in the State of California. (The additional requirements for inclusion and to remain on the List are detailed in paragraphs 8 and 9 below)
3. Reporters included on the List may report hearings without a stipulation by the parties, but the court must order the reporter appointed as an official reporter pro tempore for each proceeding reported.
4. Reporters approved to be on the List are not court employees. Approved official reporters pro tempore are not under contract to, nor are provided by the court. The court will periodically ensure that reporters on the List continue to meet the criteria for eligibility to remain on the List. However, the court will not evaluate or supervise the reporters; nor will the court endorse any reporter on the List over any other reporter on the List.
5. The parties are fully responsible for making arrangements for reporters and are solely responsible for the payment, scheduling, and presence of the reporter. This includes parties with fee waivers.
6. Parties are not obligated to select a reporter from the List; it is provided as a courtesy to assist the parties.
7. The List will be made available electronically to all judicial officers, courtrooms, and court business offices. The List will be publicly available on the court's Internet site, randomized each time it is viewed.
1. **Inclusion on the List**
 - A. To request inclusion on the List, a reporter must submit the following:
 - 1) A completed, signed *Court-Approved Official Reporters Pro Tempore Agreement*.
 - 2) A copy of a current California Certified Shorthand Reporter (CSR) license.

- B. Minimum Requirements to be placed on the List:
- 1) Reporters must maintain a current CSR license and provide their CSR number.
 - 2) Be in good standing with the Court Reporters Board of California
 - 3) Reporters must agree to comply with the court's requirements regarding electronic archiving of each day's stenotype notes to the court's vendor (ACORN) within 48 hours of the date of the proceeding except in extenuating circumstances and as approved in advance by Court Reporter Services management.
 - 4) Reporters must provide and maintain current contact information and agree that such information may be released to the public in the manner the court chooses.
 - 5) Reporters must transcribe and prepare in proper form all requested transcripts, including appeals, in a timely manner. Payment for transcripts to be arranged by the part(ies).
 - 6) Reporters must agree to follow directions from the court, and be subject to the jurisdiction of the court, to the same extent as an official reporter.
 - 7) Reporters must agree to inform the court and parties prior to the use of an audio recording device.
 - 8) Reporters must demonstrate compliance with appeal transcript production and good standing with the Court of Appeal.
 - 9) Reporters must be available for read-back of notes within 30 minutes of the court's request.
 - 10) Reporters may be required to pass a skills test developed and administered by the court.
 - 11) Reporters must indicate to the court if they provide realtime reporting and/or other litigation support (e.g. LiveNote) services. When providing realtime and/or other litigation support services, they are responsible for configuring the cable or Bluetooth receiver. The court does not provide technical support.
 - 12) Former employees of a California Superior Court must not have any delinquent transcripts in the last six months of employment with that court.
- C. Requests to be included on the List may be, but are not required to be, considered on a monthly basis. Incomplete requests will be returned and not be processed.
- D. The decision to include a reporter on the List is subject to the Court's sole discretion.
- E. Reporters must notify the court immediately if they no longer provide the service, or if they are no longer eligible for inclusion on the List.
- F. Reporters must notify the court immediately if any of their contact information changes.

9. **Active Status and Removal from the List**

- A. To remain on the List, reporters must:
- 1) Maintain current contact information with the court.
 - 2) Confirm their eligibility every 12 months and provide a copy of their current CSR license.
 - 3) Remain in good standing with the Court Reporters Board of California.

- B. The court may, in its sole discretion, remove any reporter from the List at any time, and without cause, notice or explanation. This decision is final and is not subject to appeal.
- C. Reporters must follow the initial request process to be included on the List after being removed.
- D. The court will assess a reporter's eligibility to remain on the List on a periodic basis throughout the year and may, in its sole discretion, remove any reporter who is no longer eligible for inclusion. Such monitoring may include, but is not limited to, a review of the timely uploading of notes, review of sanctions or order to show cause hearings, the timeliness of transcripts provided to the Court of Appeal, and the maintenance of a CSR license.

All inquiries and requests for inclusion on the List should be directed to:
vlowe@occourts.org or jflaws@occourts.org