




Superior Court of California, County of Orange

Civil Court Reporter Pooling Pilot Project

The following *Inclusion on the List of Official Court Reporters Pro Tempore Policy* is effective August 25, 2014 and is applicable ONLY to the Orange County Superior Court unlimited civil courtrooms participating in the Court Reporter Pooling Pilot Project.

The unlimited civil courtrooms participating in the pilot project are:

Dept. C6	Judge Schulte
Dept. C10	Judge Marks
Dept. C12	Judge Wilson
Dept. C13	Judge Gastelum
Dept. C14	Judge Miller
Dept. C15	Judge Nakamura
Dept. C17	Judge Griffin
Dept. C18	Judge Claster
Dept. C21	Judge McEachen
Dept. C23	Judge Aguirre
Dept. C25	Judge Monarch
Dept. C26	Judge Lewis
Dept. C31	Judge Horn
Dept. C32	Judge Glass

Approved: 
Alan Carlson
Chief Executive Officer and
Clerk of the Court
DATED: July 25, 2014

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 lists of Los Angeles and San Diego counties. (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.
8. **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 may be required to pass a skills test. The court has full discretion to develop and administer the test, and to determine the pass/fail criteria. At the discretion of the court, testing may be waived for court reporters previously employed by the court.
 - 2) Reporters must agree to comply with the court's requirements regarding uploading electronic notes, including uploading each day's stenotype notes to the court's vendor (ACORN) within 48 hours of the date of the proceedings except in extenuating circumstances and as approved in advance by Court Reporter and Interpreter Services management.
 - 3) Reporters must agree to inform the court and parties prior to the use of an audio recording device.
 - 4) Reporters must maintain a current CSR license, provide their CSR number, and be in good standing with the Court Reporters Board of California.
 - 5) Reporters must comply with the statutes and rules applicable to official reporters pro tempore.
 - 6) Reporters must not be a regular employee of the court. Pro Tempore reporters, who have an Independent Contractor Agreement with the court, are not considered regular employees and are eligible to be on the List.
 - 7) Reporters must provide and maintain current contact information with the court.
 - 8) Reporters must be available for read-back of notes within 30 minutes of the Court's request.
 - 9) Reporters must indicate to the court if they provide realtime and/or other litigation support (e.g. LiveNote) services.
 - 10) 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).
 - 11) Reporters must certify that they are in good standing with the Court of Appeal and are compliant with appeal transcript production.
 - 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:
crlistcoordinator@occourts.org