



Superior Court of California, County of Orange

### **Civil Court Reporter Pooling**

Effective February 2, 2015, the following *Court-Approved Official Reporter Pro Tempore Agreement* 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.



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE  
COURT-APPROVED OFFICIAL REPORTER PRO TEMPORE AGREEMENT**

I hereby request that my name and contact information be included on the Orange County Superior Court's *Court-Approved Official Reporters Pro Tempore List* ("List").

I understand the minimum requirements that must be met to be included on the list are:

1. A current Certified Shorthand Reporter (CSR) License.
2. Be in good standing with the Court Reporters Board of California.
3. Comply with the court's requirements regarding electronic archiving of notes 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. (Refer to the *Inclusion on the List of Official Reporter Pro Tempore Policy* for details.)
4. Provide and maintain current contact information and agree that such information can be released to the public in the manner the court chooses.
5. Agree to transcribe and prepare in proper form all requested transcripts, including appeals, in a timely manner.
6. 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. Agree to inform the court and parties prior to the use of an audio recording device.
8. Have demonstrated compliant appeal transcript production.  
Most recent appeal transcript filed on (date): \_\_\_\_\_ Case No.: \_\_\_\_\_
9. Be available for read-back of notes within 30 minutes of the court's request.
10. May be required to pass a skills test developed and administered by the court.
11. When a court reporter provides realtime reporting and/or other litigation support (e.g. Caseview) services, they are responsible for configuring the cable or Bluetooth receiver. The Court does not provide technical support.
12. Former Orange County Superior Court employee who voluntarily separated from the Court in good standing, pro tempore reporter recently utilized by the Court, or currently included on a court reporter eligibility list created by another Superior Court in the State of California.

Contact Information for the List: (\*Required Information)

\*Name: \_\_\_\_\_ \*Tel. No.: \_\_\_\_\_  
 Address \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 \*Email \_\_\_\_\_ Website: \_\_\_\_\_  
 \*CSR License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_ \*CAT software: \_\_\_\_\_  
 \*Realtime: \_\_\_ Yes \_\_\_ No Caseview \_\_\_ Yes \_\_\_ No

Available to work at the following justice centers (check all that apply):

\_\_\_ Central \_\_\_ Civil Complex Center \_\_\_ North \_\_\_ Harbor \_\_\_ West \_\_\_ Lamoreaux

Other conditions:

1. Reporters must notify the court immediately if they are no longer providing the service, are no longer eligible for inclusion on the List, or if any of their contact information changes.
2. The court will assess a reporter's eligibility to remain on the List on a periodic basis throughout the year and 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.
3. Fees for reporting services will be the responsibility of the parties and will not be charged to the court.
4. Current Orange County Superior Court employees are not eligible to be on the List.
5. The court may in its sole discretion remove any reporter from the List with or without cause.

I certify that I meet the minimum requirements set forth above, I accept the other conditions stated above, and I have read, understand, and agree to abide by all requirements and qualifications included in the court's *Policy for Inclusion on the List of Official Reporters Pro Tempore*. I acknowledge that any material omission or misrepresentation of my qualifications may result in removal from the List.

Date: \_\_\_\_\_

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Signature

**Constitutional Oath of Office**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Date: \_\_\_\_\_

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Signature

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**FOR COURT USE ONLY**

Request to be included on the Court-Approved Official Reporter Pro Tempore List is:

**Granted**

**Denied**

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name / Signature  
Court Executive Officer