



Superior Court of California, County of Orange

Civil Court Reporter Pooling

Effective February 2, 2015, the following *Stipulation and Appointment of Official Reporter Pro Tempore* 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.

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name & Address</i>): Telephone No.: _____ Fax No. (Optional): _____ E-Mail Address (Optional): _____ ATTORNEY FOR (<i>Name</i>): _____ Bar No: _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE JUSTICE CENTER: <input type="checkbox"/> Central - 700 Civic Center Dr. West, Santa Ana, CA 92701-4045 <input type="checkbox"/> Civil Complex Center - 751 W. Santa Ana Blvd., Santa Ana, CA 92701-4512 <input type="checkbox"/> Harbor - 4601 Jamboree Rd., Newport Beach, CA 92660-2595 <input type="checkbox"/> Lamoreaux - 341 The City Drive, Orange, CA 92868-3205 <input type="checkbox"/> North - 1275 N. Berkeley Ave., P. O. Box 5000, Fullerton, CA 92838-0500 <input type="checkbox"/> West - 8141 13 th Street, Westminster, CA 92683-4593	
PLAINTIFF / PETITIONER: DEFENDANT / RESPONDENT:	
STIPULATION AND APPOINTMENT OF OFFICIAL REPORTER PRO TEMPORE	CASE NUMBER: _____

1. All reporters who are not on the *Court-Approved List of Official Reporters Pro Tempore* (“List”) must complete this stipulation in advance of the proceeding. Stipulations must be e-filed with the court at least 5 days prior to the hearing (or filed with the clerk’s office at least 5 days prior to the hearing if the party has obtained a waiver from e-filing), though the reporter may wait until the day of the hearing to sign the Stipulation.

2. Reporter Information

Name _____ License No: _____ Expiration Date _____ CAT Software _____
 Bus. Address: _____
 Tel. No.: _____ Email: _____

3. 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.

4. Court Reporter Agreement

By signing this agreement and accepting the appointment as an official reporter pro tempore for this proceeding, I take and subscribe to the constitutional oath of office above, and confirm and agree that: (1) I have a valid, current California Certified Shorthand Reporter License. (2) I am not a current Orange County Superior Court employee. (3) I will maintain current contact information with the Court Reporter Services Office of the court. (4) I am in good standing with the Court Reporters Board of California. (5) All fees for reporting services, including appearance, transcript, and realtime fees, are the responsibility of the part(ies) who arranged for my services and may not be charged to the court. (6) I will comply with all statutes and rules applicable to official reporters pro tempore, including the duty to timely prepare transcripts, including those for appeal, in the required form. (7) I will demonstrate the highest standards of ethics and impartiality in the performance of my duties. (8) I will comply with the court’s requirements as stated in the *Privately-Retained Court Reporter Policy*, including those regarding uploading electronic 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. (9) I will follow directions from the court, and be subject to the jurisdiction of the court, to the same extent as an official reporter. (10) I will inform the court and parties prior to the use of an audio recording device. (11) I will be available for read-back of notes within 30 minutes of the Court’s request. (12) If I provide realtime reporting and/or other litigation support (e.g. LiveNote) services I am responsible for providing the cable connection or configuring the Bluetooth receiver.

DEFENDANT(S) / RESPONDENT(S)	CASE NUMBER
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Date: _____

Signature of Reporter

5. Stipulation of Parties

See appearing parties below and on the page(s) following this Order for Stipulation.

ORDER APPOINTING OFFICIAL REPORTER PRO TEMPORE

GRANTED. Pursuant to Gov. Code § 68086, California Rules of Court, rule 2.956, and the stipulation of the appearing parties set forth below the above identified certified shorthand reporter is appointed as an official reporter pro tempore in these proceedings and is ordered to comply with the terms of the Court Reporter Agreement set forth above.

DENIED.

IT IS SO ORDERED.

Date: _____

Stipulation of the Appearing Parties

The parties or their counsel appearing in this proceeding hereby stipulate to the court appointing an official court reporter pro tempore as set forth in the Agreement and Order herein.

Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
Signature: _____		
Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
Signature: _____		
Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
Signature: _____		
Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
Signature: _____		
Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
Signature: _____		
Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
Signature: _____		

Additional stipulations are attached to this document.