



**COURT-APPROVED OFFICIAL REPORTER PRO TEMPORE AGREEMENT**

I hereby request that my name and contact information be included on the Riverside 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. Have a current Certified Shorthand Reporter (CSR) License.
2. Be in good standing with the Court Reporters Board of California.
3. Comply with Government Code 69955 requirements to upload untranslated steno files to ACORN within 48 hours of the date of the proceedings except in extenuating circumstances and as approved in advance by Court Reporter 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 that I am subject to the same rules, regulations and law as an official reporter. (GC § 69941 et. Seq.)
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. Provide realtime reporting upon request, and in conformity with applicable department rules. This includes the ability and responsibility for providing and configuring cables. The court does not provide technical support.

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

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

- Blythe  Palm Springs  Riverside – Historic Courthouse  Murrieta – Southwest Justice Center

Other conditions:

1. Reporters must appear in person. 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, including appearance, transcript, and realtime fees will be the responsibility of the parties and will not be charged to the court.
4. Current Riverside 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)