



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. 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...
4. Provide and maintain current contact information...
5. Agree to transcribe and prepare in proper form all requested transcripts...
6. Agree to follow directions from the court...
7. Agree to inform the court and parties prior to the use of an audio recording device.
8. Have demonstrated compliant appeal transcript production.
9. Be available for read-back of notes within 30 minutes...
10. When a court reporter provides realtime reporting and/or other litigation 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 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 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)