



SUPERIOR COURT OF CALIFORNIA COUNTY OF RIVERSIDE

Court Reporter Pro Tempore – Frequently Asked Questions

Q. Who pays for privately-retained court reporters?

A. Payment for privately-retained court reporting services is the responsibility of the party or parties arranging for the court reporter.

Q. How much do court reporters charge for their services?

A. That is between the court reporter providing the service and the party or parties arranging for their service. The court does not monitor or oversee the private contractual arrangements that parties make with court reporters who report proceedings.

Q. What is the benefit of contracting with a court reporter from the Court-Approved list of Official Reporters Pro-Tempore?

A. Reporters appearing on the list have met certain requirements and minimum qualifications established by the court. Reporters selected from this list can report hearings without the need for the parties to stipulate to the reporter.

Q. What forms are required to appoint Official Reporter Pro-Tempores?

A. If a party contracts with a reporter who is on the Court-Approved List of Official Reporters Pro Tempore: Local form RI-RE003 needs to be completed and signed for every matter for which a court reporter is privately retained.

If a party contracts with a reporter that is not on the Court-Approved List of Official Reporters Pro Tempore: Local form RI-RE005 needs to be completed and signed for every matter for which a court reporter is privately retained.

Before the reporter can report, the judge must order him or her appointed as an official reporter pro tempore for the proceeding.

- Q. Is an Appointment of Official Reporter Pro Tempore good for the duration of the case?**
- A.** An Appointment of Official Reporter Pro Tempore is good for the duration of the case, as long as the same reporter is used. This applies to reporters selected from the list and reporters that are independently retained and stipulated to.
- Q. How many reporters can report a hearing? What if the other parties in the case do not agree about who should be the court reporter at the hearing?**
- A.** There can only be one official record of the proceedings (Code of Civ. Proc. §273; Redwing v. Moncravie, (1934) 138 Cal. App. 432, 434). Only one reporter will be allowed to report a court proceeding at any given time. The court expects parties to come to an agreement prior to the proceeding as to reporting services. If the parties cannot agree on a reporter, the judge will make the selection. Proceedings will not be delayed due to disagreement among the parties as to the selection of the court reporter.
- Q. What if a party and/or an attorney participates in the hearing via phone? May they orally stipulate to the court reporter?**
- A.** Yes, Parties appearing telephonically may stipulate orally, which will be noted in the minutes.
- Q. How does a party order transcripts of the hearing?**
- A.** Contact the court reporter who reported the hearing.
- Q. What if Party(ies) cannot arrange for a court reporter to report before the hearing?**
- A.** Parties are expected to make arrangements for court reporters in advance of their hearings. Whether the parties will be allowed to continue a hearing in order to secure the appearance of a court reporter will be at the discretion of the judicial officer presiding over the matter.
- Q. Will the court provide a court reporter if the party doesn't have time to arrange for one?**
- A.** No, If the case is one for which the court does not provide a reporter, it is the responsibility of the party or parties to arrange for a reporter.
- Q. How can a court reporter get on the approved court reporter pro tempore list?**
- A.** The Policy for inclusion on the list of Official Reporters Pro Tempore and the Official Reporters Agreement are posted on the courts website.

Q. Does the court require that the reporter report in real-time?

A. The preference in most courtrooms is to provide real time court reporting.

Q. Will the court provide technical support to the reporter to set up their equipment?

A. No. The court cannot provide any technical support to reporters.

Q. What will the reporter have access to in the courtroom?

A. The reporter will have access to power, data plug in port for real time, microphone, and monitor.

Q. Can I bring my own court reporter to a hearing that the court provides a court reporter for?

A. No. Parties may only bring privately retained court reporters to hearings that the court does not provide official court reporters.