



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO**

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

I, the undersigned, hereby request that my name and contact information be included on the San Diego Superior Court's *Court-Approved Official Reporters Pro Tempore List* (SDSC Form #ADM-321) (List).

**Minimum Requirements:**

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 of each day's proceedings by 1:30 p.m. the next business day. Refer to *Official Reporter Pro Tempore Electronic Notes Upload/Archiving Policy* (SDSC Form #ADM-319) 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 transcript requests, including appeals, in a timely manner.
6. Demonstrated compliant appeal transcript production.  
Most recent appeal transcript filed on (date): \_\_\_\_\_ Case #: \_\_\_\_\_
7. Available for read-back of notes (within 30 minutes).
8. Pass a skills test developed and administered by the court.

**Conditions for Removal:**

1. Failure to maintain a valid CSR license.
2. Failure to timely file appeal transcripts.
3. Failure to follow transcript format.
4. Failure to provide current contact information to the court.
5. Failure to timely archive notes with the court.
5. Other failure of good conduct.

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

\*Name: \_\_\_\_\_ \*Tel. No.: \_\_\_\_\_  
 Address \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 \*Email \_\_\_\_\_ Website: \_\_\_\_\_ \*Real-time: \_\_\_ Yes \_\_\_ No  
 \*CSR License No. \_\_\_\_\_ \*CAT software: \_\_\_\_\_

**Available to work at the following divisions (check all that apply):**

Central       East County       North County       South County

**Other:**

1. Reporters must notify the court immediately if no longer providing the service, if 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 Appeals, 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.

I certify that I meet the minimum requirements set forth above, I understand the conditions set for removal from the List, and I have read, understand, and agree to abide by all requirements and qualifications included in the court's *Policy for Court-Approved List of Official Reporters Pro Tempore* (SDSC Form #ADM-313). I acknowledge that any material omission or misrepresentation of my qualifications may result in removal from the court-approved list of official reporters pro tempore.

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

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

\_\_\_\_\_  
Signature