



## SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

### POLICY REGARDING NORMAL AVAILABILITY AND UNAVAILABILITY OF OFFICIAL COURT REPORTERS

Official court reporters are normally available in felony criminal cases and juvenile matters during regular court hours. Official court reporters are not normally available in civil, family, or probate matters with exceptions listed below.

- Family Law Matters: Official court reporters are not normally available in family law matters, with the exception of Family Support Division (FSD) matters and Contempt hearings.
- Probate Matters: Official court reporters are not normally available in probate matters with the exception of Conservatorship Appointment hearings.

The San Diego Superior Court provides electronic recording services in infraction and misdemeanor proceedings. The court may electronically record limited civil proceedings, including unlawful detainers, collections, and small claims, *if* recording equipment is available.

**Parties may privately arrange for the appointment of a court-approved official court reporter pro tempore without a stipulation for civil, family, and probate matters.** A list of court-approved certified shorthand reporters (SDSC Form #ADM-321), including names and contact information, who can be privately arranged and appointed as an official court reporter pro tempore without stipulation of the parties, is posted on the court's website. Also posted on the website are the policies for court reporters to be approved for the list (SDSC Form #ADM-313), and for arranging for the appointment of a reporter (SDSC Form #ADM-315).

**Parties may privately arrange for the appointment of a reporter not on the court-approved list, by stipulation and order for civil, family, and probate matters.** Parties may, by stipulation, arrange for the appointment of a certified shorthand reporter who is not on the court-approved list to serve in a proceeding as an official court reporter pro tempore where an official court reporter is not normally available. The court's policy for arranging for a reporter who either is or is not on the court-approved list (SDSC Form #ADM-315), and other necessary forms and information, can be found on the court's website.

**Parties, including those with fee waivers, are responsible for all fees and costs related to court reporter services arranged under the foregoing provisions.**

**The reporting notes of all certified shorthand reporters are the official records of the court and shall be kept by the reporter taking the notes in a place designated by the court, or, upon order of the court, delivered to the clerk of the court (Gov. Code § 69955(a)). The court's policy for providing the court with electronic notes (SDSC Form #ADM-319) is posted on the court's website.**

**All forms, policies, and additional information can be found on the court's website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov).**