



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE**

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**INDEPENDENT CONTRACT COURT REPORTER**

**CONTRACT  
DESCRIPTION  
POSITION  
LOCATION:**

Riverside Superior Court is seeking qualified independent contract reporters. The services of independent contract reporters are needed at all court locations in Riverside County. Contract reporters are scheduled based upon the daily needs of the Court.

**SUMMARY OF  
WORK:**

Independent contract reporters attend sessions of the Court as assigned; compile a verbatim official record of all courtroom proceedings in machine shorthand; read back previously spoken testimony to judges, counsel, witnesses and jurors; utilize computer-aided or manual transcription to prepare transcripts in accordance with prescribed formats and deadlines; and certify final transcripts. Realtime skills are highly desirable.

**CONTRACT  
REQUIREMENTS:**

Possession of a Certified Shorthand Reporter (CSR) certificate issued by the California Department of Consumer Affairs Court Reporter Board. Reporters are responsible for providing their own court reporting and transcription equipment.

**HOW TO APPLY:**

Interested reporters must submit an [Independent Contract Court Reporter Application](#) with a copy of their current CSR license to the Court Reporting Supervisor by mail, fax or e-mail. If you are interested in working at more than one location, please indicate that on the form.

**WESTERN  
REGION:**

Karen Heggi, Court Reporter Supervisor  
Riverside Superior Court, 4100 Main Street, Riverside, CA 92501  
Phone: (951) 777-3766  
[Karen.Heggi@riverside.courts.ca.gov](mailto:Karen.Heggi@riverside.courts.ca.gov) or

**MID-COUNTY  
REGION:**

Darla Miller, Court Reporter Supervisor  
Riverside Superior Court, 30755-D Auld Rd., Murrieta, CA 92563  
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[Darla.Miller@riverside.courts.ca.gov](mailto:Darla.Miller@riverside.courts.ca.gov)