



SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE

**Court Administration  
Court Reporters  
#A.10.100.5  
Inclusion on the List of Official  
Reporters Pro Tempore**

Approved:

  
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Jason B. Galkin, Court Executive Officer

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**Purpose**

To establish and maintain a list of court-approved official reporters pro tempore whom litigants can retain without the need for a stipulation.

**Policy**

The court will establish and maintain a list of court-approved official reporters pro tempore who have met the requirements and qualifications set by the court, the List.

The List will be made available electronically to all judicial officers, courtrooms, and court business offices. The List will be publicly available on the court's Internet site.

Reporters included on the List may report hearings without a stipulation by the parties. However, the court must order the reporter appointed as an official reporter pro tempore for each proceeding reported.

Reporters approved to be on the List are not court employees. Approved official reporters pro tempore are not under contract to, or provided by the court. The court will periodically ensure that reporters on the List continue to meet the criteria for eligibility to remain on the List. However, the court will not evaluate or supervise the reporters, nor endorse any specific reporter on the List over any other reporter on the List.

**Responsibility of Parties**

The party or parties are responsible for making arrangements for reporters and solely responsible for the reporter's payment, scheduling, and presence at the proceeding.

The party or parties are not obligated to select a reporter from the List; it is provided as a courtesy to assist the parties.

### Requesting for Inclusion on the List

To request inclusion on the List, a reporter must submit the following:

- a. A completed, signed Court-Approved Official Reporters Pro Tempore Agreement. (Local Form RI-RE002)
- b. A copy of a current California Certified Shorthand Reporter (CSR) license.

### Minimum Requirements to be Placed on the List

- a. Reporters must have and maintain a valid, current CSR license and provide their CSR number.
- b. Be in good standing with the Court Reporters Board of California
- c. Reporters must agree to comply with the court's requirements regarding electronic archiving of each day's stenotype notes to the court's vendor (ACORN) within 48 hours of the date of the proceeding except in extenuating circumstances and as approved in advance by Court Reporter management.
- d. Reporters must provide and maintain current contact information and agree that such information may be released to the public in the manner the court chooses.
- e. Reporters must transcribe and prepare in proper form all requested transcripts, including appeals, in a timely manner. Payment for transcripts to be arranged by the part(ies).
- f. Reporters will be subject to the same rules, regulations and law as an official reporter. (Govt. Code §69941 et. seq.)
- g. Reporters must agree to inform the court and parties prior to the use of an audio recording device.
- h. Reporters must demonstrate compliance with appeal transcript production.
- i. Reporters must be available for read-back of notes within 30 minutes of the court's request.
- j. Reporters must inform the court at the time of the application if they provide realtime reporting and/or other litigation support services. The provision of realtime and/or other litigation support services must be in conformity with applicable department rules. This includes the ability and responsibility for providing the necessary equipment and configuring cables. The court does not provide technical support.

### Consideration

Requests to be included on the List may be, but are not required to be, considered every month. Incomplete requests will be returned and not processed. Including a reporter on the List is subject to the Court's sole discretion.

### Notification if No Longer Providing Services

Reporters must notify the court immediately if they no longer provide the service, or are no longer eligible for inclusion on the List.

### Updating Contact Information

Reporters must notify the court immediately if any of their contact information changes.

### Active Status and Removal from the List

To remain on the List, reporters must:

- a. Maintain current contact information with the court.
- b. Confirm their eligibility every 12 months and provide a copy of their current CSR license.
- c. Remain in good standing with the Court Reporters Board of California.

The court may, in its sole discretion, remove any reporter from the List at any time, and without cause, notice or explanation. This decision is final and is not subject to appeal.

Reporters must follow the initial request process to be included on the List after being removed.

The court will assess a reporter's eligibility to remain on the List periodically throughout the year. In its sole discretion, the court may 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, a 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.

All inquiries and requests for inclusion on the List should be directed to:  
[Courtreporterprotem@riverside.courts.ca.gov](mailto:Courtreporterprotem@riverside.courts.ca.gov)