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FILED
SUPERIOR COURT OF CALIFORNIA
COUNTY OF RIVERSIDE

DEC 30 2024

V. Magaña

SUPERIOR COURT OF CALIFORNIA
COUNTY OF RIVERSIDE

IN RE: COURT REPORTER AVAILABILITY
AND NON-AVAILABILITY

ORDER NO.: 2024-16

GENERAL ADMINISTRATIVE ORDER

Pursuant to California Rules of Court, rule 2.956, each trial court must adopt and post in the clerk's office a local policy enumerating the departments in which the services of official court reporters are normally available, and the departments in which the services of official court reporters are not normally available during regular court hours.

If the services of official court reporters are normally available in a department only for certain types of matters, those matters must be identified in policy.

IT IS HEREBY ORDERED:

Official court reporters are provided in felony criminal cases, juvenile, writ of habeas corpus matters, Lanterman-Petris-Short Act (LPS), and any other proceedings in which an official court reporter is mandated by law. At the court's discretion, court reporters may be provided when available. The Notice of Availability of Official Court Reporting Services identifies availability and unavailability of official court reporters for each department and is available on the court's website.

1 Official court reporters will not be available for infractions, small claims, limited civil
2 cases, unlimited civil, civil petitions, family law or probate cases. Official court reporters will
3 not be provided for hearings in the Appellate Division. A verbatim record in misdemeanor cases
4 is available if requested prior to the commencement of each hearing.

5 In civil cases, as defined in California Rules of Court rule 2.956(e)(1)¹, a party who has
6 received a fee waiver pursuant to California Rules of Court, rule 3.55 may request an official
7 court reporter pursuant to California Rules of Court rule 2.956(b)(3) at least 10 calendar days
8 prior to a trial or hearing by submitting Judicial Council Form FW-020. The court, for good
9 cause, may shorten or waive the 10-day requirement. The clerk will notify the party as soon as
10 possible if no official court reporter will be available. Given the general unavailability of official
11 court reporters, final notice of the availability of a court reporter may not be known until the day
of the hearing.

12 The Riverside County Superior Court provides electronic recording services for traffic
13 court trials and in unlawful detainer proceedings. If an official reporter is unavailable to report
14 an action or proceeding, the court may order electronic recording if allowed by Government
15 Code § 69957(a).

16 A Court-Approved List of Official Reporters Pro Tempore (“List”) is posted on the
17 court’s website. The List includes names and contact information of reporters who may be
18 privately retained and appointed as official court reporters pro tempore without stipulation of the
19 parties. Alternatively, by stipulation, parties may privately retain a certified shorthand reporter
20 not on the List to serve in a proceeding as an official court reporter pro tempore where an official
court reporter is not available.

21 In addition to the List, the court will also post on its public website the Policy for
22 Inclusion on the List of Official Court Reporters Pro Tempore (“Policy for Inclusion on the
23 List”). Parties will be responsible for all fees and costs related to pro tempore court reporter
24 services arranged under the foregoing provisions. (Cal. Rules of Court, rule 2.956(c).)

25 The reporting notes of all certified shorthand reporters, including reporters who are
26 privately retained, are the official records of the court and shall be kept by the reporter taking

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¹ Civil cases include all matters other than criminal and juvenile matters.

1 the notes in a place designated by the court, or, upon order of the court, delivered to the clerk of
2 the court. (Gov. Code, § 69955(a).) The court’s policy for providing the court with electronic
3 notes will be posted on the court’s website. It is the court’s expectation that court reporters will
4 provide realtime reporting services upon request.

5 This policy supersedes the court’s General Administrative Order No. 2024-8, entitled
6 Court Reporter Availability and Non-Availability dated January 12, 2024.

7 All forms, policies, and additional information is available on the court’s website at
8 www.riverside.courts.ca.gov/divisions/court-reporter-info

9 This order is effective as of January 27, 2025.

10 **IT IS SO ORDERED.**

11 Date: Dec. 27, 2024

12 
13 JUDITH C. CLARK
14 Presiding Judge