



COURT-APPROVED OFFICIAL REPORTER PRO TEMPORE AGREEMENT

I hereby request that my name and contact information be included on the Riverside County Superior Court's Court-Approved Official Reporters Pro Tempore List ("List").

I understand the minimum requirements that must be met to be included on the list are:

- 1. Have a current Certified Shorthand Reporter (CSR) License.
2. Be in good standing with the Court Reporters Board of California.
3. Comply with Government Code 69955 requirements to upload untranslated steno files to ACORN within 48 hours of the date of the proceedings...
4. Provide and maintain current contact information...
5. Agree to transcribe and prepare in proper form all requested transcripts...
6. Agree that I am subject to the same rules, regulations and law as an official reporter.
7. Agree to inform the court and parties prior to the use of an audio recording device.
8. Have demonstrated compliant appeal transcript production.
9. Be available for read-back of notes within 30 minutes of the court's request.
10. Provide realtime reporting upon request...

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

\*Name: \_\_\_\_\_ \*Tel. No.: \_\_\_\_\_
Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_
City, State, Zip Code: \_\_\_\_\_
\*Email: \_\_\_\_\_ Website: \_\_\_\_\_
\*CSR License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
\*CAT Software: \_\_\_\_\_ \*Realtime: [ ] Yes [ ] No

Ability to work at the following courthouses (*check all that apply*):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Blythe                 | <input type="checkbox"/> Corona                 | <input type="checkbox"/> Indio – Larson Justice Center       |
| <input type="checkbox"/> Menifee Justice Center | <input type="checkbox"/> Moreno Valley          | <input type="checkbox"/> Murrieta – Southwest Justice Center |
| <input type="checkbox"/> Palm Springs           | <input type="checkbox"/> Riverside – Family Law | <input type="checkbox"/> Riverside – Historic Courthouse     |

Other conditions:

1. Reporters must appear in person. Reporters must notify the court immediately if they are no longer providing the service, are 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 Appeal, and the maintenance of a CSR license.
3. Fees for reporting services, including appearance, transcript, and realtime fees will be the responsibility of the parties and will not be charged to the court.
4. Current Riverside County Superior Court employees are not eligible to be on the List.
5. The court may in its sole discretion remove any reporter from the List with or without cause.

I certify that I meet the minimum requirements set forth above, I accept the other conditions stated above, and I have read, understand, and agree to abide by all requirements and qualifications included in the court's Policy for Inclusion on the List of Official Reporters Pro Tempore. I acknowledge that any material omission or misrepresentation of my qualifications may result in removal from the List.

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

\_\_\_\_\_  
(TYPE OR PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)