



Superior Court of California County of Ventura Court-Approved Official Reporter Pro Tempore Application and Agreement

Please return this completed Application and Agreement to:

Ventura Superior Court
Attn: Court Reporter Manager
800 S. Victoria Avenue
Ventura, CA 93009

I hereby request that my name and contact information be included on the Ventura 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 to:

1. Possess a current Certified Shorthand Reporter (CSR) License.
2. Be in good standing with the Court Reporters Board of California.
3. Comply with Government Code section 69955 requirements and the Ventura Superior Court *Procedure for Storage of Court Reporter Notes on ACORN* policy to upload steno and audio files weekly.
4. Provide and maintain current contact information and agree that such information can be released to the public in any manner the court chooses.
5. Agree to transcribe and prepare in proper form all requested transcripts, including appeals, in a timely manner (YesLaw Software is required for appeals).
6. Agree that I am subject to the same rules, regulations and law as an official reporter (Gov't Code §69941 et seq.)
7. Be available for read-back of notes within the time directed by the bench officer.
8. Have the ability and responsibility for providing and configuring cables. The court does not provide technical support and is not responsible for lost or damaged equipment.

Other conditions:

1. Reporters must notify the court immediately if they are no longer providing court reporting 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 periodically throughout each year and will 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; 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 Ventura 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 included in the court's *Procedure for Approved List of Official Reporters Pro Tempore* and the court's *Procedure for Storage of Court Reporter Notes on ACORN*. I acknowledge that any material omission or misrepresentation of my qualifications may result in removal from the List.

Date _____

(Printed Name)

(Signature)

Contact Information for the List: (*Required Information)

Name* _____

Telephone Number* _____

Address _____

Email* _____

Website _____

CSR License Number* _____

Expiration Date* _____

FOR COURT USE ONLY

This agreement was reviewed and approved by the Court Representative below.

Name: _____ **Title:** _____

Signature: _____

Date: _____