ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) Telephone Number ATTORNEY FOR (Name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA ☐ 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 ☐ 4353 VINEYARD AVE, OXNARD, CA 93036 ☐ 3855-F ALAMO STREET, SIMI VALLEY, CA 93063	
PLAINTIFF/PETITIONER DEFENDANT/RESPONDENT	
IN THE MATTER OF:	
AGREEMENT AND ORDER RE APPOINTMENT OF OFFICIAL REPORTER PRO TEMPORE	CASE NUMBER:

AGREEMENT AND ORDER

I, _____, CSR # _____ do hereby declare that by signing this order, I agree:

- To comply with the statutes and rules applicable to Official Reporters Pro Tempore
- To transcribe and prepare in proper form all transcript requests, including appeals, in a timely manner
- To be available for read back of notes
- To supply an electronic copy of my notes to the Court for archival to **courtreporting@ventura.courts.ca.gov**
- To maintain current contact information with the Court Reporting Services Office of the Court at **courtreporting@ventura.courts.ca.gov**

ADDRESS:

PHONE:

E-MAIL:

- That all fees for reporting services will be the responsibility of the parties and will not be charged to the Court
- That I am not currently an employee of the Court

Date:_____ Signature:_____

ORDER APPOINTING OFFICIAL REPORTER PRO TEMPORE

Pursuant to Government Code §70044, the above-identified certified shorthand reporter is appointed as an Official Reporter Pro Tempore in these proceedings, and is ordered to comply with the terms of this agreement.

Good cause appearing therefore, it is so ordered.

Date: _____ Signature:_____
Judicial Officer