



SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN
COURT-APPROVED OFFICIAL REPORTER PRO TEMPORE
AGREEMENT

I, the undersigned, hereby request that my name and contact information be included on the Kern County Superior Court's *Court-Approved Official Reporters Pro Tempore List* (KCSC Form #1125). I understand that if my name is included on the *Official Reporters Pro Tempore List* (KCSC Form #1125), I will not be an employee of the Court and that I will need to make independent arrangements for all fees for reporting services, including appearance and real-time fees with the party or parties who arrange for the reporter services.

Minimum Requirements:

1. A current Certified Shorthand Reporter (CSR) License.
2. Be in good standing with the Court Reporters Board of California.
3. Comply with the court's requirements regarding electronic archiving of notes as set forth in the *Official Reporter Pro Tempore Electronic Notes Upload/Archiving Policy* (KCSC Policy #CtSup-2013-1C), including uploading each day's stenotype notes to the court's vendor (ACORN) by 1:30 p.m. the next business day, or in the case of illness or emergency, as soon as practicable thereafter.
4. Provide to and maintain current contact information with the court, through the Court Services Coordinator and agree that such information can be released to the public in the manner the court chooses.
5. Will comply with statutes and rules applicable to official reporters pro tempore, including the duty to prepare transcripts, both trial and appellate, timely and in the proper form.
6. Be available for read-back of notes (within 30 minutes).
7. Has the capability and equipment to provide real-time services.
8. Has not been delinquent in providing a transcript within the last six months.
9. Will follow directions from the court and be subject to the jurisdiction of the court to the same extent as an official reporter.

Conditions for Removal:

Failure to comply with the *Official Reporter Pro Tempore Policy* may result in removal from the *Court-Approved Official Reporters Pro Tempore List*

Contact Information for List: (*Required Information)

*Name: _____ *Tel. No.: _____
 Address: _____ Fax No.: _____
 City, State, Zip Code: _____
 *E-mail: _____ Website: _____
 *CSR License No.: _____ *CAT software: _____

Available to work at the following divisions (check all that apply)

Metropolitan East Kern North Kern South Kern

Other:

1. Reporters must notify the court immediately if no longer providing the service, if no longer eligible for inclusion on the List, or of any 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 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, review of sanctions or Order to Show Cause hearings, the timeliness of transcripts provided to the Court of Appeals, and standing with the Court Reporters Board of California.

I certify that I meet the minimum requirements set forth above. I understand the conditions set for removal from the List, and I have read, understand, and agree to abide by all requirements and qualifications included in the court's *Official Reporter Pro Tempore Policy* (KCSC Form #CtSup-2013-1A). I acknowledge that any material omission or misrepresentation of my qualifications shall result in removal from the court-approved list of official reporters pro tempore.

Date: _____

Signature