

NAME, ADDRESS, AND TELEPHONE NUMBER OF PARTY WITHOUT ATTORNEY	STATE BAR NO.:	<i>FOR COURT USE ONLY</i>
ATTORNEY FOR: <i>(Name)</i> :		
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CLARA</b>		
STREET ADDRESS		
MAILING ADDRESS: 191 North First Street		
CITY AND ZIP CODE: San José, California 95113		
BRANCH NAME:		
PLAINTIFF:		
DEFENDANT:		
<b>REQUEST FOR APPOINTMENT OF OFFICIAL REPORTER PRO TEMPORE</b>		CASE NUMBER:

Hearing/Trial Date: \_\_\_\_\_ Department *(if known)*: \_\_\_\_\_

**1. Reporter Information**

Name: \_\_\_\_\_ License No.: \_\_\_\_\_  
(PRINT)

Business Address: \_\_\_\_\_  
STREET CITY ZIP CODE

Email Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**2. Court Reporter Agreement**

I, \_\_\_\_\_, accept this appointment as an official reporter pro tempore in this matter and confirm and agree that:

- (1) I have a valid and current California Certified Shorthand Reporter License and I am in good standing with the Court Reporters Board of California;
- (2) I am not a current full-time employee of the court and appointment as an official reporter pro tempore will not interfere with my obligation as a court employee;
- (3) I will provide current contact information with the court as directed by the Director of Court Services.
- (4) All fees for reporting services, including appearance, transcript and real-time fees, are the responsibility of the party or parties who arrange for the reporter services and may not be charged to the court;
- (5) I will comply with statutes and rules applicable to official reporter pro tempore, including the duty to timely prepare transcripts, including those for appeals, in the proper form;
- (6) I will demonstrate the highest standards of ethics and impartiality in the performance of my duties;
- (7) I will comply with the court's requirements regarding uploading electronic archiving of notes within 48 hours of the date of the proceedings except in extenuating circumstances and as approved in advance by the Director of Court Services, or making other arrangements if the only notes are in paper form;

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- (8) I will follow directions from the court and will be subject to the jurisdiction of the court to the same extent as an official reporter;
- (9) I will be available for read-back of notes taken during a jury trial within 30 minutes of the court's request;
- (10) If providing real-time reporting or other litigation support services (e.g. LiveNote), I am responsible for providing and connecting the necessary equipment. Instructions will be provided by the Director of Court Services;
- (11) I understand that I am solely responsible for ensuring that my equipment is functioning. I understand that the court is not responsible for assisting me with any technological challenges I may experience in the proceeding;
- (12) I understand that Code of Civil Procedure section 367.75 prohibits remote court reporting for trials.

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

**ORDER APPOINTING OFFICIAL REPORTER PRO TEMPORE**

Pursuant to Government Code Sections 68086 and 70044 and rule 2.956 the California Rules of Court and the signature of at least one of the appearing parties set forth on the pages following this order, the above identified Certified Shorthand Reporter is appointed as an official reporter pro tempore for these proceedings to be transcribed by the official reporter pro tempore and may be ordered to lodge a copy of the transcript with the Court.

**IT IS ORDERED.**

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Judicial Officer

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**Request for Appointment**

The parties or their counsel listed below request that the Court appoint an official reporter pro tempore as set forth in the Court Reporter Agreement and Order Appointing Official Reporter Pro Tempore herein.

Date: _____ Name: _____ (PRINT) Attorney for: _____ Signature _____
Date: _____ Name: _____ (PRINT) Attorney for: _____ Signature _____
Date: _____ Name: _____ (PRINT) Attorney for: _____ Signature _____
Date: _____ Name: _____ (PRINT) Attorney for: _____ Signature _____
Date: _____ Name: _____ (PRINT) Attorney for: _____ Signature _____
Date: _____ Name: _____ (PRINT) Attorney for: _____ Signature _____

Additional Stipulations are attached to this document.