

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar Number, and Address) State Bar No.	FOR COURT USE ONLY
TELEPHONE NO. FAX NO. (OPTIONAL)	
EMAIL ADDRESS (OPTIONAL)	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF LASSEN</b> 2610 Riverside Drive, Susanville, CA 96130	
PETITIONER / PLAINTIFF: RESPONDENT / 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 Operations Supervisor;
- (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 Operations Supervisor, or making other arrangements if the only notes are in paper form;

CASE NAME:	CASE NUMBER:
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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 trials within 30 minutes of the court's request;
- (10) If providing real-time reporting or other litigation support services, I am responsible for providing and connecting the necessary equipment.

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**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 SO ORDERED.**

DATED: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
**Judge of the Superior Court**

CASE NAME: _____	CASE NUMBER: _____
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**Request for Appointment**

The Parties or their counsel listed below request 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: _____		
Date: _____	Name: _____ (PRINT)	Attorney for: _____
Signature: _____		

Additional Stipulations are attached to this document.