

Los Angeles Superior Court

Pro Tempore Court Reporter Directory Petition

The Los Angeles Superior Court will use the information on this form to determine whether to include and/or retain a certified court reporter on its Court Reporter Directory ("Directory").

Minimum Requirements:

- Valid CSR License
- Demonstrated compliant appeal transcript production (See check box below)
- Absence of transcript delinquencies in the last six months of full-time employment with the Los Angeles Superior Court
- Electronic archiving with the Court of notes of each day's proceedings within 72 hours
- Absence of sanctions or fines from the Court Reporter Board
- All notes currently archived with the Court

Conditions for Removal from the list:

- Failure to maintain a valid CSR license
- Failure to timely file appeal transcripts
- Repeated failure to follow transcript format
- Transcript charges in excess of statutory rates
- Sanction(s) or fine(s) from the Court Reporter Board
- Failure to maintain current contact information with the Court
- Failure to communicate promptly with Court Reporter Services staff
- Failure to timely archive notes with the Court
- Other substandard conduct

Most recent appeal transcript filed on (date): _____ Case #: _____

Contact Information for Court's Website: (*Required Information)

*Name _____ *Phone _____
 Address _____ Fax _____
 City, State, ZIP _____
 *Email _____
 *CSR License No. _____ *Realtime: Yes No

Available to work at the following courthouses:

- | | |
|---|---|
| <input type="checkbox"/> Antelope Valley | <input type="checkbox"/> Norwalk |
| <input type="checkbox"/> Burbank | <input type="checkbox"/> Pasadena |
| <input type="checkbox"/> Central Civil West | <input type="checkbox"/> Pomona |
| <input type="checkbox"/> Chatsworth | <input type="checkbox"/> San Fernando |
| <input type="checkbox"/> Compton | <input type="checkbox"/> Santa Monica |
| <input type="checkbox"/> Glendale | <input type="checkbox"/> Stanley Mosk (Central Civil) |
| <input type="checkbox"/> Long Beach | <input type="checkbox"/> Torrance |
| | <input type="checkbox"/> Van Nuys |

Updates: Check box if updating or changing existing directory information

I certify that I meet the minimum requirements set forth above and acknowledge that any material omission or misrepresentation of my qualifications may result in removal from the directory.

Signature Date

| | |
|---|--------------|
| Office Use (Do not write below this point.) | |
| Processed by: | |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied | Date: |

Send form to: Court Reporter Services, Metropolitan Courthouse,
 1945 S. Hill Street, Room 801A, Los Angeles, CA 90007
Fax: (562) 753-0021 or email: courtreporterservices@lacourt.org Rev. 2.1.16