

**Superior Court of California
County of Solano**

Rule 18 – Court Reporters

18.1 POLICY REGARDING NORMAL AVAILABILITY AND UNAVAILABILITY OF COURT REPORTERS

A. POLICY REGARDING AVAILABILITY OF COURT REPORTERS

Effective February 1, 2022, official court reporters are normally available in all felony and juvenile proceedings, civil commitment and contempt proceedings, LPS conservatorships and trials, habeas corpus evidentiary proceedings, grand jury proceedings when requested by the district attorney, Family Law proceedings pursuant to Family Code, §§ 3042, 3410, 7892 and 9005 and any other proceeding in which an official court reporter is mandated by law.

Official court reporters are not normally available in all other civil, family and probate matters including pretrial proceedings, proceedings related to restraining orders, and court and jury trials. Official court reporters are not normally available in all Department of Child Support Services proceedings.

Infractions, misdemeanor, small claims and limited civil proceedings will be reported electronically as authorized by statute.

B. REQUESTS FOR OFFICIAL COURT REPORTER IN PROCEEDING NOT NORMALLY REPORTED

Due to the statewide shortage of court reporters, the court is unable to provide court reporters for matters in which the services of a reporter are not mandated by statute or precedent. Requests for reporters from litigants who do not have active fee waivers in cases in which reporters are not normally available will not be processed.

Individuals who are indigent and have a previously approved fee waiver may request a court reporter for proceedings in which reporters are not normally available and electronic reporting is not expressly authorized by statute. (*Jameson v Desta* (2018) 5 Cal.5th 594.) Persons with approved fee waivers may submit a request for a court reporter by filing Judicial Council Form FW 020 at least 10 calendar days prior to a hearing, or if the hearing is set in less than 10 calendar days, as soon as possible

C. PROCUREMENT OF PRIVATE REPORTER PRO TEMPORE

For matters in which the court does not normally provide an official court reporter, a party or parties may privately arrange for certified shorthand reporter services to serve as the official reporter pro tempore at the party's own expense pursuant to Government Code section 68086 and California Rules of Court, rule 2.956.

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There can only be one official record of court proceedings and only one reporter appointed by the court may report a court proceeding. (CCP, § 273; Govt. Code, §§ 66941, 70043, 70044.) When a party arranges for a reporter, the reporter must be appointed as an official reporter pro tempore before the hearing begins. Every reporter shall complete and sign the Request for Appointment of Official Reporter Pro Tempore (Form 3021- CV), unless a form 3021-CV for that reporter is already filed with the court in that case.

The party arranging for an official reporter pro tempore is responsible for paying the reporter's fees although the parties may arrange to share the fees. If the parties are unable to agree on a reporter, the court will select the reporter to be used.

A reporter appointed as a Reporter Pro Tempore shall agree to the following:

- (1) The reporter has a valid, current California Certified Shorthand Reporter License and is in good standing with the Court Reporters' Board of California.
- (2) The reporter will provide current contact information to the court.
- (3) All fees for reporting services, including appearance, transcript and real-time fees, are the responsibility of the party or parties who arranged for the reporter's services and may not be charged to the court.
- (4) The reporter will comply with statutes and rules applicable to official reporters pro tempore, including the duty to timely prepare transcripts, including those for appeals, in the proper form.
- (5) The reporter will comply with the court's requirements regarding uploading electronic archiving of notes to YesLaw, or a subsequent electronic database adopted by the court, within 48 hours of the date of the proceedings except in extenuating circumstances as approved by the Court Reporter Coordinator.
- (6) The reporter will follow directions from the court and will be subject to the jurisdiction of the court to the same extent as an official reporter.
- (7) The reporter will be available for read back of notes taken during a jury trial within 1 hour of the court's request.
- (8) If providing real-time reporting, the court reporter will furnish the necessary equipment.

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D. PROCEEDINGS WHICH HAVE BEEN ELECTRONICALLY RECORDED

In proceedings which have been electronically reported pursuant to statute or pursuant to a finding by the court that electronic recording is necessary to ensure due process, the court will not provide a reporter to transcribe any electronic recording.

(Rule 18.1 Adopted effective July 1, 2022; Amended effective July 1, 2023.)

18.2 COURT REPORTER TRANSCRIPTS

A. MINIMUM TRANSCRIPT FORMAT STANDARDS

A licensed Court Reporter or Pro Tem Reporter employed by the Superior Court of California, County of Solano, shall comply with the following transcript format standards when producing a transcript from a court proceeding:

- (1) There shall be no fewer than 28 typed text lines per page;
- (2) A full line of text shall be no less than 64 characters;
- (3) Font shall be Courier, 12 pt;
- (4) Each question and answer shall begin on a separate line;
- (5) Text shall begin at the closest point to the left margin (left margin is defined as the first character of a line text);
- (6) Q and A symbols shall appear within the first 3 spaces from the left-hand margin;
- (7) Beginning text shall appear 2 spaces after Q and A;
- (8) Carry-over Q and A lines shall begin at the left-hand margin;
- (9) Colloquy and paragraphed material shall begin no more than 7 spaces from the left-hand margin with carry-over colloquy to the left-hand margin;
- (10) Speaker identification and Q shall be on the same line; and,
- (11) There shall be no blank lines on the first page of the appearance drop- in/beginning paragraphs.

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Failure to comply with the standards, as noted above, constitutes grounds for corrective action, up to and including termination and filing a report with the Court Reporters Board of California.

(Subd. (a) adopted effective January 1, 2013.)

B. REQUESTS FOR TRANSCRIPTS

(1) Forms to be Submitted

Subject to the exceptions set forth below, all court reporter transcripts shall be requested by submitting a request for transcript form designated by the court. The form is available on the court’s website or in paper form at any clerk’s office.

The form is not required in the following circumstances:

- (a) In cases where automatic preparation of a transcript is mandated by law.
- (b) In civil cases where the transcript is being requested in connection with an appeal. All appellate transcript designations shall be done as directed by the applicable Judicial Council form(s) and California Rules of Court.

(2) Cost of Transcripts

- (a) Except as otherwise provided by law or by California Rules of Court:
 - 1. The party requesting a transcript is responsible for the costs associated with the preparation and printing of all transcripts requested by that party.
 - 2. If the proceeding has not previously been transcribed, a party’s transcript request shall automatically include preparation of one original transcript plus one copy. The original transcript shall be retained by the court.
- (b) A party who believes he or she is unable to afford some

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or all of his or her transcription costs may contact the Court Reporters Board of California concerning his or her eligibility for assistance from the Transcript Reimbursement Fund.

(3) Transcripts Requested by Non-Parties in Juvenile Matters

Any non-party requesting a reporter's transcript of a juvenile proceeding must file a *Petition for Disclosure* (Judicial Council form no. 570).

(Rule 18.2 amended effective July 1, 2022; adopted as Rule 17.2 effective January 1, 2013.)

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APPENDIX