Superior Court of California
County of Solano

Rule 18 – Court Reporters

18.1 POLICY REGARDING NORMAL AVAILABILITY AND UNAVAILABILITY OF COURT REPORTS

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

A party requesting an official court reporter in a matter in which an official reporter is not normally available must file and submit a timely request and make arrangements to satisfy the applicable fee or qualify for a fee waiver if one has not been previously approved. Due to the statewide shortage of court reporters and the duty to prioritize official reporters for proceedings in which reporting is mandated, the court may not be able to guarantee access or continuous access to an official court reporter without delay or interruption.

A party may request an official court reporter for any proceeding which is not normally reported and is not subject to electronic recording by filing a written request (Form 3020-CV) not less than 10 days before the hearing date, or at the time the hearing is set if less than 10 days. The form shall be filed with the court or emailed to the Court Reporter

Coordinator at reporterrequest@solano.courts.ca.gov. Any request submitted to the court shall additionally be immediately served on the opposing party. Untimely requests will not be processed.

Upon receipt of a written request for a court reporter in any civil, family or probate

matter, an official court reporter will be scheduled, subject to availability. For each proceeding lasting less than one hour, a fee of $30 shall be charged for the cost of the services of an official court reporter. For each proceeding lasting more than one hour, a fee equal to the actual cost of providing that service shall be charged per one-half day to the requesting party, on a pro rata basis for the services of an official court reporter on the first and each succeeding judicial day those services are provided. The fees do not apply to a litigant who has an active fee waiver on file.

If after a party requests the presence of an official court reporter it appears that none will be available, the court will notify the party as soon as possible.

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

C. PROCUREMENT OF PRIVATE REPORTER PRO TEMPORE

For matters in which the court does not normally provide an official court reporter, or in circumstances in which an official court reporter is not available despite a timely request (and no fee waiver is involved), 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.

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 who is not otherwise on a court-approved list of reporters pro tempore shall complete and sign the Request for Appointment of Official Reporter Pro Tempore (Form 3021-CV).

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 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.

(Adopted effective July 1, 2022.)

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.

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 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

NAME, ADDRESS, AND TELEPHONE NUMBER OF PARTY WITHOUT ATTORNEY STATE BAR NO.:	*FOR COURT USE ONLY*
ATTORNEY FOR: *(Name):*	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SOLANO STREET ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF:	
DEFENDANT:	
REQUEST FOR APPOINTMENT OF OFFICIAL REPORTER PRO TEMPORE	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 Court Reporter Coordinator;

(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 Court Reporter Coordinator, or making other arrangements if the only notes are in paper form;

CASE NAME:	CASE NUMBER:

(8) I will comply with the court's requirements regarding uploading of transcripts to YesLaw. Instructions are on the court's website;

(9) 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;

(10) I will be available for read-back of notes taken during a jury trial within 30 minutes of the court's request;

(11) If providing real-time reporting or other litigation support services, I am responsible for providing and connecting the necessary equipment. Instructions will be provided by the Court Reporter Coordinator.

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

CASE NAME:	CASE NUMBER:

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 _____

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

Signature _____

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

Signature _____

☐ Additional Stipulations are attached to this document.