

**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**

A party who has received a Fee Waiver pursuant to California Rules of Court Rule 3.55 may request an official court reporter pursuant to California Rules of Court Rule 2.956(b)(3) at least 10 calendar days prior to the hearing date by submitting Judicial Council Form FW-020, Request for Court Reporter by Party with Fee Waiver. The Court, for good cause, may shorten or waive the 10-day requirement. The clerk will notify the party as soon as possible if no official court reporter will be available.

Given the general unavailability of official court reporters, final notice of the availability of a court reporter may not be known until the day of the hearing.

The form shall be filed with the court or emailed to the Court Reporter Coordinator at [reporterrequest@solano.courts.ca.gov](mailto: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.

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

**Superior Court of California  
County of Solano**

**Rule 18 – Court Reporters**

**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.

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.

**Superior Court of California  
County of Solano**

**Rule 18 – Court Reporters**

(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

**Superior Court of California  
County of Solano**

**Rule 18 – Court Reporters**

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

**Superior Court of California  
County of Solano**

**Rule 18 – Court Reporters**

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.)*

**Superior Court of California  
County of Solano**

**Rule 18 – Court Reporters**

**APPENDIX**

NAME, ADDRESS, AND TELEPHONE NUMBER OF PARTY WITHOUT ATTORNEY	STATE BAR NO.:	FOR COURT USE ONLY
ATTORNEY FOR: <i>(Name)</i> :		
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SOLANO</b>		
STREET ADDRESS:		
CITY AND ZIP CODE:		
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 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:
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- (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:
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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 _____		
Date: _____	Name: _____ (PRINT)	Attorney for: _____
Signature _____		

Additional Stipulations are attached to this document.

**Superior Court of California  
County of Solano**

