



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO

OFFICIAL REPORTERS PRO TEMPORE FREQUENTLY ASKED QUESTIONS

Q. Who pays for privately-retained court reporters?

A. Payment for court reporting services for privately retained court reporters is the responsibility of the party(ies) arranging for the court reporter.

Q. How much do court reporters charge for their services?

A. The court does not monitor or oversee the private contractual arrangements that parties make with the court reporters who report proceedings. This applies regardless of whether the party contracts with a reporter from the *Court-Approved List of Official Reporters Pro Tempore* or from any independent source.

Q. What is the benefit of contracting with a reporter from the *Court-Approved List of Official Reporters Pro Tempore*?

A. Reporters appearing on the court-approved list have met certain requirements and minimum qualifications established by the court. In addition, reporters selected from this list can report hearings without the need for the parties to stipulate to the reporter.

Q. If a party contracts with a reporter who is on the *Court-Approved List of Official Reporters Pro Tempore*, does a *Stipulation and Appointment of Official Reporter Pro Tempore* need to be filed?

A. No, provided the reporter has a signed [Court-Approved Official Reporter Pro Tempore Agreement](#) on file with the Sacramento Superior Court Reporters Office.

Q. Does the *Stipulation and Appointment of Official Reporter Pro Tempore* need to be filed before the proceeding?

A. The [Stipulation and Appointment of Official Reporter Pro Tempore](#) (form CV/E-206) must be completed and signed by the reporter and turned in to the clerk before the proceeding begins so that time is not spent completing the form during valuable court time. If the reporter is not on the court-approved list, the parties must complete the stipulation portion of the form. Before the reporter can report, the judge must order him or her appointed as an official reporter pro tempore for the proceeding.

Q. Is a *Stipulation and Appointment of Official Reporter Pro Tempore* good for the duration of the case?

A. A [Stipulation and Appointment of Official Reporter Pro Tempore](#) is good for the duration of the case, as long as the same reporter is used.

Q. What if a party and/or attorney participates in the hearing via phone? May they orally stipulate to the court reporter?

A. Yes. Parties appearing through Court Call or otherwise by telephone may stipulate orally, which will be noted in the minutes.

- Q. How many reporters can report a hearing? What if the other parties in the case do not agree about who should be the court reporter at the hearing?**
- A. There can only be one official record of the proceedings ([Code of Civ. Proc §273](#); *Redwing v. Moncravie*, (1934) 138 Cal. App. 432, 434). Only one reporter will be allowed to report a court proceeding at any given time. The court expects parties to come to an agreement prior to the proceeding as to reporting services. If the parties cannot agree on a reporter, the judge will make the selection. Proceedings will not be delayed due to disagreement among the parties as to the selection of the court reporter.
- Q. How does a party order transcripts of the hearing?**
- A. Contact the court reporter who reported the hearing.
- Q. What if the party(ies) can't arrange for a court reporter to report the hearing?**
- A. Parties are expected to make arrangements for court reporters in advance of their hearings. Whether the parties will be allowed to continue a hearing in order to secure the appearance of a court reporter will be at the discretion of the judicial officer presiding over the matter.
- Q. What if the court reporter the party arranged for doesn't show up or is late?**
- A. Arranging for a court reporter is solely the responsibility of the parties, and back-up plans should be arranged. Whether the parties will be allowed to continue a hearing in order to secure the appearance of a court reporter will be at the discretion of the judicial officer presiding over the matter.
- Q. Will the court provide a reporter if the party doesn't have time to arrange for one?**
- A. No. If the case is one for which the court does not provide a reporter (see [Policy Regarding Normal Availability and Unavailability of Official Court Reporters](#)) it is the responsibility of the party(ies) to arrange for a reporter.
- Q. Does the court require that the reporter report in real-time?**
- A. The court does not require that reporters report in real-time; however, in most courtrooms, it is preferred.
- Q. Will the court provide technical support to the reporter to set up their equipment?**
- A. No. The court is not in a position to provide any technical support to reporters.
- Q. Will the reporter have access to power in the courtroom?**
- A. .The reporter may or may not have access to power in the courtroom, so reporters must be prepared to operate solely on battery power.