

NAME, ADDRESS, AND TELEPHONE NUMBER OF ATTORNEY OR PARTY WITHOUT ATTORNEY:	STATE BAR NUMBER	Reserved for Clerk's File Stamp
EMAIL ADDRESS (Optional) ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES		
COURTHOUSE ADDRESS:		
PLAINTIFF:		
DEFENDANT:		CASE NUMBER:
ORDER APPOINTING COURT APPROVED REPORTER AS OFFICIAL REPORTER PRO TEMPORE		

1. Reporter Information

Name: _____ License No: _____
(PRINT)

Bus. Address: _____ Telephone: _____
_____ E-mail: _____

2. Appeals Information

If an appeal is filed, I elect to receive notification of the Notice to Prepare Transcript on Appeal (Unlimited Civil) via:
_____ first class mail at the business address above.
_____ the email address above.

3. Court Reporter Agreement

By signing this agreement, and accepting this appointment as an official Court Reporter Pro Tempore in this matter, the reporter confirms and agrees: (1) to maintain a valid, current California Certified Shorthand Reporter License and maintain current contact information with the Court as directed by the Court's Director of Courtroom Support; (2) that appearance fees, including real time fees, are the responsibility of the party or parties who arranged the reporter service, and may not be charged to the Court; (3) to comply with statutes and rules applicable to official Court Reporters Pro Tempore, including the duty to timely prepare transcripts in the proper appellate form; (4) to upload/publish requested copy/copies of electronic appellate transcripts into the YesLaw Repository – Civil Appeals; (5) to deliver paper copy/copies of appellate transcripts to the Civil Appeals Unit if requested; (6) to archive reporting notes of court proceedings in the Archival Court Reporter Notes (ACORN) electronic storage system as the designated repository established by the Court; (7) to follow directions from the Court, and to be subject to the jurisdiction of the Court to the same extent as an official reporter; (8) to be available to read notes back to the jury if serving during a jury trial.

Date: _____ Signature: _____

SHORT TITLE:	CASE NUMBER:
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Order Appointing Court Reporter Pro Tempore

Pursuant to Government Code sections 68086, 70044, and California Rules of Court, rule 2.956, the above identified Certified Shorthand Reporter is appointed as an official Court Reporter Pro Tempore in these proceedings and is ordered to comply with the terms of the Court Reporter Agreement set forth above. Any party who orders proceedings transcribed by the official Court Reporter Pro Tempore may be ordered to lodge a copy of the transcript with the Court.

Good Cause Appearing, IT IS SO ORDERED

Date: _____

Judicial Officer