



COURT REPORTERS BOARD OF CALIFORNIA

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GUIDELINES FOR USING PAPERLESS WRITERS

The Court Reporters Board of California has reviewed numerous requests for the use of “paperless” writers for the state Certified Shorthand Reporters examination. The Board has determined that the use of these machines mirrors the profession in the daily work life of some officials and freelance reporters. With the appropriate safeguards in place, paperless writers pose no threat to the security of the state CSR examination.

Basic details:

- Candidates are responsible to bring their own equipment.
- Candidates are personally responsible for the functioning, or failing to function, of their machine.
- The Board is not responsible for machine failure and will not provide backup equipment or additional test time in the case of machine failure.
- Two power outlets are provided during transcription. If you need more outlets, you will need to bring your own power strip.
- Candidates **MUST** disable any audio recording.
- Candidates **MUST** provide steno notes with their printed transcript. If you do not provide your steno notes, your transcript will **NOT** be graded. If you pass the dictation exam your notes will be compared to your transcript. The notes can either be on paper or on a CD, **NO** floppy disks. The notes saved on the CD **MUST** be in pdf or text file. We recommend you print your notes; the Board is not responsible if your disk cannot be read. If your disk cannot be read, your transcript will **NOT** be graded.
- Upon completion of the exam, candidates are responsible for clearing all forms of backup memory on their writer and computer. This must be done in the supervision of a proctor.

I have read and agreed to the above information and, in addition, understand that I am personally responsible for the functioning and security of equipment brought to the state CSR examination, and that the Board does not provide equipment or additional test time for any machine malfunctions.

Print Name

Signature

Date