

COURT REPORTERS BOARD OF CALIFORNIA

2535 Capitol Oaks Drive, Suite 230

Sacramento, CA 95833

Phone (916) 263-3660 / Toll Free: 1-877-327-5272

Fax (916) 263-3664 / www.courtreportersboard.ca.gov**TRANSCRIPT REIMBURSEMENT FUND GUIDELINES**

The Transcript Reimbursement Fund (TRF) was established by the legislature in 1981 and is funded through the Certified Shorthand Reporters annual license renewal fees. The purpose of the TRF is to provide transcript reimbursement costs to indigent litigants. There are certain criteria to determine eligibility. These Guidelines should clarify those criteria.

If you would like to review the code sections related to each criteria, you may access the language through the links provided. If you would like to review the relevant TRF codes in their entirety, you may access them through a link provided for you at the end of this document. In addition, sample invoices/and letters may be obtained by requesting them through Julia.Miranda-Bursell@dca.ca.gov.

Essentially, the criteria to qualify for reimbursement are:

- ❖ This office (Court Reporters Board) files everything pertaining to TRF by case name. Please identify correct and complete case names on all correspondence pertaining to TRF.
- ❖ The litigant must be indigent; that is:
 - (a) A person whose income is 125 percent or less of the current poverty threshold established by the Office of Management and Budget of the United States.
 - (b) A person who is eligible for supplemental security income.
 - (c) A person who is eligible for, or receiving, free services under the Older Americans Act or the Developmentally Disabled Assistance Act.
 - (d) A person whose income is 75 percent or less of the maximum level of income for lower income households as defined in Section 50079.5 of the Health and Safety Code, for purposes of a program that provides legal assistance by an attorney in private practice on a pro bono basis. Business & Professions Code (B&P), section [8030.4.\(f\)](#).
- ❖ The litigant must be represented by legal counsel. Persons representing themselves at any stage of the case do not qualify. B&P section [8030.4.\(e\)](#), and B&P section [8030.4.\(n\)](#).
- ❖ The case cannot be fee generating. B&P section [8030.4.\(g\)](#).
- ❖ The applicant must be a qualified legal services project, qualified support center, other qualified project, or pro bono attorney. B&P [8030.4.\(e\)](#). If the applicant is a pro bono attorney, the case must have been referred to that attorney by a qualified legal services project, qualified support center, or other qualified project, or the attorney must have been appointed by the court. B&P sections [8030.4.\(d\)](#), and B&P section [8030.8.\(c\)](#).
- ❖ The applicant must certify to refund the full amount of all reimbursements from the TRF from any award of court costs or attorneys' fees. B&P section [8030.2.\(e\)](#).

- ❖ The applicant or the certified shorthand reporter, whichever one is reimbursed by the TRF, must notify the court of such payment and that if any costs are awarded, the TRF must be repaid. B&P section [8030.6\(d\)](#).
- ❖ The TRF pays for transcripts - original and one copy, or where appropriate, a copy, - of court or deposition proceedings. Expedited fees are also covered. B&P section [8030.6](#).
- ❖ Reporters' invoices must contain a breakdown of costs.

Review the entire code relative to TRF: [B&P Code sections 8030.2. through 8030.8.](#)