



DEPARTMENT OF CONSUMER AFFAIRS

**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

****REVISED******MEETING OF THE COURT REPORTERS BOARD**

**Friday, May 9, 2025
9:00 a.m. to close of business**

The Court Reporters Board will hold a public meeting in-person and via a WebEx platform.

**Department of Consumer Affairs
Ruby Room (Room Change Only)
1747 North Market Boulevard
Sacramento, CA 95834**

Important Notices to the Public: The Court Reporters Board will hold a public meeting via a teleconference platform pursuant to Government Code, § [11123.2](#).

INSTRUCTIONS FOR PARTICIPATION: Please see the Webex Instructions posted on the Board's meeting calendar to observe and participate in the meeting using WebEx.

Members of the public may, but are not obligated to, provide their names or personal information when observing or participating in the meeting. When signing into the WebEx platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com.

If Joining by Computer:

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Webinar number: 2500 502 0218

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Audio conference: US Toll 1-415-655-0001

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To observe the meeting without making public comment (provided no unforeseen technical difficulties), please visit: thedcapage.blog/webcasts/

Please note the Board may ask members of the public to limit their comments to three minutes, unless, at the discretion of the Board, circumstances require a shorter period; the Board will advise when the three-minute time limit is approaching.



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MEETING OF THE COURT REPORTERS BOARD

Friday, May 9, 2025
9:00 a.m. to close of business

AGENDA

Board Members: Denise Tugade, Chair; Robin Sunkees, Vice Chair; Laura Brewer; Michael Dodge-Nam; Arteen Mnayan.

Action may be taken on any item on the agenda.

CALL TO ORDER, ROLL CALL AND ESTABLISHMENT OF A QUORUM – Denise Tugade, Chair

1. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA 5
 The Board may not discuss or take any action on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code, §§ [11125](#), [11125.7\(a\)](#)).
2. REVIEW AND POSSIBLE APPROVAL OF NOVEMBER 15, 2024, MEETING MINUTES 6
3. DEPARTMENT OF CONSUMER AFFAIRS UPDATE 23
4. REPORT OF THE EXECUTIVE OFFICER 24
 - 4.1 CRB Budget Report
 - 4.2 Transcript Reimbursement Fund
 - 4.3 Enforcement Activities
 - 4.4 License Exam
 - 4.5 Los Angeles Fire Victims Assistance
 - 4.6 Family Violence Appellate Project v. Superior Courts Cal. Supreme Court No. S288176
 - 4.7 Technology Modernization
5. LEGISLATION 40
 Discussion and possible action.
 - 5.1 [AB 479](#) (Tangipa) – Criminal procedure: vacatur relief.
 - 5.2 [AB 711](#) (Chen) – Civil Actions: shorthand reporters.
 - 5.3 [AB 742](#) (Elhawary) – Department of Consumer Affairs: licensing: applicants who are descendants of slaves.
 - 5.4 [AB 882](#) (Papan) – Electronic court reporting.
 - 5.5 [AB 1170](#) (Dixon) – Maintenance of the codes.

- 5.6 [AB 1189](#) (Lackey) – Court reporting: digital reporters and legal transcriptionists.
- 5.7 [AB 1298](#) (Harabedian) – Department of Consumer Affairs.
- 5.8 [SB 470](#) (Laird) – Bagley-Keene Open Meeting Act: teleconferencing.
- 5.9 [SB 806](#) (Dahle) – Department of Consumer Affairs.
- 5.10 [SB 861](#) (Ashby – Chair) – Committee on Business, Professions and Economic Development. Consumer affairs.

The Board may discuss other items of legislation not listed here in sufficient detail to determine whether such items should be on a future Board meeting agenda and/or whether to hold a special meeting of the Board to discuss such items pursuant to Government Code, § [11125.4](#).

6.	<u>REGULATIONS</u>	43
6.1	Title 16, Section 2472 – Disciplinary Guidelines Publication Text Discussion and possible action.	
6.2	Title 16, Section 2410 – Transcript Reimbursement Fund Application and Applicant Privacy Discussion and possible action.	
7.	<u>SKILLS EXAM GRADING POLICIES</u>	74
	Discussion and possible action on grading policies.	
8.	<u>SKILLS EXAM RECIPROCITY WITH RPR</u>	84
	Status update.	
9.	<u>COURT REPORTER WORKFORCE DEVELOPMENT AND PIPELINE</u>	85
	Discussion and possible action.	
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	Review and approval of updates to Best Practice Pointers 9, 15, 16, 17, and 18.	
11.	<u>2024-2028 STRATEGIC PLAN ACTION PLAN</u>	93
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	Discussion and possible action to schedule future meeting dates.	
14.	<u>CLOSED SESSION</u>	99
	Pursuant to Government Code, § 11126(c)(3) , the Board will convene into closed session as needed to discuss or act on disciplinary matters.	

ADJOURNMENT

Action may be taken on any item on the agenda. Items may be taken out of order or held over to a subsequent meeting, for convenience, to accommodate speakers, or to maintain a quorum. Meetings are open to the public except when specifically noticed otherwise, in accordance with the Open Meeting Act. Members of the public are not required to submit their name or other information to attend the meeting.

Please note the Board may ask members of the public to limit their comments to three minutes, unless, at the discretion of the Board, circumstances require a shorter period; the Board will advise when the three-minute time limit is approaching.

The meeting is accessible to the physically disabled. To request disability-related accommodations, contact the board using the information listed below. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

To receive a copy of the supporting documents for the items on the agenda, please contact the Board within 10 days of the meeting or visit the Board's Calendar under "Quick Hits" at www.courtreportersboard.ca.gov.

Contact Person: Paula Bruning
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COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 1 – Public Comment for Items Not on the Agenda

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Public members are encouraged to provide their name and organization (if any).

The Board may not discuss or take any action on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting.

COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 2 – Review and Approval of Meeting Minutes

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Agenda Description:

Review and approval of November 15, 2024, minutes

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Brief Summary:

The Board met on November 15, 2024, and minutes of that meeting are before the Board for consideration and approval.

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Support Documents:

Attachment – Draft minutes for November 15, 2024

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Fiscal Impact: None

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Recommended Board Action: Staff recommends the Board approve minutes.

Proposed Motion: I move approval (as amended) of the minutes of the November 15, 2024, meeting.



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**DRAFT**Attachment
Agenda Item 2**COURT REPORTERS BOARD OF CALIFORNIA
MINUTES OF OPEN SESSION
NOVEMBER 15, 2024**CALL TO ORDER

Ms. Denise Tugade, chair, called the meeting to order at 9:01 a.m. The public meeting was held at Department of Consumer Affairs, HQ2 Ruby Room, 1747 North Market Boulevard, Sacramento, CA 95834 and via a teleconference platform.

ROLL CALL

Board Members Present: Denise Tugade, Public Member, Chair
Robin Sunkees, Licensee Member, Vice Chair
Laura Brewer, Licensee Member
Michael Dodge-Nam, Public Member
Arteen Mnayan, Public Member

Staff Members Present: Yvonne K. Fenner, Executive Officer
Anthony Pane, Assistant Chief Counsel
Steven Vong, Regulations Counsel
Paula Bruning, Executive Analyst

Board staff established the presence of a quorum.

1. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Briana Lee, Canada-based steno student, requested the Court Reporters Board of California (CRB/Board) consider legislation to amend the approved professions under NAFTA (sic) to include court reporting. The amendment would authorize Canadian reporters to obtain a TN visa and work in the US easily and without considerable financial and time investments from US employers. The change would also help to alleviate the shortage in the US but also to help the diminishing demand for stenographers in Canada. Unfortunately, in Ontario, a lot of the reporting agencies are using digital reporters and courthouses are not allowing stenographers back into the courts. She proposed that CRB and the California Court Reporters Association (CCRA) combine their strength to pass legislation.

2. REVIEW AND APPROVAL JULY 12, 2024, MEETING MINUTES

Ms. Brewer provided amendments to the minutes.

Mr. Dodge-Nam moved to approve the minutes as amended. Mr. Mnayan seconded the motion. Ms. Tugade called for public comment. No comments were offered. A vote was conducted by roll call.

For: Ms. Brewer, Mr. Dodge-Nam, Mr. Mnayan, Ms. Sunkees, and Ms. Tugade

Opposed: None

Absent: None

Abstain: None

Recusal: None

MOTION CARRIED

3. DEPARTMENT OF CONSUMER AFFAIRS UPDATE

Yvonne Dorantes, Assistant Deputy Director of Board and Bureau Relations for the Department of Consumer Affairs (Department/DCA), provided a Department update.

Ms. Dorantes reported that DCA's Diversity, Equity, and Inclusion (DEI) Steering Committee met last month and elected Reji Varghese as chair, and Marlon McManus as vice chair. The combined years of experience and sincere commitment of both individuals assures the accomplishment of many DEI initiatives under their leadership.

DCA is updating its unconscious bias training to specifically focus on board members, their critical roles, and how unconscious bias can affect their decision-making authority. The annual board member training will be self-paced and available in DCA's online Learning Management System (LMS). The launch is anticipated to take place in early 2025. Board members and leaders are strongly encouraged to also take DCA's 20-minute online DEI training courses available in LMS. While the courses are not mandatory, they are useful to the instrumental leaders of the Department.

DCA is hosting a second live webinar on November 21, 2024, to share information about military licensing resources. During the webinar, attendees will learn about licensing resources available to members of the military and their spouses or domestic partners. The webinar will also feature a demonstration of DCA's Federal Professional License Portal and State Registration process, which was launched last fall, as well as a Q&A session. Webinar details and information will be available at www.dca.ca.gov/military.

The State's Department of Human Resources (CalHR) recently released an updated travel policy to align with the federal policies. Effective October 1, 2024, DCA will use the federal standard meals and incidental expense rates for in-state and out-of-state travel as well as the federal standard and non-standard reimbursement lodging rates.

DCA joined in two annual charitable campaigns: DCA's Annual Turkey Drive and the State's Our Promise Campaign. The Our Promise California State Employees Charitable campaign allows state employees, including board members, the opportunity to support the nonprofit causes they are passionate about through payroll giving or one-time donations. This year's campaign is led by Monica Vargas, deputy director of communications, and Karen Navarro, assistant deputy director of communications.

Ms. Tugade called for public comment. No comments were offered.

4. REPORT OF THE EXECUTIVE OFFICER

4.1 CRB Budget Report

Ms. Fenner provided a review of the Board's budget and referred the Board to page 25 of the Board agenda packet for the expenditure projections for Fiscal Month 3. She referred to the Board's overall fund condition on page 26 of the Board agenda packet. She indicated that transfers of \$200,000 to the Transcript Reimbursement Fund (TRF) were projected starting in Fiscal Years 2025/26.

In Fiscal Year 2027/28, the Months in Reserve is projected to approach the six-month threshold that stops transfers to the TRF. A close watch is being kept on the future projections in order to alert the Board to the need for a possible fee increase.

4.2 Transcript Reimbursement Fund

Ms. Bruning reported statistics for the first part of 2024/25 Fiscal Year. She stated that the TRF paid out more than \$55,000 for pro bono cases. She added that over \$19,000 was paid for pro per applicants with an additional \$38,000 in provisionally approved applications awaiting final invoices.

4.3 Enforcement Activities

Ms. Fenner referred to the final enforcement statistics for Fiscal Year 2023/2024 on pages 28-31 of the Board agenda packet. She added that statistics for the first quarter of the current Fiscal Year begin on Page 32 of the packet.

4.4 License Exam

Ms. Fenner indicated that the overall exam statistics began on page 36 of the Board agenda packet starting with the comparison of the steno and voice writer skills portion of the exam. The historical results for all three exams follow, beginning on page 37.

Ms. Tugade commented that the increasing numbers for voice writers have been wonderful to see. Mr. Dodge-Nam noted the pass rate had increased by 50 percent in one year. Ms. Brewer agreed that the consistent upward was really nice to see.

Ms Fenner reported the current testing cycle opened on November 1 and remains open until November 22. She stated that 172 applications for the exam were received of which 89 are first-timers. There are 76 voice writing candidates, 64 who are taking the test for the first time. She indicated that 22 of the voice writing candidates qualified for the exam with a CVR certificate.

At the time of the meeting, 103 voice writers had been licensed, of which nine are also steno writers.

Ms. Sunkees inquired if additional staffing was needed as the volume of applications increases. Ms. Fenner commented that staff is managing well even with the additional license types and influx of applications.

Stacy Gaskill, CSR, inquired if there was a way to obtain a list of just the 103 voice writers from the Board. Ms. Fenner responded that the developers for the new Connect database are working on a way to make that a searchable criterion.

4.5 Technology Modernization

Ms Fenner shared that the licensing and renewal portion of the data had been transferred to the new Connect system. Staff continue to work out problems and refine the process. Progress is being made to add the enforcement module.

5. LEGISLATION

Ms. Fenner provided a report regarding the bills the Board is tracking. Information pertaining to the bills could be found beginning on page 43 of the Board agenda packet.

5.1 AB 2269 (Flora) – This bill failed to pass out of committee.

5.2 AB 2862 (Gipson) – This bill failed to pass out of committee.

5.3 AB 3013 (Maienschein) – This bill was chaptered and establishes a one-year remote court reporting pilot project in 13 counties at the Superior Court level.

Ms. Brewer stated that funding to the participating counties for the technical aspects would be crucial to the success of the project. Ms. Fenner indicated that \$30 million was granted for the project but did not know how the funds would be allocated.

Mr. Dodge-Nam inquired if the Board had any involvement in the project. Ms. Fenner responded that the Board does not have any direct involvement, but she has been able to provide input and refer subject matter experts to Judicial Council staff for technical guidelines on items such as what will be needed in the courtroom.

Ms. Tugade called for public comment on this agenda item.

Dolores Rene Wood spoke in support of the project for officials covering multiple courtrooms remotely throughout a day from one room at the court or offsite.

Ana Costa asked where to find a list of courts that will be participating in the project. Ms. Fenner referred her to the language of the bill.

5.4 AB 3252 (Berman and Ashby) – This is the Board's sunset bill and was discussed during Agenda Item 6.

6. SUNSET REVIEW

Ms. Fenner thanked Assemblymember Berman and Senator Ashby for authoring the Board's sunset bill, which was chaptered on September 25, 2025. The bill extends the Board until January 1, 2029, along with five additional items of note that become effective January 1, 2025:

First, CSRs will be required to state their full name and license number at the beginning of any proceeding. If an official is reporting multiple proceedings, they are required to provide their name and license number to the clerk before the first one.

Second, the term “voice writer” was added to the list of terms to be used by CSRs only.

Third, holders of the CVR and/or CVR-S certificates will not need to take the California skills exam. They will have three years to pass the two written tests, English and Professional Practice, to obtain their CSR license.

Fourth, the percentage required to pass the skills exam was reduced from 97.5% to 95% accuracy.

Last, CSRs will be required to provide an email address that the Board can share with the public.

Ms. Tugade called for public comment on this agenda item.

Ms. Wood inquired if a name plate would be sufficient for an official reporter including name and license number. Ms. Fenner indicated that officials covering multiple proceedings may provide their name and license number to the clerk in lieu of stating it for each proceeding.

Heather Williams inquired if there would be something on the Board’s website offering guidance to those who qualify by CVR certification prior to the January 1 effective date.

7. REGULATIONS

Mr. Vong updated the Board on its three rulemaking packages. Information was also included starting on page 45 of the Board agenda packet.

7.1 Title 16, Section 2420, 2422, and 2473 – Examination Results & Transcript Format

Mr. Vong reported that the Board last approved responses to comments at its July 2024 meeting, after which Board staff submitted the regulations package to the Office of Administrative Law (OAL). The package was approved on September 11, 2024, by OAL and go into effect January 1, 2025. The amendments include the repeal of examinees’ ability to request inspection of exam transcripts due to exam security as well as updating transcript format standards. He thanked the Board members and staff for their thorough review and consideration. No further Board action is necessary.

7.2 Title 16, Section 2401-2481 – Various Section 100 Proposed Language

Mr. Vong indicated that Board staff reviewed the Board’s regulations for potential updates that are non-substantive such as repealed statutes or grammatical updates. These types of changes do not need to go through the Administrative Procedure Act (APA) because they do not materially alter any requirement, right, responsibility, condition, prescription, or other regulatory element of any California Code of Regulation provision. OAL’s deadline to review is November 26, 2024. No Board action is necessary.

7.3 Title 16, Section 2472 – Disciplinary Guidelines Publication Text

Mr. Vong stated that this regulation section sets forth recommended discipline for violations of the Board's statutes and regulations. The guidelines were last updated through OAL in 1989. In 2020 the Board voted to approve an update; however, Board staff and legal re-reviewed the language and found that it needed substantive updates, such as adding a "Model Orders" section. He referred to the proposed text changes to the CCR as Attachment 2 of Agenda Item 7.3. The guidelines to be repealed were included as Attachment 3. He requested the Board review and approve the draft regulatory language and instruct staff to proceed with the rulemaking process.

Ms. Brewer provided grammatical and format amendments to the proposed Disciplinary and Denial Guidelines document starting on page 47 of the Board agenda packet.

Mr. Dodge-Nam moved to rescind the Board's previous May 21, 2020, motion and approve the newly proposed regulatory text as amended and changes to CCR section 2472 as provided in the materials and direct staff to submit all approved text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review. If no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulations for section 2472 as noticed. Ms. Sunkees seconded the motion. Ms. Tugade called for public comment. No comments were offered. A vote was conducted by roll call.

For: Ms. Brewer, Mr. Dodge-Nam, Mr. Mnayan, Ms. Sunkees, and Ms. Tugade

Opposed: None

Absent: None

Abstain: None

Recusal: None

MOTION CARRIED

The Board took a break at 10:10 a.m. and returned to open session at 10:26 a.m. Board staff established the presence of a quorum by roll call.

8. SKILLS EXAM FORMAT CHANGE

Ms. Fenner stated that the Board voted to change the format of the skills exam at its April 2024 meeting from four-voice for 15 minutes at 200 wpm to the universal format of three five-minute tests: one at 180 wpm for literary, one at 200 wpm for jury charge, and one at 225 wpm for two-voice testimony. Subject matter experts would be needed to write the tests. Staff will assist in final word counts, pretesting, and recording the tests, but we will need assistance with the creation of the exams. Staff recommended the Board appoint a task force to achieve this.

She requested direction from the Board on whether the three parts of the skills exam would have to be passed in one sitting or if they could be passed over a specified period of time.

Ms. Brewer inquired how long a candidate would have to pass all three legs of the test. She stated that National Court Reporters Association (NCRA) allows its RPR candidates three years to pass all three portions. Ms. Fenner responded that candidates currently have three years to pass the dictation exam and the English and Professional Practice written exams. The new format would require three parts for dictation alone. Ms. Brewer recommend the Board use a three-year limit. She suggested the Board review its guidelines for grading and test writing to align with the revised testing format.

Ms. Tugade appointed Ms. Brewer to chair a task force to review the Board's grading guidelines and to develop skills exams in the new format. She appointed Ms. Sunkees as a member of the task force.

Mr. Dodge-Nam moved to allow candidates to pass the three portions of the skills test over the same three years they must pass the entire exam. Ms. Sunkees seconded the motion. Ms. Tugade called for public comment.

Heatherlynn Gonzalez, CSR, spoke in support of the motion. She offered her assistance in developing new exams.

Michelle Caldwell, CCRA president, expressed interest in having a CCRA representative as part of the task force.

Stephanie Leslie, president of the California Deposition Reporters Association (CalDRA), also asked to have an association representative join the task force. She requested affirmation that the pass rate for the dictation exam was decreasing to 95% accuracy effective January 1, 2025, but that the format was not yet changing. Ms. Tugade confirmed that the only change to the exam effective the beginning of the year is to the pass rate.

Ms. Wood echoed support of the motion and volunteered to help with the task force.

A vote was conducted by roll call.

For: Ms. Brewer, Mr. Dodge-Nam, Mr. Mnayan, Ms. Sunkees, and Ms. Tugade

Opposed: None

Absent: None

Abstain: None

Recusal: None

MOTION CARRIED

9. SKILLS EXAM RECIPROCITY WITH RPR

Ms. Fenner reported that the Board began exploring reciprocity with NCRA's RPR certification several years ago. The DCA Office of Professional Examination Services (OPES) performed an evaluation of the test and reported to the Board in 2021 that the RPR was deficient in its occupational analysis (OA). As such, the Board decided to defer

reciprocity until the deficiency could be cured. NCRA has recently reported that they are working on an updated OA and hope to have it completed early in the next year.

Ms. Brewer inquired if the Board and OPES were only looking at the skills portion of the RPR and if there was an abbreviated approval process since OPES had previously reviewed the exam. Ms. Fenner confirmed it is skills only and that she would work to ensure contracts were in place with OPES to help expedite the process.

Ms. Tugade called for public comment. No comments were offered.

10. EXPANDING COURT REPORTER TRAINING PROGRAMS AND RECRUITMENT

Ms. Fenner indicated that the Board received a letter from Assemblymember Kalra, chair of the Assembly Committee on Judiciary, offering help in working with California's community colleges to study how best to increase the availability of court reporter training programs. Additionally, Canada-based court reporting students have requested the Board amend the NAFTA-approved list of professions to include court reporting. As discussed during public comment, this would allow Canadians to work in the US as court reporters under the TN visa. Lastly, the Board received contact from Department of Rehabilitation (DOR) requesting collaboration to solve the shortage issue for court reporting as well as satisfy training for their clients. Staff would be setting up a meeting with DOR the following week. Since attracting people to the profession is part of the Board's strategic plan, she requested the Board discuss how it would like to proceed with the requests.

Ms. Sunkees would like to see a discussion surrounding the NAFTA request as a future agenda item. Ms. Brewer added that a NAFTA agreement would allow US citizens to obtain the same type of visa to work in Canada.

Mr. Mnayan requested the Board obtain and consider more information as to the current supply and demand in California to ensure the Board does not do anything to cause an imbalance to the licensee population. Mr. Dodge-Nam agreed that a balance is needed so that the industry is not flooded with licensees; however, the Board has been addressing a shortage of reporters over the last several years. Although there is a positive trend in the number of individuals taking and passing the exam, the foremost duty is to ensure the required supply of reporter services is available to the consumers. Ms. Sunkees indicated that all California courts are hiring with incentives.

Ms. Brewer inquired if there were any barriers to Canadians to take the California licensing test. Ms. Fenner replied that they may qualify in the same manner as a US candidate.

Ms. Tugade directed the conversation to the offer from Chair Kalra. She believed it would bring positive attention to the efforts being made by the Board. She suggested the Board collaborate with its previous partners as well as workforce development boards and community colleges for more for recruitment.

Ms. Sunkees commented that a couple of adult schools in Southern California either have or are trying to form court reporting programs. She suggested trying to promote more adult school programs, which are nonprofit, throughout the state. She commented that Governor Newsom emphasized vocational training and career technical education as part of his master plan for career education. Ms. Tugade added that funding through the Labor and

Workforce Development Agency may also be available in line with the Board's charge and what the governor is seeking to do.

Mr. Dodge-Nam proposed the Board focus its efforts to increase availability of court reporter training programs to three areas: 1) overall awareness of existing programs; 2) access to funding and assistance with the admission process; and 3) supply/number of training programs. Ms. Tugade agreed.

Ms. Fenner suggested the Board prioritize its goals and determine if they want to assign work to staff or Board members to conduct research or to set up meetings. She stated that Board staff currently tracks schools to ensure they are teaching the curriculum set out in laws and regulations; however, the reviews are largely paper assessments. Site visits fell away during COVID and are time and cost prohibitive.

Ms. Tugade stated that once the Board determines its idea of priorities, they should follow up with Chair Kalra. An information hearing would be common, but there are many ways to engage. Mr. Mnayan volunteered to serve on brainstorming committee to help materialize ideas and create action items.

Ms. Fenner suggested that information regarding the court reporting profession be expanded to both consumers and to potential candidates about this lucrative field. The Board could access the services of the DCA Office of Public Affairs (OPA) to write and produce several different awareness campaigns from one initiative. Services from OPA are covered by the Board's pro rata fees.

Ms. Tugade inquired if staff was aware of the number of available seats or wait-lists in current programs. Ms. Fenner did not have specific numbers but shared that some associations work with schools on obtaining that specific data. Since it is time-consuming for the understaffed programs to compile the numbers, she suggested the Board try to share the load of updating the information with the associations. Mr. Dodge-Nam added that teaching opportunities could also be highlighted in an awareness campaign.

Ms. Sunkees shared that at least one large court has started an online program for its current employees to go to court reporting school. Other courts may be following that path. The program has wait-lists because it was modeled to teach a limited number of students.

Ms. Tugade brought up the issue of a lack of insight to DEI data for the Board's licensee base. There may be key demographics that might affect the kind of services being offered and who is being recruited. She suggested that working with Chair Kalra may be an option to explore, possibly for a legislative fix. Ms. Brewer proposed the Board add a voluntary option to its online renewal portal for collection of such data.

Mr. Dodge-Nam suggested that the Board explore with Chair Kalra any funding or scholarship options to incentivize potential students and schools to pursue a court reporting program. Ms. Brewer added that DOR may have funding for this but just had not previously focused on the court reporting profession.

Ms. Tugade called for public comment.

Ms. Williams commented that she found out about the voice writing profession and change to legislation through the Los Angeles Federation of Labor. She indicated that the Board may want to consider outreach through the various federations of labor throughout the state. She also suggested the Board poll applicants and recent licensees to inquire how they became familiar with the industry.

Sarah Wilson, court reporter from Canada, thanked the Board for considering recruitment through a change to the NAFTA-approved list of professions.

Ms. Leslie shared that CalDRA has been working with legislators to join the grassroots efforts across California and the rest of the country to raise awareness about the profession. She believed it to be working as there is a high demand for programs and schools are gathering wait-lists. She also shared that she has been working to educate community colleges about courses that were allegedly being offered in digital reporting and how title protection does not allow that term to be used. Some of such education led to interest by colleges in a legitimate court reporting program. Unfortunately, though, there are roadblocks to hiring teachers due to the requirement for certain degrees. She requested the Board look into eliminating the red tape so that retired and part-time court reporters could be readers or teachers for court reporting programs. Additionally, there is some ambiguity of the duration of court reporting school. Most community college programs have set time frames, but court reporting is very fluid, which is problematic for community colleges. She inquired if the Board could help carve out some allowances for flexibility on the duration for court reporting programs with the community college framework.

Meagan Heinloo, court reporter from Canada, echoed the comments of Ms. Wilson. She stated that there is a growing interest among Canadian reporters to work internationally.

Mr. Dodge-Nam cautioned the Board from driving too many students to programs that are already overflowing. He suggested the Board prioritize the supply of programs as its first step. Ms. Sunkees shared that there are national programs online that students may access, so that may be part of the awareness campaign for recruiting students to the field. Ms. Brewer added that sometimes the demand for space happens first, so the schools become aware of the need for a program.

Ms. Sunkees commented that a workaround for the credential requirement for the public school would be important so as not to impede court reporting programs from hiring readers for dictation classes. Ms. Tugade thanked Ms. Leslie for flagging the issue. She stated that the Board of Registered Nursing was able to get an exception for their teachers to use work experience toward their credentials due to the struggle of recruiting teachers. Ms. Brewer added that many CSRs are retiring and may want to segue into teaching.

Ms. Tugade thanked the public for their insightful comments.

11. BEST PRACTICE POINTERS TASK FORCE

Ms. Brewer reported that the task force met again on August 27, 2024, and completed the review of the current best practices. She thanked the task force members as well as staff and the public for their participation. She presented 10 revised Best Practice Pointers for review and approval. She requested one amendment to Best Practice Pointer 14.

Mr. Dodge-Nam thanked the task force and staff for their contributions to the great work on the publications. Ms. Sunkees expressed appreciation to Ms. Brewer's attention to detail. She added that Brooke Ryan and Mary Pierce were also invaluable members.

Ms. Brewer moved to approve as amended Best Practice Pointers 4, 5, 6, 7, 8, 10, 11, 12, 13, and 14. Seconded by Mr. Dodge-Nam. Ms. Tugade called for public comment.

Ms. Costa thanked the task force for their work on the practice pointers. She stated that she uses the publications as a resource for her codes and procedures students as well as her CSR exam review class. She asked when the revised best practices would be uploaded to the Board's website. Ms. Fenner responded that the pointers would next be sent to DCA Office of Publications, Design and Editing (PDE) for formatting before going to the website.

Ms. Caldwell thanked the task force on behalf of CCRA.

A vote was conducted by roll call.

For: Ms. Brewer, Mr. Dodge-Nam, Mr. Mnayan, Ms. Sunkees, and Ms. Tugade

Opposed: None

Absent: None

Abstain: None

Recusal: None

MOTION CARRIED

The Board took a break at 11:44 a.m. and returned to open session at 1:16 p.m. Board staff established the presence of a quorum by roll call.

12. 2024-2028 STRATEGIC PLAN

Ms. Fenner referred to the Action Plan Timeline starting on page 94 of the Board agenda packet. She indicated that the objectives were reordered into chronological target date order per the Board's request.

Ms. Sunkees requested that objective 4.7, update the Board's logo, get underway since licensure of voice writers had been going on for more than a year. Mr. Dodge-Nam inquired how the logo process worked. Ms. Fenner advised that the Board would connect with the DCA Office of Publications, Design and Editing.

Ms. Sunkees requested status of objectives 4.1 and 1.4. Ms. Fenner indicated that they had not yet been started. Objective 1.4, research reinstatement of lapsed license, would require research into whether a legislative change would be needed. Ms. Sunkees asserted that objective 1.6, continuing education, makes a better licensee and, therefore, should be pursued with the Legislature at least at every sunset review.

Mr. Dodge-Nam remarked that he is pleased with the progress made to the Board's top three objectives. He suggested the Board mark objective 1.3, assess feasibility of in-person testing, as complete. The Board has seen the budget, and it is apparent that there is no funding for in-person testing. Additionally, there is not anything that truly

demonstrates that in-person testing drives greater accessibility for candidates. The Board agreed.

Mr. Dodge-Nam suggested objective 4.1, increase Board's visibility, include the TRF and complaint process. He also proposed that it be part of the awareness efforts on expanding training programs in collaboration with OPA.

Ms. Tugade called for public comment.

Ms. Leslie request the Board consider removing from its strategic plan objective 2.2 regarding digital reporters.

13. EXPEDITED FEES FOR DEPOSITION TRANSCRIPTS

Ms. Fenner reported that the Board instructed staff in Fall 2023 to locate an author to change necessary laws to allow court reporters to charge expedited fees to all parties ordering a transcript. In discussions regarding a bill to clarify what a court reporter may charge the public, staff discovered such a change in statute would be better served coming from one or more of the trade associations. As a consumer protection agency, the Legislature tasks the Board to put forth legislation that benefits the public, even if it is contrary to the interests of the licensees.

Ms. Brewer stated that thorough discussions regarding the matter were covered over two meetings. She reiterated her stance that reporters must provide services equally to all parties and have a duty to treat them equally, which means that all parties must be charged equally. She added that fees for freelance reporters are not covered by statute.

Ms. Sunkees joined in Ms. Brewer's remarks, adding that consumers often request value-added service for which they are charged additional fees. The Board was presented with two options at its December 13, 2023, meeting: maintain position previously taken by Board or clarify by regulation or take the position that any party wanting the transcript on an expedited basis must each pay a fee. The Board voted to take the position that expedite fees can be charged to all parties and directed staff to update its website with the revised position. She cited California Code of Civil Procedure (CCP) 2025.510(a)-(d). She shared that she contacted the person who sponsored the language in 1986/87, who indicated the legislative intent of the law was to limit expedite fees, and there is nothing in law that indicates there can only be one expedite fee. She stated that the mission of Board is to protect consumer of reporting services. Taking a position that all parties ordering expedited delivery of the transcript may be charged for that value-added service ensures they are being treated fairly and equally and does not run afoul of CCP 2025.510. She . stated that the Board did not vote to pursue a legislative change and she did not wish to set freelance fees in Code.

Ms. Brewer added that the law's indication that the transcript must be made available to all parties at same time does not entitle them to receive it at no charge.

Mr. Dodge-Nam indicated that the Board relies on its legal counsel to provide interpretation of the law. He continued to have concerns about one side being able to pay additional fees for expedited transcripts and receive them sooner while the other side is unable to cover

the additional cost. There is potential harm to consumers trying to keep up with parties that have deeper pockets.

Ms. Brewer stated that the same argument could be made to other value-added services, such as real time. If both parties want it, both have to pay.

Ms. Tugade called for public comment.

Carly Savar agreed that court reporters should be able to charge an expedited fee to both sides, however, the judge in the Serrano case found that charging both parties was a form of double-dipping. She asked how the Board would handle a conflict between its guidance and the courts.

Mary Pierce thanked Ms. Brewer and Ms. Sunkees for their thorough comments. She agreed that value-added services are charged to all parties, not just to the first party to make the request. She did not believe the DCA legal opinion to be well grounded and saw no need to make any legislative changes.

Ms. Costa spoke in support of and reiterated the comments made by Ms. Pierce. She stated that court reporters need to be paid for impartially providing services to all parties.

Ms. Leslie indicated that she has been operating her agency since December 2023 based on the vote from that Board meeting. She also shared the information with colleagues. She requested any disciplinary action taken against any licensees since that vote be rescinded retroactively. She thanked Ms. Sunkees for obtaining the history on the Code.

Ms. Gaskill joined in Ms. Leslie's request to rescind disciplinary action.

Ms. Fenner clarified that no disciplinary action had been taken related to this issue since the December 2023 meeting.

The Board took a break at 2:02 p.m. and returned to open session at 2:18 p.m. Board staff established the presence of a quorum by roll call.

14. AI GENERATED DEPOSITION SUMMARIES

Ms. Fenner relayed that some court reporting firms had begun offering deposition summaries generated with artificial intelligence (AI). Board staff had received questions on CCR Title 16, Division 24, Article 8, section 2474 which prohibits a licensee from producing or assisting in the production of a deposition summary. Since part (a) defines a deposition summary as information dictated by an attorney and reported or transcribed by the court reporter at the conclusion of a deposition, staff does not consider the AI-generated deposition summaries to be a violation of the statute. If the Board finds it unclear, they may want to clarify the statute by updating the regulation.

Ms. Brewer stated that AI-generated summaries are new and, therefore, are not addressed in the Code. She referenced the NCRA website and did not find any information pertaining to this subject. She did not believe there was enough information to make a decision. She questioned if the summaries are customized depending on the party and if opposing parties are given notice of the request or order. She stated that the act of summarizing is trying to

draw the salient points from the deposition, which is an opinion regardless of how it is generated. She asserted that attorneys can purchase software to generate the summaries themselves.

Mr. Dodge-Nam commented that AI is not objective and is based on how it is programmed. He agreed that the summaries belong in the realm of the attorneys.

Ms. Sunkees agreed that more information is needed. If it is customized in any way, a new regulation may be needed to prohibit its use.

Ms. Tugade shared in the concerns raised. AI does not exist in a vacuum but is fed by algorithms. She added that the Legislature and DCA are moving toward technology-neutral language. In reference to the CCR, it did not make sense to create a way for reporters to provide the service in a different way by adding technology-specific language for AI summaries.

Mr. Mnayan expressed that he had used AI programs to summarize documents and found that they are not always accurate or consistent. He agreed that you get out of it what you feed into it. He stated that CCR 2474 specified that the definition of a deposition summary was information dictated by an attorney. Since AI is not an attorney, he cautioned the Board in deciding how to move forward.

Mr. Pane offered that the CCR 2474 language allows attorneys to have their hands in deposition summaries; however, court reporters cannot even assist with the summaries. That may include pressing a button for AI summaries. He believed more specificity for the regulatory language would be beneficial, possibly by outlining what court reporters cannot do.

Ms. Fenner stated she would research the questions raised regarding the input to the AI software and the parameters of the service to bring back to the Board.

Ms. Tugade called for public comment.

Ms. Gonzalez reported that generative AI takes everything that has learned before. This could mean that all previous depositions entered may help it decide what to choose from that deposition. This is problematic when a deposition agency enters all its confidential information from other depositions into the software.

Ms. Pierce stated that these summaries are already being offered by agencies. She expressed that she has so far taken the position that she is barred from providing them, which may cause her to lose clients. There are multiple platforms, including ChatGPT, SmartDepo, and Claude. Some firms have their own proprietary software. The summaries may be generic or customized by telling the platform to address questions. She requested the Board make an immediate ruling before the large firms drive her out of business.

Ms. Costa asserted that some reporting agencies are offering AI summaries without telling the court reporter. In other cases, they are requiring the reporter to accept the job which may include an AI summary. Some firms are using Zoom's AI notes feature to create a summary, bypassing the reporter all together. She requested the Board devise language

that clearly states to attorneys and the public that the court reporter transcript is the official record and that AI summaries are not impartial or appropriate.

Ms. Leslie spoke in support of the comments made by Ms. Pierce. She requested clarity from the Board on whether AI summaries are included in the prohibition of services set in the CCR 2474.

Ms. Wood shared that she is recently retired from the court and is conducting research to open a deposition firm. During her research, she found that there would be no way to compete with the reporting agencies owned by attorneys who offer lucrative deposition summaries. She stated that remote platforms and editing software use AI software. She suggested the Board put into regulation specific prompts that are allowed for AI summaries.

Shanna Gray, president of the Los Angeles County Court Reporters Association, indicated that her primary concerns on this issue are disclosure and privacy for the parties involved. There is a lot of personally identifiable information divulged on the record.

Ms. Pierce stated that some agencies are selling the summaries, and some are using them to incentivize clients to switch to their agency from the one following the law. She reiterated her request that the Board make a decision quickly to level the playing field.

Ms. Brewer thanked the public and the other member for their comments, which brought additional factors in her mind against allowing AI summaries. She still felt it necessary to have more information to allow it. She shared she received a flyer from a court reporting firm advertising AI summaries. She questioned whether CCR 2474 was broad enough to include AI summaries since they do not meet the definition set in the regulation. She requested legal counsel to advise if the Board could determine that licensees and firms are not allowed to offer AI summaries.

Mr. Pane responded that the Board must first guard against setting policy that becomes an underground regulation by applying a policy uniformly without any statutory or regulatory authority. The Board may choose to pursue a regulation that clarifies an existing statute or regulation. One option is to provide a definitional section or subdivision added to this CCR that clarifies some of the words in the regulation. An example would be to define “assist” in an added subdivision. The Board may make a policy consensus on how they want to approach it, then direct staff to develop regulation language or come up with options for the Board to pursue an issue. He further clarified that regulations have the force of law but are not enforceable until they are vetted and on the books.

Ms. Brewer opined that CCR 2474 does not include AI summaries, which to her meant that licensed CSRs can offer them. She added that she does not believe AI summaries to be a good practice, good for the consumer, or good for the profession. She believed the Board should work to stop the practice. Mr. Dodge-Nam agreed with her summation. He added that technology is working faster than the regulatory process, so it may be difficult to capture everything necessary to effectuate a stop to the practice.

Ms. Sunkees requested more clarification. It appeared that firms want to offer AI summaries as a value-added service.

Mr. Dodge-Nam reiterated that there is currently no prohibition to AI summaries. The question remains whether or not they are good for the consumer and if there are innate biases built in.

Mr. Mnayan moved to direct staff to put forth regulation to prohibit the generation of AI summaries. Seconded by Ms. Brewer.

Second withdrawn by Ms. Brewer.

Mr. Dodge-Nam suggested to amend the motion to add “by court reporters and/or agencies.”

Ms. Sunkees commented that she did not have enough information to move forward.

Ms. Tugade would like more information about data usage and retention policies.

MOTION WITHDRAWN

Ms. Fenner clarified that staff does not see the practice as a violation of the existing regulation. The Board directed staff to bring further information back to the Board.

15. FUTURE MEETING DATES

Ms. Tugade stated that staff would poll the Board members offline for calendar availability for the next meeting.

Ms. Tugade called for public comment. No comments were offered.

The Board convened into closed session at 3:22 p.m.

16. CLOSED SESSION

Pursuant to Government Code section 11126(a)(1), the Board met in closed session to conduct the annual evaluation of its executive officer.

The Board returned to open session at 3:31 p.m.

ADJOURNMENT

Ms. Tugade adjourned the meeting at 3:32 p.m.

DENISE TUGADE, Board Chair

DATE

YVONNE K. FENNER, Executive Officer

DATE

COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 3 – Department of Consumer Affairs Update

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Agenda Description: Report from the DCA Executive Office

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Support Documents: None

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Fiscal Impact: None

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Recommended Board Action: Informational.

COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 4 – Report of the Executive Officer

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Agenda Description: Report on:

- 4.1 CRB Budget Report
- 4.2 Transcript Reimbursement Fund
- 4.3 Enforcement Activities
- 4.4 License Exam
- 4.5 Los Angeles Fire Victims Assistance
- 4.6 Family Violence Appellate Project v. Superior Courts, Cal. Supreme Court
 Number S288176
- 4.7 Technology Modernization

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Support Documents:

- Attachment 1, Item 4.1 – FM 8 Expenditure Projections FY 2024-25
- Attachment 2, Item 4.1 – CRB Fund Condition
- Attachment 3, Item 4.2 – TRF Fund Condition
- Attachment 4, Item 4.3 – Enforcement Statistics
- Attachment 5, Item 4.4 – Dictation Exam Statistics by Reporting Method
- Attachment 6, Item 4.4 – Historical Exam Statistics

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Fiscal Impact: None

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Recommended Board Action: None

Department of Consumer Affairs
Expenditure Projection Report
Court Reporters Board of California
Reporting Structure(s): 11113110 Support
Fiscal Month: 8
Fiscal Year: 2024 - 2025
Run Date: 03/27/2025

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY YTD	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$408,000	\$281,515	\$413,000	\$36,274	\$289,559	\$0	\$289,559	\$435,300	-\$22,300
5100	TEMPORARY POSITIONS	\$11,000	\$14,275	\$11,000	\$3,268	\$16,966	\$0	\$16,966	\$30,828	-\$19,828
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$14,000	\$10,156	\$14,000	\$400	\$9,124	\$0	\$9,124	\$12,100	\$1,900
5150	STAFF BENEFITS	\$246,000	\$191,966	\$238,000	\$23,370	\$186,288	\$0	\$186,288	\$280,051	-\$42,051
	PERSONAL SERVICES	\$679,000	\$497,912	\$676,000	\$63,312	\$501,937	\$0	\$501,937	\$758,279	-\$82,279

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY YTD	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$9,000	\$3,420	\$27,000	\$441	\$3,331	\$1,969	\$5,300	\$6,995	\$20,005
5302	PRINTING	\$1,000	\$5,987	\$10,000	\$14	\$537	\$1,096	\$1,634	\$1,634	\$8,366
5304	COMMUNICATIONS	\$2,000	\$1,378	\$4,000	\$104	\$1,128	\$0	\$1,128	\$2,708	\$1,292
5306	POSTAGE	\$0	\$1,523	\$2,000	\$1,111	\$2,679	\$0	\$2,679	\$4,421	-\$2,421
5308	INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10	-\$10
5320-204	IN STATE TRAVEL	\$18,000	\$2,601	\$5,000	\$728	\$11,885	\$0	\$11,885	\$15,885	-\$10,885
5322	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5324	FACILITIES	\$49,000	\$37,258	\$61,000	\$4,837	\$38,186	\$18,205	\$56,391	\$58,491	\$2,509
5340-53403	C/P SERVICES (INTERNAL)	\$278,000	\$14,690	\$216,000	\$9,693	\$41,771	\$2,797	\$44,568	\$70,856	\$145,144
5340-53405	C/P SERVICES (EXTERNAL)	\$89,000	\$36,642	\$129,000	\$8,612	\$40,979	\$63,509	\$104,488	\$123,449	\$5,551
5342	DEPARTMENT PRORATA	\$168,000	\$120,750	\$170,000	\$0	\$129,000	\$0	\$129,000	\$165,000	\$5,000
5342	DEPARTMENTAL SERVICES	\$0	\$46,505	\$0	\$13	\$28,380	\$0	\$28,380	\$48,348	-\$48,348
5344	CONSOLIDATED DATA CENTERS	\$3,000	\$28	\$3,000	\$0	\$0	\$0	\$0	\$2,996	\$4
5346	INFORMATION TECHNOLOGY	\$2,000	\$1,117	\$2,000	\$0	\$480	\$71	\$551	\$1,251	\$749
5362-5368	EQUIPMENT	\$3,000	\$0	\$8,000	\$0	\$13,292	\$0	\$13,292	\$13,292	-\$5,292
5390	OTHER ITEMS OF EXPENSE	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
54	SPECIAL ITEMS OF EXPENSE	\$0	\$33	\$0	\$0	\$418	\$0	\$418	\$600	-\$600
	OPERATING EXPENSES & EQUIPMENT	\$622,000	\$271,932	\$638,000	\$25,553	\$312,067	\$87,647	\$399,714	\$515,935	\$122,065

OVERALL TOTALS

		\$1,301,000	\$769,844	\$1,314,000	\$88,865	\$814,004	\$87,647	\$901,651	\$1,274,214	\$39,786
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REIMBURSEMENTS

		-\$18,000		-\$18,000					-\$8,032	
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OVERALL NET TOTALS

		\$1,283,000	\$769,844	\$1,296,000	\$88,865	\$814,004	\$87,647	\$901,651	\$1,266,182	\$29,818
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ESTIMATED TOTAL ESTIMATED TOTAL NET ADJUSTMENTS

		\$1,283,000	\$769,844	\$1,272,000	\$88,865	\$814,004	\$87,647	\$901,651	\$1,266,182	\$5,818
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OVERALL NET TO OVERALL NET TOTALS

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0.46%

0771 - Court Reporter's Board Fund
Analysis of Fund Condition
(Dollars in Thousands)
2025-26 Governor's Budget With FM 8 Projections

Prepared 4.16.2025

	Actual 2023-24	CY 2024-25	BY 2025-26	BY +1 2026-27	BY +2 2027-28
BEGINNING BALANCE	\$ 1,291	\$ 1,433	\$ 1,498	\$ 1,295	\$ 1,068
Prior Year Adjustment	\$ 7	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 1,298	\$ 1,433	\$ 1,498	\$ 1,295	\$ 1,068
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 18	\$ 20	\$ 21	\$ 21	\$ 21
4127400 - Renewal fees	\$ 1,271	\$ 1,243	\$ 1,225	\$ 1,225	\$ 1,225
4129200 - Other regulatory fees	\$ 12	\$ 21	\$ 17	\$ 17	\$ 17
4129400 - Other regulatory licenses and permits	\$ 61	\$ 82	\$ 65	\$ 65	\$ 65
4163000 - Income from surplus money investments	\$ 64	\$ 54	\$ 19	\$ 18	\$ 14
Totals, Revenues	\$ 1,426	\$ 1,420	\$ 1,347	\$ 1,346	\$ 1,342
Revenue Transfer to Transcript Reimbursement Fund per B&P Code Section	\$ -	\$ -	\$ -150	\$ -150	\$ -150
Totals, Transfers and Other Adjustments	\$ -	\$ -	\$ -150	\$ -150	\$ -150
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 1,426	\$ 1,420	\$ 1,197	\$ 1,196	\$ 1,192
TOTAL RESOURCES	\$ 2,724	\$ 2,853	\$ 2,695	\$ 2,491	\$ 2,260
Expenditures:					
1111 Department of Consumer Affairs (State Operations)	\$ 1,196	\$ 1,266	\$ 1,295	\$ 1,334	\$ 1,374
9892 Supplemental Pension Payments (State Operations)	\$ 25	\$ 16	\$ 16	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State	\$ 70	\$ 73	\$ 89	\$ 89	\$ 89
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 1,291	\$ 1,355	\$ 1,400	\$ 1,423	\$ 1,463
FUND BALANCE					
Reserve for economic uncertainties	\$ 1,433	\$ 1,498	\$ 1,295	\$ 1,068	\$ 797
Months in Reserve	12.7	12.8	10.9	8.8	6.4

NOTES:

1. Assumes workload and revenue projections are realized in BY+1 and ongoing.
2. Expenditure growth projected at 3% beginning BY+1.

0410 - Transcript Reimbursement Fund
Analysis of Fund Condition
(Dollars in Thousands)

Prepared 4.16.2025

2025-26 Governor's Budget With FM 8

	Actual 2023-24	CY 2024-25	BY 2025-26	BY +1 2026-27	BY +2 2027-28
BEGINNING BALANCE	\$ 408	\$ 304	\$ 137	\$ 141	\$ 141
Prior Year Adjustment	\$ -1	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 407	\$ 304	\$ 137	\$ 141	\$ 141
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4163000 - Income from surplus money investments	\$ 14	\$ 8	\$ 4	\$ -	\$ -
Totals, Revenues	\$ 14	\$ 8	\$ 4	\$ -	\$ -
Revenue Transfer from Court Reporters Fund per B&P Code Section 8030.2(d)	\$ -	\$ -	\$ 150	\$ 150	\$ 150
Totals, Transfers and Other Adjustments	\$ -	\$ -	\$ 150	\$ 150	\$ 150
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 14	\$ 8	\$ 154	\$ 150	\$ 150
TOTAL RESOURCES	\$ 421	\$ 312	\$ 291	\$ 291	\$ 291
Expenditures:					
1111 Department of Consumer Affairs (State Operations)	\$ 117	\$ 175	\$ 150	\$ 150	\$ 150
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 117	\$ 175	\$ 150	\$ 150	\$ 150
FUND BALANCE					
Reserve for economic uncertainties	\$ 304	\$ 137	\$ 141	\$ 141	\$ 141
Months in Reserve	31.2	11.0	11.3	11.3	11.3

NOTES:

1. Assumes workload and revenue projections are realized in BY+1 and ongoing.

Consumer Protection Enforcement Initiative

Fiscal Year 2024-2025 Enforcement Report -- CSR only

July 1, 2024 - March 31, 2025

Consumer Complaints - Intake

Complaints (Intake)	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Received	6	7	12	13	5	15	9	2	10				79
Closed without Referral for Investigation	0	0	0	0	0	0	0	0	0				0
Referred for Investigation	6	7	12	13	5	15	9	2	10				79
Average Days to Close (from receipt of complaint to closure or referral for investigation)	1	1	1	1	1	1	1	1	1				1
Pending	0	0	0	0	0	0	0	0	0				0

Convictions/Arrests Reports (Intake)	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Received	0	0	0	0	0	0	0	0	0				0
Closed without Referral for Investigation	0	0	0	0	0	0	0	0	0				0
Referred for Investigation	0	0	0	0	0	0	0	0	0				0
Average Days to Close (from receipt of conviction to closure or referral for investigation)	0	0	0	0	0	0	0	0	0				0
Pending	0	0	0	0	0	0	0	0	0				0

Consumer Protection Enforcement Initiative

Fiscal Year 2024-2025 Enforcement Report -- CSR only

July 1, 2024 - March 31, 2025

Investigation

Desk Investigation	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Opened *	6	7	12	13	5	15	9	2	10				79
Closed *	3	5	11	15	11	6	13	5	14				83
Average Days to Close (from start of investigation to investigation closure or referral to AG) [Straightline] *	71	55	34	56	86	52	47	70	79				61
Pending *	19	21	22	20	14	23	19	16	12				18 ^

Field Investigation (Sworn)	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Assignment for Sworn Field Investigation *	0	0	0	0	0	0	0	0	0				0
Closed *	0	0	0	0	0	0	0	0	0				0
Average Days to Close (from start of investigation to investigation closure or referral to AG) *	0	0	0	0	0	0	0	0	0				0
Pending *	0	0	0	0	0	0	0	0	0				0

All Investigations	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Opened **	6	7	12	13	5	15	9	2	10				79
Closed **	3	5	11	15	11	6	13	5	14				83
Average Days to Close (from receipt of complaint to investigation closure or referral to AG) [Straightline] **	71	55	34	56	86	52	47	70	79				61
Pending **	19	21	22	20	14	23	19	16	12				18 ^

* Complaints assigned from intake.

** Complaints from desk and sworn.

^ Average number of cases pending.

Consumer Protection Enforcement Initiative

Fiscal Year 2024-2025 Enforcement Report -- CSR only

July 1, 2024 - March 31, 2025

Enforcement Actions

AG Cases	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
AG Cases Opened/Initiated	0	0	0	1	4	2	0	0	1				8
AG Cases Pending	3	3	3	3	7	9	8	8	9				6
SOIs/Accusations	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
SOIs Filed	0	0	0	0	0	0	0	0	0				0
SOIs Withdrawn	0	0	0	0	0	0	0	0	0				0
SOIs Dismissed	0	0	0	0	0	0	0	0	0				0
SOIs Declined	0	0	0	0	0	0	0	0	0				0
Average Days to Complete SOIs (from AG referral to SOI filed)	0	0	0	0	0	0	0	0	0				0
Accusations Filed	0	0	0	0	0	0	1	1	0				2
Accusations Withdrawn	0	0	0	0	0	0	1	0	0				1
Accusations Dismissed	0	0	0	0	0	0	0	0	0				0
Accusations Declined	0	0	0	0	0	0	0	0	0				0
Average Days to Complete Accusations (from AG referral to accusation filed)	0	0	0	0	0	0	35	126	0				81
Petition to Revoke Probation (PRP)	0	0	0	0	0	0	0	0	0				0
Average Days to Complete PRP	0	0	0	0	0	0	0	0	0				0
Decisions/Stipulations	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Proposed/Default Decisions	0	0	0	0	0	0	0	0	1				1
Stipulations	0	0	1	0	0	0	0	0	1				2
Disciplinary Orders	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Final Orders (Proposed Decisions Adopted, Default Decisions, Stipulations)	1	0	0	1	0	0	0	0	0				2
Average Days to Complete (from complaint receipt to imposing formal discipline) [Straightline]	235	0	0	398	0	0	0	0	0				317
Interim Suspension Orders	0	0	0	0	0	0	0	0	0				0
Citations	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Final Citations	2	2	1	2	0	1	2	2	2				14
Average Days to Complete (from complaint receipt to citation issued) [Straightline]	109	72	50	25	0	45	44	65	99				66

Consumer Protection Enforcement Initiative

Fiscal Year 2024-2025 Enforcement Report -- [CRF only](#)

July 1, 2024 - March 31, 2025

Consumer Complaints - Intake

Complaints (Intake)	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Received	1	1	3	4	1	3	0	1	2				16
Closed without Referral for Investigation	0	0	0	0	0	0	0	0	0				0
Referred for Investigation	1	1	3	4	1	3	0	1	2				16
Average Days to Close (from receipt of complaint to closure or referral for investigation)	1	1	1	1	1	1	0	1	1				1
Pending	0	0	0	0	0	0	0	0	0				0

Investigation

Desk Investigation	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Opened *	1	1	3	4	1	3	0	1	2				16
Closed *	3	1	2	5	1	2	2	0	2				18
Average Days to Close (from start of investigation to investigation closure or referral to AG) [Straightline] *	58	222	14	55	18	10	49	0	22				49
Pending	4	4	5	4	4	5	3	4	4				4 ^

Field Investigation (Sworn)	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Assignment for Sworn Field Investigation*	0	0	0	0	0	0	0	0	0				0
Closed*	0	0	0	1	0	0	0	0	0				1
Average Days to Close (from start of investigation to investigation closure or referral to AG)*	0	0	0	332	0	0	0	0	0				332
Pending	1	1	1	0	0	0	0	0	0				0

All Investigations	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Opened **	1	1	3	4	1	3	0	1	2				16
Closed **	3	1	2	6	1	2	2	0	2				19
Average Days to Close (from receipt of complaint to investigation closure or referral to AG) [Straightline] **	58	222	14	101	18	10	49	0	22				63
Pending **	5	5	6	4	4	5	3	4	4				4 ^

* Complaints assigned from intake.

** Complaints from desk and sworn.

^ Average number of cases pending.

Consumer Protection Enforcement Initiative
Fiscal Year 2024-2025 Enforcement Report -- CRF only
July 1, 2024 - March 31, 2025

Citations	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Final Citations	1	1	0	0	0	0	0	0	0				2
Average Days to Complete complaint receipt to citation issued) [Straightline] (from	109	222	0	0	0	0	0	0	0				166

Dictation Exam Statistics by Reporting Method

Steno Writers

Exam Cycle	Total # Apps	Overall # Pass	Overall % Pass	First Time Applicants	First Time # Pass	First Time % Pass
Nov 2022	75	17	22.7%	24	13	54.2%
Mar 2023	83	23	27.7%	21	13	61.9%
Jul 2023	87	29	33.3%	32	19	59.4%
Nov 2023	78	25	32.1%	23	15	65.2%
Mar 2024	63	13	20.6%	17	10	58.8%
Jul 2024	69	21	30.4%	21	8	38.1%
Nov 2024	74	21	28.4%	24	12	50.0%

Voice Writers

Exam Cycle	Total # Apps	Overall # Pass	Overall % Pass	First Time Applicants	First Time # Pass	First Time % Pass
Nov 2022	6	4	66.7%	6	4	66.7%
Mar 2023	4	2	50.0%	3	2	66.7%
Jul 2023	16	11	68.8%	15	11	73.3%
Nov 2023	41	28	68.3%	36	24	66.7%
Mar 2024	41	33	80.5%	29	25	86.2%
Jul 2024	52	37	71.2%	46	35	76.1%
Nov 2024*	51	37	72.5%	44	35	79.5%

Overall

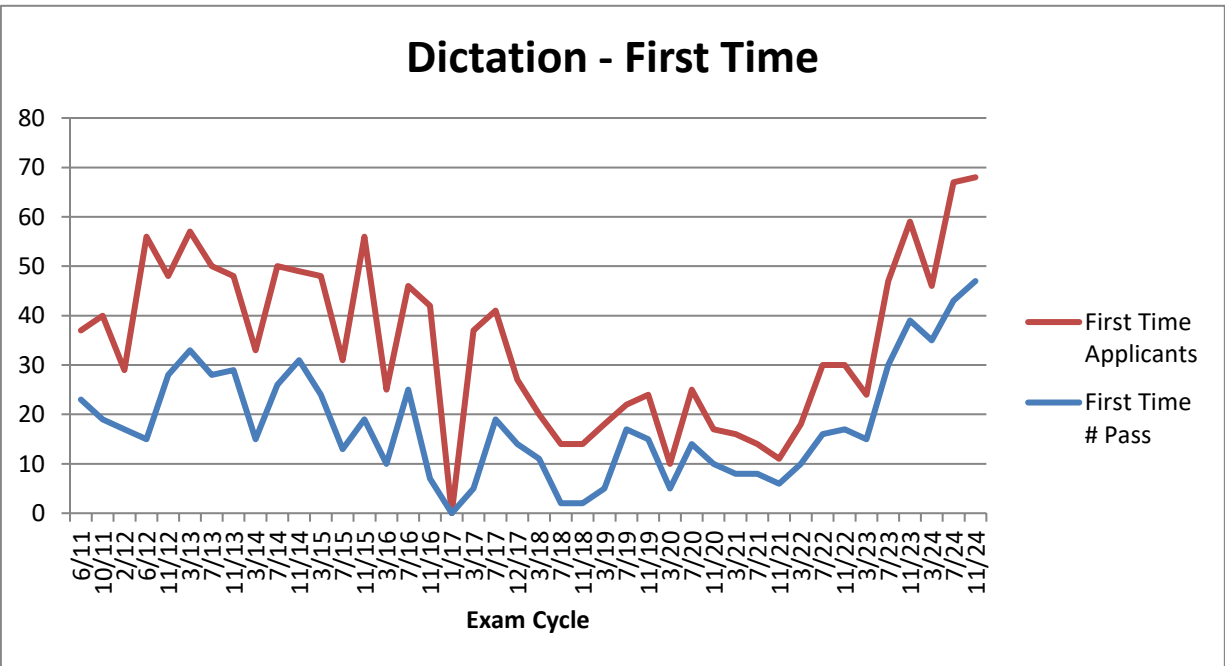
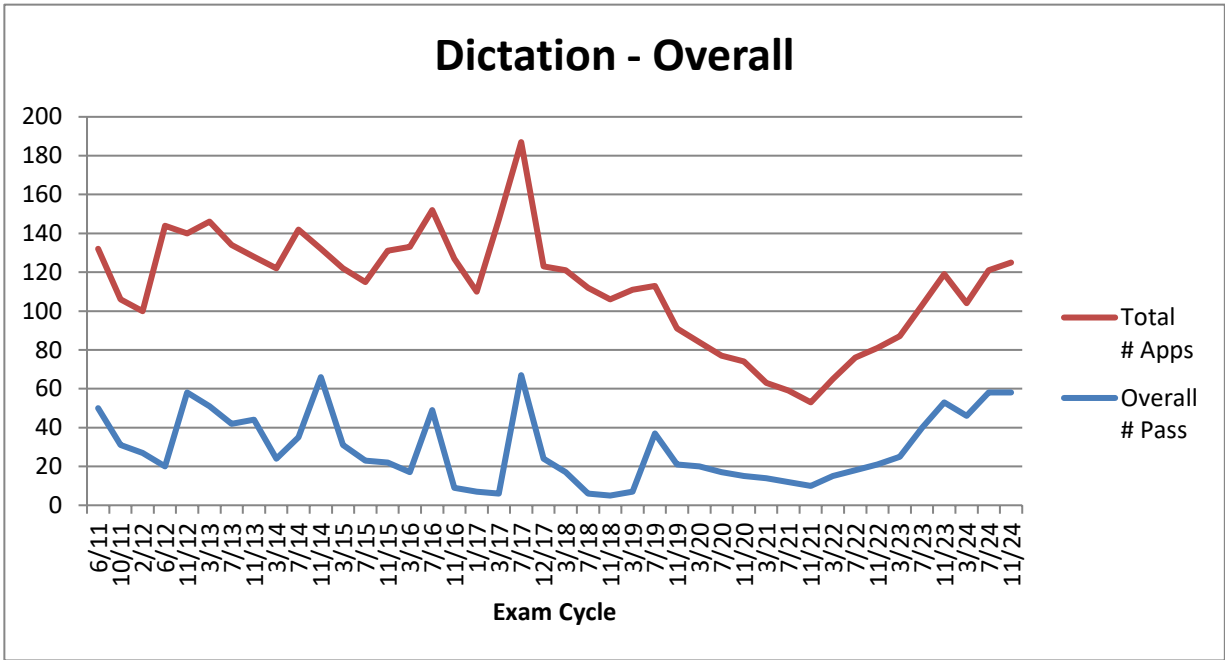
Exam Cycle	Total # Apps	Overall # Pass	Overall % Pass	First Time Applicants	First Time # Pass	First Time % Pass
Nov 2022	81	21	25.9%	30	17	56.7%
Mar 2023	87	25	28.7%	24	15	62.5%
Jul 2023	103	40	38.8%	47	30	63.8%
Nov 2023	119	53	44.5%	59	39	66.1%
Mar 2024	104	46	44.2%	46	35	76.1%
Jul 2024	121	58	47.9%	67	43	64.2%
Nov 2024	125	58	46.4%	68	47	69.1%

*reciprocity with NVRA effective Jan. 1, 2025

Dictation Exam

Exam Cycle	Total # Apps	Overall # Pass	Overall % Pass	First Time Applicants	First Time # Pass	First Time % Pass
Jun 2011	132	50	37.9%	37	23	62.2%
Oct 2011	106	31	29.2%	40	19	47.5%
Feb 2012	100	27	27.0%	29	17	58.6%
Jun 2012	144	20	13.9%	56	15	26.8%
Nov 2012	140	58	41.4%	48	28	58.3%
Mar 2013	146	51	34.9%	57	33	57.9%
Jul 2013	134	42	31.3%	50	28	56.0%
Nov 2013	128	44	34.4%	48	29	60.4%
Mar 2014	122	24	19.7%	33	15	45.5%
Jul 2014	142	35	24.6%	50	26	52.0%
Nov 2014	132	66	50.0%	49	31	63.3%
Mar 2015	122	31	25.4%	48	24	50.0%
July 2015	115	23	20.0%	31	13	41.9%
Nov 2015	131	22	16.8%	56	19	33.9%
March 2016	133	17	12.8%	25	10	40.0%
July 2016	152	49	32.2%	46	25	54.3%
Nov 2016	127	9	7.1%	42	7	16.7%
Jan 2017 (Nov 2016 retest)	110	7	6.4%	n/a	n/a	n/a
Mar 2017	147	6	4.1%	37	5	13.5%
Jul 2017	187	67	35.8%	41	19	46.3%
Dec 2017	123	24	19.5%	27	14	51.9%
Mar 2018	121	17	14.0%	20	11	55.0%
Jul 2018	112	6	5.4%	14	2	14.3%
Nov 2018	106	5	4.7%	14	2	14.3%
Mar 2019	111	7	6.3%	18	5	27.8%
Jul 2019	113	37	32.7%	22	17	77.3%
Nov 2019	91	21	23.1%	24	15	62.5%
Mar 2020	84	20	23.8%	10	5	50.0%
Jul 2020	77	17	22.1%	25	14	56.0%
Nov 2020	74	15	20.3%	17	10	58.8%
Mar 2021	63	14	22.2%	16	8	50.0%
Jul 2021	59	12	20.3%	14	8	57.1%
Nov 2021	53	10	18.9%	11	6	54.5%
Mar 2022	65	15	23.1%	18	10	55.6%
Jul 2022	76	18	23.7%	30	16	53.3%
Nov 2022	81	21	25.9%	30	17	56.7%
Mar 2023	87	25	28.7%	24	15	62.5%
Jul 2023	103	40	38.8%	47	30	63.8%
Nov 2023	119	53	44.5%	59	39	66.1%
Mar 2024	104	46	44.2%	46	35	76.1%
Jul 2024	121	58	47.9%	67	43	64.2%
Nov 2024	125	58	46.4%	68	47	69.1%

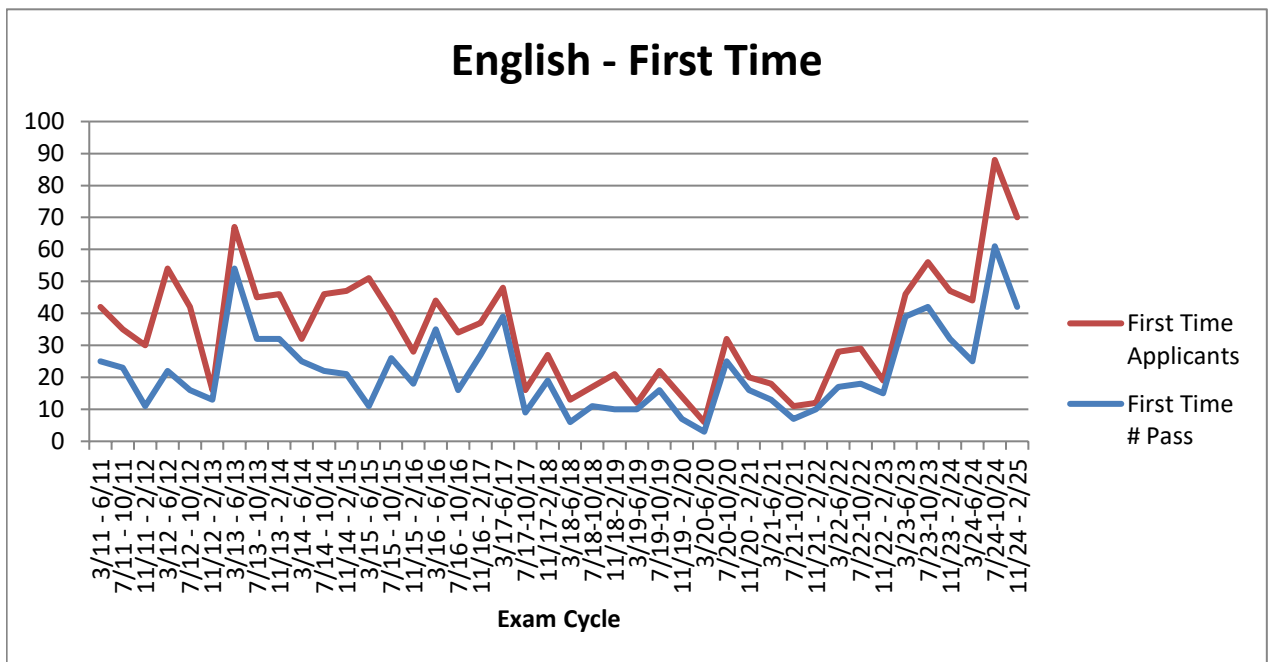
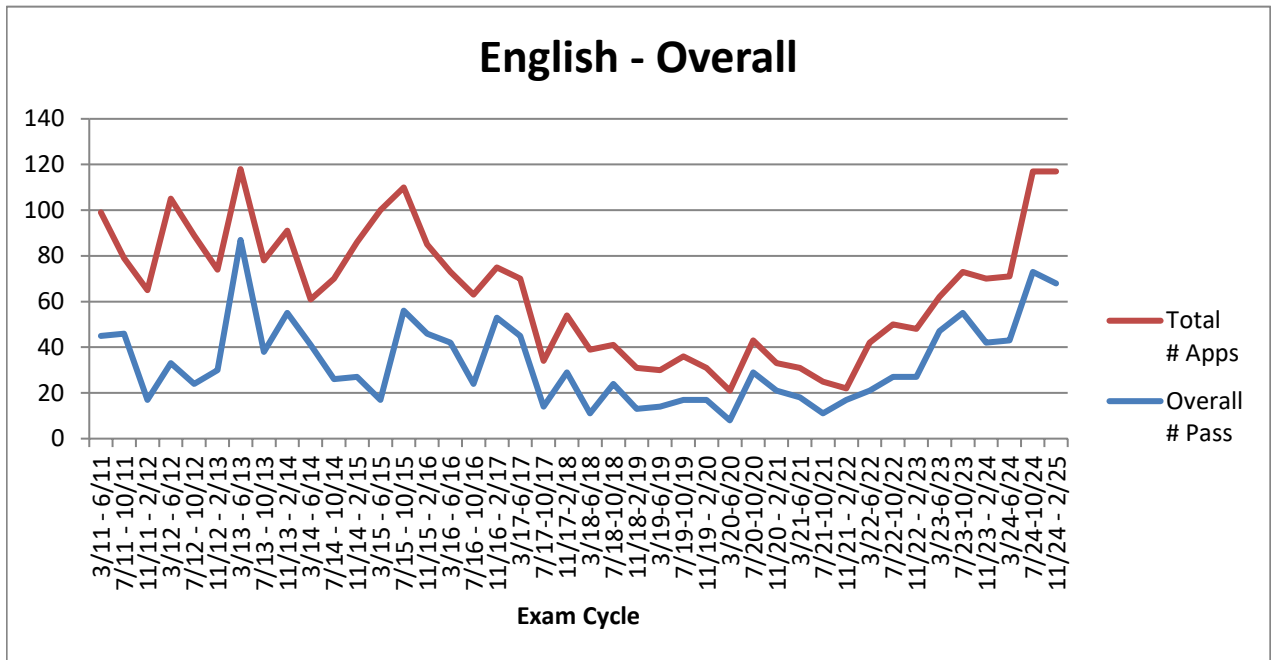
Dictation Exam



English Exam

Exam Cycle	Total # Apps	Overall # Pass	Overall % Pass	First Time Applicants	First Time # Pass	First Time % Pass
Mar 2011 - Jun 2011	99	45	45.5%	42	25	59.5%
Jul 2011 - Oct 2011	79	46	58.2%	35	23	65.7%
Nov 2011 - Feb 2012	65	17	26.2%	30	11	36.7%
Mar 2012 - Jun 2012	105	33	31.4%	54	22	40.7%
Jul 2012 - Oct 2012	89	24	27.0%	42	16	38.1%
Nov 2012 - Feb 2013	74	30	40.5%	16	13	81.3%
Mar 2013 - Jun 2013	118	87	73.7%	67	54	80.6%
Jul 2013 - Oct 2013	78	38	48.7%	45	32	71.1%
Nov 2013 - Feb 2014	91	55	60.4%	46	32	69.6%
Mar 2014 - Jun 2014	61	41	67.2%	32	25	78.1%
Jul 2014 - Oct 2014	70	26	37.1%	46	22	47.8%
Nov 2014 - Feb 2015	86	27	31.4%	47	21	44.7%
Mar 2015 - Jun 2015	100	17	17.0%	51	11	21.6%
Jul 2015 - Oct 2015	110	56	50.9%	40	26	65.0%
Nov 2015 - Feb 2016	85	46	54.1%	28	18	64.3%
Mar 2016 - Jun 2016	73	42	57.5%	44	35	79.5%
Jul 2016 - Oct 2016	63	24	38.1%	34	16	47.1%
Nov 2016 - Feb 2017	75	53	70.7%	37	27	73.0%
Mar 2017 - Jun 2017	70	45	64.3%	48	39	81.3%
Jul 2017 - Oct 2017	34	14	41.2%	16	9	56.3%
Nov 2017 - Feb 2018	54	29	53.7%	27	19	70.4%
Mar 2018 - Jun 2018	39	11	28.2%	13	6	46.2%
Jul 2018 - Oct 2018	41	24	58.5%	17	11	64.7%
Nov 2018 - Feb 2019	31	13	41.9%	21	10	47.6%
Mar 2019 - Jun 2019	30	14	46.7%	12	10	83.3%
Jul 2019 - Oct 2019	36	17	47.2%	22	16	72.7%
Nov 2019 - Feb 2020	31	17	54.8%	14	7	50.0%
Mar 2020 - Jun 2020	21	8	38.1%	6	3	50.0%
Jul 2020 - Oct 2020	43	29	67.4%	32	25	78.1%
Nov 2020 - Feb 2021	33	21	63.6%	20	16	80.0%
Mar 2021 - Jun 2021	31	18	58.1%	18	13	72.2%
Jul 2021 - Oct 2021	25	11	44.0%	11	7	63.6%
Nov 2021 - Feb 2022	22	17	77.3%	12	10	83.3%
Mar 2022 - Jun 2022	42	21	50.0%	28	17	60.7%
Jul 2022 - Oct 2022	50	27	54.0%	29	18	62.1%
Nov 2022 - Feb 2023	48	27	56.3%	19	15	78.9%
Mar 2023 - Jun 2023	62	47	75.8%	46	39	84.8%
Jul 2023 - Oct 2023	73	55	75.3%	56	42	75.0%
Nov 2023 - Feb 2024	70	42	60.0%	47	32	68.1%
Mar 2024 - Jun 2024	71	43	60.6%	44	25	56.8%
Jul 2024 - Oct 2024	117	73	62.4%	88	61	69.3%
Nov 2024 - Feb 2025	117	68	58.1%	70	42	60.0%

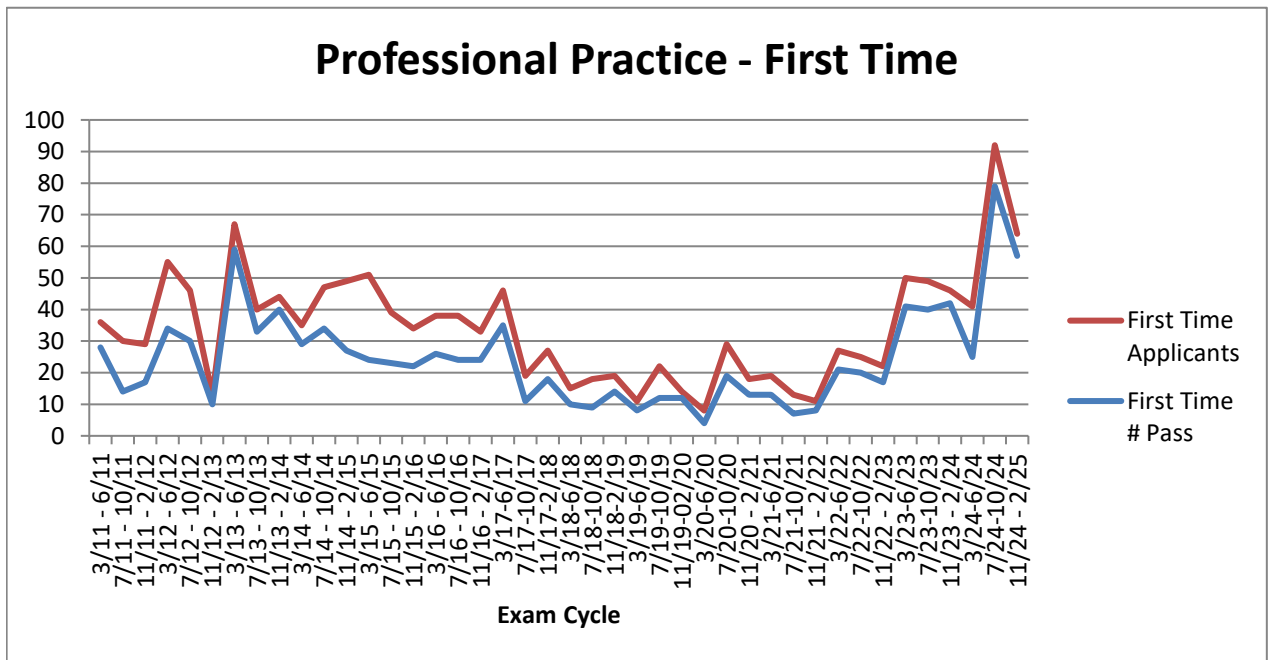
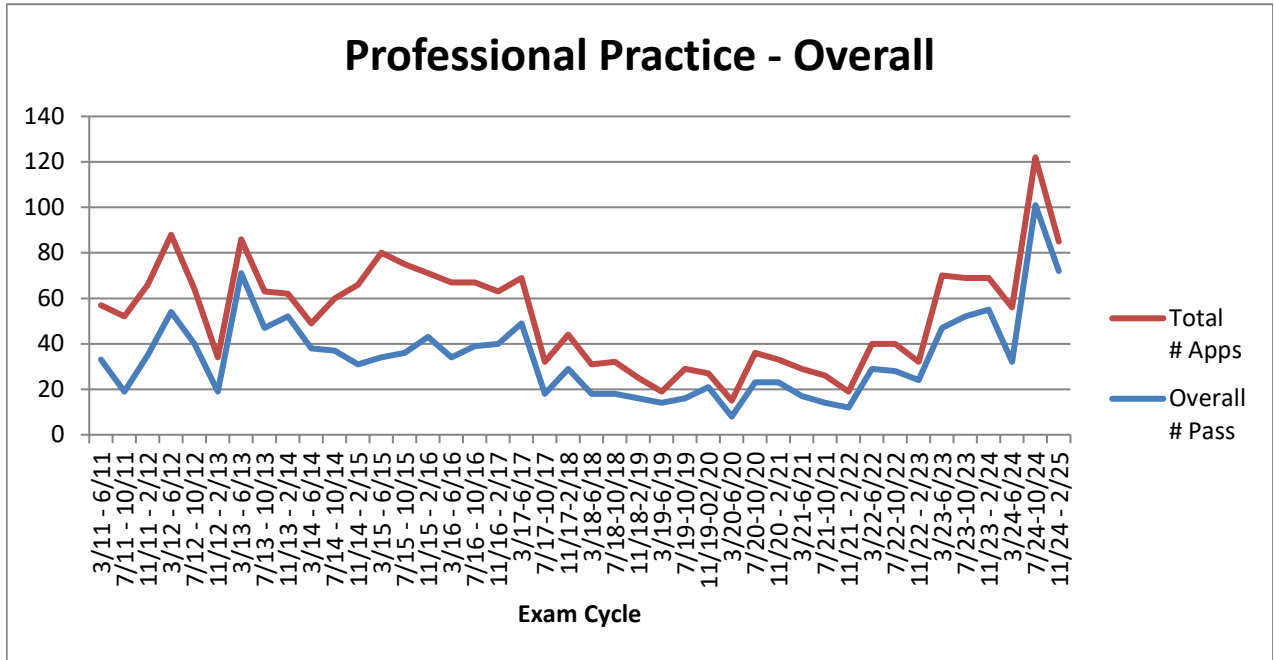
English Exam



Professional Practice Exam

Exam Cycle	Total # Apps	Overall # Pass	Overall % Pass	First Time Applicants	First Time # Pass	First Time % Pass
Mar 2011 - Jun 2011	57	33	57.9%	36	28	77.8%
Jul 2011 - Oct 2011	52	19	36.5%	30	14	46.7%
Nov 2011 - Feb 2012	66	35	53.0%	29	17	58.6%
Mar 2012 - Jun 2012	88	54	61.4%	55	34	61.8%
Jul 2012 - Oct 2012	64	40	62.5%	46	30	65.2%
Nov 2012 - Feb 2013	34	19	55.9%	13	10	76.9%
Mar 2013 - Jun 2013	86	71	82.6%	67	59	88.1%
Jul 2013 - Oct 2013	63	47	74.6%	40	33	82.5%
Nov 2013 - Feb 2014	62	52	83.9%	44	40	90.9%
Mar 2014 - Jun 2014	49	38	77.6%	35	29	82.9%
Jul 2014 - Oct 2014	60	37	61.7%	47	34	72.3%
Nov 2014 - Feb 2015	66	31	47.0%	49	27	55.1%
Mar 2015 - Jun 2015	80	34	42.5%	51	24	47.1%
Jul 2015 - Oct 2015	75	36	48.0%	39	23	59.0%
Nov 2015 - Feb 2016	71	43	60.6%	34	22	64.7%
Mar 2016 - Jun 2016	67	34	50.7%	38	26	68.4%
Jul 2016 - Oct 2016	67	39	58.2%	38	24	63.2%
Nov 2016 - Feb 2017	63	40	63.5%	33	24	72.7%
Mar 2017 - Jun 2017	69	49	71.0%	46	35	76.1%
Jul 2017 - Oct 2017	32	18	56.3%	19	11	57.9%
Nov 2017 - Feb 2018	44	29	65.9%	27	18	66.7%
Mar 2018 - Jun 2018	31	18	58.1%	15	10	66.7%
Jul 2018 - Oct 2018	32	18	56.3%	18	9	50.0%
Nov 2018 - Feb 2019	25	16	64.0%	19	14	73.7%
Mar 2019 - Jun 2019	19	14	73.7%	11	8	72.7%
Jul 2019 - Oct 2019	29	16	55.2%	22	12	54.5%
Nov 2019 - Feb 2020	27	21	77.8%	14	12	85.7%
Mar 2020 - Jun 2020	15	8	53.3%	8	4	50.0%
Jul 2020 - Oct 2020	36	23	63.9%	29	19	65.5%
Nov 2020 - Feb 2021	33	23	69.7%	18	13	72.2%
Mar 2021 - Jun 2021	29	17	58.6%	19	13	68.4%
Jul 2021 - Oct 2021	26	14	53.8%	13	7	53.8%
Nov 2021 - Feb 2022	19	12	63.2%	11	8	72.7%
Mar 2022 - Jun 2022	40	29	72.5%	27	21	77.8%
Jul 2022 - Oct 2022	40	28	70.0%	25	20	80.0%
Nov 2022 - Feb 2023	32	24	75.0%	22	17	77.3%
Mar 2023 - Jun 2023	70	47	67.1%	50	41	82.0%
Jul 2023 - Oct 2023	69	52	75.4%	49	40	81.6%
Nov 2023 - Feb 2024	69	55	79.7%	46	42	91.3%
Mar 2024 - Jun 2024	56	32	57.1%	41	25	61.0%
Jul 2024 - Oct 2024	122	101	82.8%	92	79	85.9%
Nov 2024 - Feb 2025	85	72	84.7%	64	57	89.1%

Professional Practice Exam



COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 5 – Legislation

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Agenda Description: Briefing on current legislation related to the court reporting industry and/or the Court Reporters Board with discussion and possible action.

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Brief Summary: (Bills with a notation of *** are of particular interest or impact to court reporting or the Court Reporters Board specifically)

5.1 [AB 479](#) (Tangipa) – Criminal procedure: vacatur relief. (Assembly Public Safety Committee) This bill would require the court, before it may vacate the conviction, to make findings regarding the impact on the public health, safety, and welfare, if the petitioner holds a license, as defined, and the offense is substantially related to the qualifications, functions, or duties of a licensee. The bill would require a petitioner who holds a license to serve the petition and supporting documentation on the applicable licensing entity and would give the licensing entity 45 days to respond to the petition for relief.

5.2 ***[AB 711](#) (Chen) – Civil Actions: shorthand reporters. (Assembly) This bill would require that specified notices and declarations include a statement by the filing party as to whether they will provide a certified shorthand reporter for a hearing, if one is ordered.

5.3 [AB 742](#) (Elhawary) – Department of Consumer Affairs: licensing: applicants who are descendants of slaves. (Assembly Judiciary Committee) This bill would require those boards to prioritize applicants *seeking licensure* who are descendants of slaves seeking licenses, especially applicants who are descended from a person enslaved within the United States. American slaves once a process to certify descendants of American slaves is established, as specified. The bill would make those provisions operative when the certification process is established and would repeal those provisions 4 years from the date on which the provisions become operative or on January 1, 2032, whichever is earlier.

This bill would make these provisions operative only if SB 518 of the 2025–26 Regular Session is enacted establishing the Bureau for Descendants of American Slavery and would make these provisions operative when the certification process is established pursuant to that measure. The bill would repeal these provisions 4 years from the date on which they become operative or on January 1, 2032, whichever is earlier.

5.4 ***[AB 882](#) (Papan) – Electronic court reporting. (Assembly Appropriations Committee) This bill would prohibit the Judicial Council from granting approval for the purchase or lease of electronic recording technology or equipment solely for purposes of monitoring subordinate judicial officer performance. The bill would also, until January 1, 2028, authorize a court to issue a general order authorizing electronic recording on a temporary basis whenever a transcript of court proceedings is required in family law, probate, and civil contempt proceedings if specified requirements are met. The bill would require a transcript created from electronic recordings to include a designation for portions of the recording that contain no audible sound or are not discernable. The bill would prohibit courts

from purchasing or leasing electronic recording technology or equipment to make verbatim recordings pursuant to these provisions.

This bill would declare that it is to take effect immediately as an urgency statute.

5.5 [AB 1170](#) (Dixon) – Maintenance of the codes. (Senate) This bill would make nonsubstantive changes in various provisions of the law to effectuate the recommendations made by the Legislative Counsel to the Legislature.

5.6 [***AB 1189](#) (Lackey) – Court reporting: digital reporters and legal transcriptionists. (Assembly Judiciary Committee) This bill would provide for the certification of digital reporters by the board and would authorize a certified digital reporter, among other things, to swear in witnesses and capture the record in a legal proceeding. The bill would also provide for the certification of legal transcriptionists by the board and would authorize a legal transcriptionist to, among other things, certify transcripts for use in legal proceedings. The bill would establish application and qualifications for these certifications, including requiring applicants for either certification to obtain a certificate from a certain professional organization, or meet other specified requirements. By expanding the scope of existing crimes, this bill would impose a state-mandated local program.

This bill would require the board to establish certification and renewal fees for digital reporters and legal transcriptionists. Because some of those fees would be required to be deposited into the Transcript Reimbursement Fund, a continuously appropriated fund, the bill would make an appropriation.

This bill would make it an unfair labor practice for a court to terminate a certified shorthand reporter and transfer their job duties to a digital reporter or legal transcriptionist and would create a presumption that terminating a certified shorthand reporter within ____ days before or after hiring a digital reporter or legal transcriptionist is a violation of that prohibition.

Existing law, the Civil Discovery Act, requires that depositions be taken stenographically by a certified shorthand reporter, except as specified. This bill would instead require depositions to be recorded stenographically by a certified shorthand reporter or a certified digital recorder and would, for purposes of certain provision of that act, specify that a deposition is recorded stenographically when it is recorded by either a certified stenographer or certified digital recorder.

Existing law, known as the “hearsay rule,” provides that, at a hearing, evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter stated is inadmissible. Existing law provides exceptions to the hearsay rule to permit admission of specified kinds of evidence, including former testimony, if certain conditions are satisfied. This bill would specify that, if otherwise admissible, a digitally captured transcript is admissible if the transcript was captured digitally under the supervision of a digital reporter and was transcribed by a digital reporter or a legal transcriptionist.

Existing law authorizes a superior court to appoint official court reporters and official reporters pro tempore as deemed necessary for the performance of the duties of the court and its members. This bill would authorize a digital reporter to prepare an electronic recording of a proceeding and would authorize a legal transcriptionist to prepare a transcript of the proceeding if an electronic recording is prepared by a digital reporter. The bill would require a legal transcriptionist to receive fees for their services.

Existing law authorizes a court to use electronic recording equipment to record an action or proceeding in a limited civil case or a misdemeanor or infraction case if an official reporter or an official reporter pro tempore is unavailable. Existing law authorizes the use of a transcript derived from the electronic reporting whenever a transcript of court proceedings is required. This bill would require the electronic recording to be done by a digital reporter and would authorize the use of a transcript derived from an electronic recording only when the transcript was transcribed by a certified legal transcriptionist.

5.7 [AB 1298](#) (Harabedian) – Department of Consumer Affairs (Assembly) This bill would make nonsubstantive changes.

5.8 [***SB 470](#) (Laird) – Bagley-Keene Open Meeting Act: teleconferencing. (Senate Appropriations Committee) The act authorizes an additional, alternative set of provisions under which a state body may hold a meeting by teleconference subject to specified requirements, including, among others, that at least one member of the state body is physically present at each teleconference location, as defined, that a majority of the members of the state body are physically present at the same teleconference location, except as specified, and that members of the state body visibly appear on camera during the open portion of a meeting that is publicly accessible via the internet or other online platform, except as specified. The act authorizes, under specified circumstances, a member of the state body to participate pursuant to these provisions from a remote location, which would not be required to be accessible to the public and which the act prohibits the notice and agenda from disclosing. The act repeals these provisions on January 1, 2030.

5.9 [SB 806](#) (Dahle) – Department of Consumer Affairs. (Senate Rules Committee) This bill would make nonsubstantive changes.

5.10 [***SB 861](#) (Ashby, Chair) – Committee on Business, Professions and Economic Development. Consumer Affairs. (Senate Business, Professions and Economic Development Committee) Existing law requires the qualifier examination to consist of 4-voice testimony of 10-minute duration at 200 words per minute graded at 97.5 percent accuracy. This bill would instead require the qualifier examination to be graded at 95 percent accuracy.

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Support Documents: None

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Recommended Board Action: Board may take a position of support, opposition, or remain neutral.

COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 6 – Regulations

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Agenda Description: Discussion and possible action on California Code of Regulations:

6.1 Title 16, Section 2472 – Disciplinary Guidelines Publication Text

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Brief Summary: At its November 15, 2024, meeting, the Board reviewed, amended, and approved revisions to the Disciplinary Guidelines and approved a motion to direct Board staff to proceed with the rulemaking process.

The Disciplinary Guidelines have since been updated with substantive changes from the last meeting highlighted and are now before the Board for consideration.

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Support Document:

Attachment 1, Item 6.1 – Disciplinary and Denial Guidelines Draft Language

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Recommended Board Action: Staff recommends the Board review and approve the draft regulatory language and instruct staff to proceed with the rulemaking process.

Sample Motion:

I move that the Board rescind its previous November 15, 2024, motion and approve the newly proposed regulatory text and changes to CCR section 2472 as provided in the materials and direct staff to submit all approved text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review. If no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulations for section 2472 as noticed, with the authority to make any technical or nonsubstantive changes.

=====

Agenda Description: Discussion and possible action on California Code of Regulations:

6.2 Title 16, Section 2410 – Transcript Reimbursement Fund Application and Applicant Privacy

=====

Brief Summary:

This regulations package protects the privacy of applicants to the Transcript Reimbursement Fund.

=====

Support Document:

Attachment 2, Item 6.2 – Proposed Regulatory Language for Title 16, Section 2410

=====

Recommended Board Action: Staff recommends the Board review and approve the draft regulatory language and instruct staff to proceed with the rulemaking process.

Sample Motion:

I move that the Board approve the proposed regulatory text for CCR section 2410; direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review; and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested. If no adverse comments are received during the 45-day comment period and no hearing is requested, authorize the Executive Officer to take all steps necessary to complete the rulemaking and adopt the proposed regulations at section 2410 as noticed, with the authority to make any technical or nonsubstantive changes.



State of California Court Reporters Board of California



Disciplinary and Denial Guidelines

New [OAL insert effective date]

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I. Introduction

The Court Reporters Board of California (Board) is responsible for the enforcement of statutes and regulations related to the practice of shorthand reporting, more commonly known as court reporting. The Board serves the consumers of California by:

- Developing and administering the license exam, ensuring that newly licensed court reporters possess the basic skills needed and meet the minimum requirements for the profession;
- Overseeing the curriculum of court reporting schools;
- Disciplining licensees in the event of a violation of law or regulation; and
- Administering the Transcript Reimbursement Fund, which provides reimbursement for transcripts to qualified indigent litigants.

Business and Professions Code (BPC) sections 8005.1 and 8015 mandate that protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount.

To foster uniformity of penalties and to ensure applicants and licensees understand the consequences of violating laws or regulations governing court reporting, the Board has established these Disciplinary and Denial Guidelines (Guidelines). These Guidelines are intended to guide everyone involved in and affected by the disciplinary and denial processes, including applicants, licensees, the public, attorneys, courts, administrative law judges, Board staff, Board members who review and vote on proposed decisions and stipulations, and other interested parties.

The violations for which the Board may take disciplinary action or deny a license are specified within the Board's laws and regulations, as well as general provisions of the BPC. These Guidelines provide a range of penalties for each violation of law or regulation and recommend appropriate conditions of probation for these violations. The terms "license" and "certificate" are used interchangeably herein to refer to a court reporter's license.

The Board recognizes there are often aggravating or mitigating factors that may necessitate deviation from the Guidelines. The Board respectfully requests that the administrative law judge consider, apply, and analyze these factors in proposed decisions when deciding upon the severity of the penalty within the suggested range. Of utmost importance is the effect the applicant's or licensee's conduct had or can have on the consumer.

In all disciplinary cases, the Board shall seek recovery of the reasonable costs of the investigation and enforcement of the case in accordance with BPC section 125.3. This includes all fees and costs incurred by the Board from the Office of the Attorney General, the Division of Investigation, and Board services, including fees charged by expert consultants before and through the conclusion of the administrative hearing. The Board seeks reimbursement of these costs because the burden for payment of the

costs of investigation and prosecution of disciplinary cases should fall upon those whose proven conduct required investigation and prosecution, not upon the profession as a whole. Cost recovery payment serves an important rehabilitative function by making licensees who have been disciplined confront the impacts of their actions and deterring future misconduct thereby further promoting public protection. However, cost recovery cannot be ordered for an applicant who is denied a license because it is not authorized per BPC section 125.3.

If a proposed decision orders a probationary period, the Board requests the imposition of the appropriate conditions of probation as outlined in these Guidelines. These conditions are intended to protect the public from the probationer without being unduly burdensome or anti-competitive.

II. Substantially Related Criteria and Factors to be Considered in Determining Penalties

The Board may deny, suspend, or revoke a license if the applicant or licensee has been convicted of a crime, professional misconduct, or act that is substantially related to the qualifications, functions, or duties of a shorthand reporter based on the criteria specified in California Code of Regulations, title 16 (CCR), section 2470, as applicable.

Causes for discipline **and license denial** and the recommended penalty ranges are covered in Chapter IV – Penalty Guidelines for Violations. However, in addition to the causes for discipline **and license denial** and recommended penalty ranges listed in Chapter IV of these Guidelines, the following criteria and factors shall be considered in determining the penalty.

Denial of a License

When considering the denial of a court reporter's certificate under BPC sections 480, 8025, or 8025.1, the Board shall apply the rehabilitation criteria set forth in CCR section 2471(a).

Suspension or Revocation of a License

When considering the suspension or revocation of a court reporter's certificate under BPC sections **141**, 490, **141**, 8025, or 8025.1, the Board shall apply the rehabilitation criteria set forth in CCR section 2471(b).

Additional Factors **and Types of Evidence**

The following factors are for determining whether the minimum or maximum penalty, or an intermediate penalty, should be imposed in a given case:

1. Actual or potential harm to the consumer.
2. Actual or potential harm to the public.
3. Prior disciplinary record, including level of compliance with disciplinary order(s).
4. Number or nature of current violations, or both.

5. Aggravating evidence.
6. Mitigating evidence, including whether the licensee has demonstrated an ongoing commitment to completing continuing education.
7. Whether the conduct was intentional or negligent or demonstrated incompetence, or both.
8. Acceptance of the Board's suggested resolution to the consumer complaint.
9. Any attempts to intimidate the consumer.
10. Evidence that the unlawful act was part of a pattern or practice.
11. Financial benefit to the **applicant or licensee** (Respondent) from the misconduct.
12. If applicable, evidence of expungement proceedings pursuant to Penal Code section 1203.4.

The following are examples of types of evidence that the **applicant or licensee** (Respondent) may submit to the Board to demonstrate their rehabilitative efforts and competency, and the Board will review the evidence submitted:

Recent, dated letters from persons in positions of authority who have on-the-job knowledge of Respondent's work as a shorthand reporter that include the period of time and capacity in which the person worked with Respondent. Such reports must be signed under penalty of perjury and will be subject to verification by Board staff.

Recent, dated letters from counselors regarding Respondent's participation in a rehabilitation or recovery program that include at least a description and requirements of the program, a therapist or mental health professional's diagnosis of the condition and current state of recovery, and the therapist or mental health professional's basis for determining rehabilitation. Such letters and reports will be subject to verification by Board staff.

Recent, dated letters describing Respondent's participation in support groups (e.g., Alcoholics Anonymous, Narcotics Anonymous, professional support groups, etc.). Such letters and reports will be subject to verification by Board staff.

Recent, dated letters from probation or parole officers regarding Respondent's participation in or compliance with terms and conditions of probation or parole, or both, that include at least a description of the terms and conditions and the officer's basis for determining compliance. Such letters and reports will be subject to verification by Board staff.

Recent, dated letters from persons familiar with Respondent in either a personal or professional capacity regarding their knowledge of: Respondent's rehabilitation, if any; the conduct of which Respondent is accused; or any other pertinent facts that would enable the Board to better decide the case. Such letters must be signed under penalty of perjury and will be subject to verification by Board staff.

III. Definition of Penalties

Denial of license: Denial of the issuance of a license as the result of any one or more violations of the Shorthand Reporters Practice Act and other relevant laws. Denial of a license is permanent unless Respondent subsequently reapplies for a license. For violations of BPC sections 480-489 and 496, Respondent may reapply for licensure after a minimum of one year from the effective date of the decision per BPC section 486 unless the Board prescribes a different date, and the applicant must demonstrate to the Board's satisfaction that they are rehabilitated.

Revocation: Loss of a license as the result of any one or more violations of the Shorthand Reporters Practice Act and other relevant laws. Revocation of a license is permanent, unless Respondent takes affirmative action to petition the Board for reinstatement of their license and demonstrates to the Board's satisfaction that they are rehabilitated (see Item B – Petition for Reinstatement under Chapter VI – Model Orders).

Suspension: Invalidation of a license for a fixed period of time, not to exceed a period of one year.

Stayed Revocation: Revocation of a license, held in abeyance **(stayed)** pending Respondent's compliance with the terms **and conditions** of their probation.

Stayed Suspension: Suspension of a license, **held in abeyance-stayed** pending Respondent's compliance with the terms **and conditions** of their probation.

Probation: A period during which Respondent's sentence is **suspended-stayed** in return for Respondent's agreement to comply with specified conditions relating to improving their conduct or preventing the likelihood of a reoccurrence of the violation.

IV. Penalty Guidelines for Violations

The following minimum and maximum penalty recommendations shall be considered in determining the penalty for the corresponding violation of the BPC:

Penalty Guidelines for Violations Table

BPC SECTION(S)	VIOLATION DESCRIPTION	MINIMUM PENALTY	MAXIMUM PENALTY
APPLICANTS			
496	Examination Subversion	Denial of License! Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision per BPC section 486.	Denial of License! Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision per BPC section 486.

8016	Certificate Required for Shorthand Reporting Practice	Denial of License. Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision.	Denial of License. Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision.
8018	Title and Abbreviation	Denial of License. Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision.	Denial of License. The maximum penalty should be imposed in cases where the Board has previously educated the Respondent on the requirements of section 8018 in writing. Applicant cannot reapply for licensure for a minimum of one year from the <u>effective</u> date of the decision.
480(a) / 8025(a) / 480(a)	Substantially Related Criminal Conviction	Denial of License. Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision per BPC section 486.	Denial of License. Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision per BPC section 486.
480(e) / 8025(c) / 480(e)	False Statement of Fact on Application	Denial of License. Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision per BPC section 486.	Denial of License. Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision per BPC section 486.
480(a)(2) / 8025(i) / 480(a)(2)	Formal Discipline by Another Licensing Board	Denial of License. Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision per BPC section 486.	Denial of License. Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision per BPC section 486.
8025.1(a)(1)	Physical or Mental Infirmary or Incapacity.	Denial of License. <u>Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision.</u>	Denial of License. <u>Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision.</u>
8025.1(a)(2)	Abuse of	Denial of License.	Denial of License.

	Chemical Substances or Alcohol	Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision.	Applicant cannot reapply for licensure for a minimum of one year from the effective date of the decision.
LICENSEES			
496	Examination Subversion	Revocation Cost Recovery	Revocation Cost Recovery
8016	Certificate Required for Shorthand Reporting Practice	Stayed Revocation Four (4) years' probation; Standard Conditions 1-11 and 13-15, as applicable; Optional Conditions, — as applicable; Cost Recovery	Revocation The Maximum penalty should be imposed in cases where the Board notified the licensee in writing of an expired license, and the licensee failed to renew the license. Cost Recovery
8018	Title and Abbreviation	Stayed Suspension – 90 calendar days; Four (4) years' probation; Standard Conditions 1-11 and 13-15, as applicable; Optional Conditions, — as applicable; Cost Recovery	Revocation The Maximum penalty should be imposed in cases where the Board has previously educated Respondent on the requirements of section 8018 in writing. Cost Recovery
8019	Aiding and Abetting	Stayed Revocation Stayed Suspension Four (4) years' probation; Standard Conditions 1-11 and 13-15, as applicable; Optional Conditions, — as applicable; Cost Recovery	Revocation Cost Recovery
490 / 8025(a) / 490	Conviction of a Substantially Related Crime	Stayed Revocation Stayed Suspension Three (3) years' probation; Standard Conditions 1-15, as applicable; Optional Conditions, — as applicable; Cost Recovery	Revocation Cost Recovery
8025(b)	Failure to Notify	Stayed Revocation	Revocation

	Board of Conviction	<u>Stayed Suspension.</u> Three (3) years' probation; Standard Conditions 1-15, as applicable; Optional Conditions, —as applicable; Cost Recovery;	Cost Recovery
<u>498/ 499/ 8025(c) / 498 / 499</u>	Fraud, Deceit, or Misrepresentation in Obtaining Certificate, or Securing Certificate by Knowingly Omitting to State a Material Fact	<u>Revocation.</u> Cost Recovery;	<u>Revocation.</u> Cost Recovery;
8025(d)	Fraud, Dishonesty, Corruption, Willful Violation of Duty	<u>Stayed Revocation</u> <u>Stayed Suspension.</u> Four (4) years' probation; Standard Conditions 1-11 and 13-15, as applicable; Optional Conditions, —as applicable; Cost Recovery;	<u>Revocation.</u> Cost Recovery;
8025(d)	Gross Negligence or Incompetence	<u>Stayed Revocation</u> <u>Stayed Suspension.</u> Four (4) years' probation; Standard Conditions 1-11 and 13-15, as applicable; Optional Conditions, —as applicable; Cost Recovery;	<u>Revocation.</u> Cost Recovery;
8025(d)	Unprofessional Conduct	<u>Stayed Revocation</u> <u>Stayed Suspension.</u> Four (4) years' probation; Standard Conditions 1-11 and 13-15, as applicable; Optional Conditions, —as applicable; Cost Recovery;	<u>Revocation.</u> Cost Recovery;
8025(e)	Repeated Unexcused	<u>Stayed Revocation</u>	<u>Revocation.</u>

	Failure to Transcribe Notes of Cases Pending Appeal and to Timely File Transcripts of those Notes, or Transcribe or File Notes of Other Proceedings	Stayed Suspension. Two (2) years' probation; Standard Conditions 1-11 and 13-15, as applicable; Optional Conditions, —as applicable; Cost Recovery;	Cost Recovery;
8025(f)	Negligent Loss or Destruction of Stenographic Notes Preventing Transcript Production	Stayed Revocation Stayed Suspension. Two (2) years' probation; Standard Conditions 1-11 and 13-15, as applicable; Optional Conditions, —as applicable; Cost Recovery;	Revocation; Cost Recovery;
8025(g)	Failure to Comply with or Pay Monetary Sanction by Court for Failure to Provide Timely Transcripts	Stayed Revocation Stayed Suspension. Two (2) years' probation; Standard Conditions 1-11 and 13-15, as applicable; Optional Conditions, —as applicable; Cost Recovery;	Revocation; Cost Recovery;
8025(h)	Failure to Pay Civil Penalty Relating to Provision of Court Reporting Services or Products	Stayed Revocation Stayed Suspension. Two (2) years' probation; Standard Conditions 1-11 and 13-15, as applicable; Optional Conditions, —as applicable; Cost Recovery;	Revocation; Cost Recovery;
141 / 8025(i) / 141	Revocation, Suspension, or Other Disciplinary Action by Another State, Agency of the Federal Government, or Another Country	Stayed Revocation Stayed Suspension. Two (2) years' probation; Standard Conditions 1-11 and 13-15, as applicable; Optional Conditions, —as applicable; Cost Recovery;	Revocation; Cost Recovery;

8025(j)	Violation of the Chapter or the Statutes, Rules, and Regulations Pertaining to Certified Shorthand Reporters.	Stayed Revocation Stayed Suspension. Two (2) years' probation. Standard Conditions 1-11 and 13-15, as applicable. Optional Conditions, —as applicable. Cost Recovery.	Revocation. Cost Recovery.
8025.1(a)(1)	Physical or Mental Infirmary or Incapacity.	Stayed Revocation Stayed Suspension. Two (2) years' probation. Standard Conditions 1-11 and 13-15, as applicable. Optional Conditions, —as applicable. Cost Recovery	Revocation. Cost Recovery.
8025.1(a)(2)	Abuse of Chemical Substances or Alcohol.	Stayed Revocation Stayed Suspension. Two (2) years' probation. Standard Conditions 1-11 and 13-15, as applicable. Optional Conditions, —as applicable. Cost Recovery.	Revocation. Cost Recovery.

V. Probation Conditions

Probation conditions, detailed on the following pages, are divided into two categories: **(A) STANDARD CONDITIONS**, which are those conditions of probation that shall appear in all cases involving probation as a standard term and condition, and **(B) OPTIONAL CONDITIONS**, which are those conditions to be imposed, if warranted, based upon the nature and circumstances of an individual case.

All cases that include probation as a penalty shall include the following conditions of probation:

1. Include Standard Conditions A1 through A11 in all cases.
If the Respondent is on criminal probation, add A12.
If the Respondent is a reporting corporation/firm, add A13 through A15.
2. Include Optional Conditions B1 through B14, as appropriate, based on the nature and circumstances of an individual case.

A. Standard Conditions of Probation

Terms **and conditions** to be included in *all* orders of probation.

During the period of probation:

1. **OBEY ALL LAWS** – Respondent shall obey all federal, state, and local laws and regulations governing shorthand reporters and remain in full compliance with any court-ordered criminal probation, criminal court-ordered payments (fines and fees), and other requirements. A full and detailed account of all misdemeanor and felony arrests and convictions occurring during the period of probation shall be reported by Respondent to the Board or its designee in writing by mail, email, or in person within seven (7) calendar days **of after** occurrence. A “full and detailed account” shall include: charges, dates of arrest and conviction(s), title and case number of the criminal case, name and location of the criminal court, and disposition of the case(s). To permit monitoring of compliance with this term and condition, Respondent shall submit a completed California Department of Justice state and federal Live Scan fingerprint form, unless previously submitted as part of the licensure application process. Fingerprints shall be submitted through Live Scan fingerprinting services within 15 calendar days **of after** the effective date of this Decision and Order. Respondent shall pay the cost associated with the fingerprint process.
2. **COMPLY WITH THE BOARD’S PROBATION PROGRAM** – Respondent shall fully comply with the conditions of the probation program established by the Board and cooperate with the Board and its designee(s) in its monitoring and investigation of Respondent’s compliance with the Board’s probation program. Respondent shall provide the Board or its designee(s) with unrestricted access to inspect shorthand reporting records, transcriptions, and notes required to be maintained by the licensee pursuant to CCR section 2403(a)(8) and (b)(4), California Code of Civil Procedure section 2025.510(e), Government Code section 69955(e), and Local Rules of Court. Respondent shall inform the Board in writing by mail, email, or in person within 15 calendar days from the date of any address change and claim all certified mail issued by the Board or its designee(s). Respondent shall timely respond within 15 calendar days to all notices of requests for information and submit reports, remedial education documentation, verification of employment, or other similar reports by mail, email, or in person as requested and directed by the Board or its designee(s). Failure to appear for any scheduled meeting or cooperate with the requirements of the probation program or failure to timely submit requested information as specified herein or otherwise specified in this order within 15 calendar days shall constitute a violation of probation.

Unless specified otherwise in the Board’s order or by written notice to the Respondent, all correspondence from the Respondent to the Board or its designee(s), or from an outside party regarding the Respondent, including notices, information, documents, reports, and other submissions, shall be made by mail or in person to the Board’s headquarters address or by email to

the Board's Enforcement or general email address, as listed under the "Contact Us" page on the Board's website.

3. **QUARTERLY REPORTS OF COMPLIANCE** – Respondent shall submit written quarterly reports of compliance with all probation conditions to the Board or its designee by mail, email, or in person in accordance with this section. Quarterly reports shall be completed and signed under penalty of perjury that Respondent is complying with all conditions of probation. These reports or declarations shall contain statements relative to Respondent's compliance with all the conditions of the Board's probation program, including: (A) written disclosures regarding whether Respondent has complied with each term and condition of probation contained in this Decision and, if applicable, (B) if Respondent discloses they are not in compliance with any term or condition, a written statement regarding why Respondent is not in compliance with any term or condition of probation ("complete quarterly report").

Complete quarterly reports are due for each year of probation and the entire length of probation as follows:

For the period covering January 1 through March 31, reports shall be completed and submitted between April 1 and April 10.

For the period covering April 1 through June 30, reports shall be completed and submitted between July 1 and July 10.

For the period covering July 1 through September 30, reports shall be completed and submitted between October 1 and October 10.

For the period covering October 1 through December 31, reports shall be completed and submitted between January 1 and January 10.

Incomplete written reports or reports submitted or postmarked after the reporting dates listed above shall be considered late and not in compliance with this condition. Omission or falsification of any information in any manner on these reports shall constitute a violation of probation.

4. **MAINTAIN CURRENT AND ACTIVE LICENSE** – Respondent shall maintain a current and active license for the length of the probation period, including any period of suspension. Failure to pay all fees prior to the license expiration date shall constitute a violation of probation.
5. **RESIDENCY OUTSIDE OF THE STATE (TOLLING)** – Respondent shall notify the Board or its designee within five (5) calendar days in writing by mail, email, or in person within five (5) calendar days of any and all address changes as specified in this section. If Respondent travels outside of California for a contiguous period greater than 60 calendar days, Respondent shall notify the Board or its designee in writing by mail, email, or in person of the dates of departure and return within five (5) calendar days of the date of the departure or return. Within 30 calendar days of the date requested by the

Board or its designee, Respondent shall submit annually, ~~within 30 calendar days of the date requested by the Board or its designee,~~ a written document verifying Respondent's out-of-state residency to the Board or its designee by mail, email, or in person that includes the following:

- A. Respondent's Full Legal Name,
- B. Respondent's Board License Number,
- C. Physical Address,
- D. Telephone Number,
- E. Email Address,
- F. Beginning Date of Residency Outside of California, and
- G. Ending Date of Residency Outside of California (if applicable).

Periods of residence outside of California shall not reduce the probation time period (known as "tolling" of the probationary period). Respondent's probation is tolled if and when they reside, temporarily or permanently, outside of California for longer than 60 consecutive calendar days.

It shall be a violation of probation for Respondent's probation to remain tolled pursuant to the provisions of this condition for a period of three (3) years (1,095 consecutive calendar days) or more. Respondent shall not be relieved of the obligation to maintain an active and current license with the Board. However, Respondent shall not be considered in violation of probation as long as Respondent is residing and practicing in another state of the United States and is on active probation with the licensing authority of that state; in which case, the three-year tolling limitation period for out-of-state residency or practice shall begin on the date probation is completed or terminated in that state.

Periods of non-residency do not relieve Respondent of the responsibility to comply with the terms and conditions of probation. At all times during the probationary period and during any period of non-residency, Respondent shall continue to comply with all of the terms and conditions of probation, including the obligation to maintain an active and current license with the Board and to comply with the Board's probation program, quarterly reports of compliance, and cost recovery.

6. **FAILURE TO PRACTICE – CALIFORNIA RESIDENT (TOLLING)** – In the event Respondent resides in California and for any reason Respondent stops practicing in California, Respondent shall notify the Board or its designee in writing by mail, email, or in person within 30 calendar days prior to the dates of nonpractice and return to practice. ~~Within 30 calendar days of the date requested by the Board or its designee,~~ Respondent shall submit annually, ~~within 30 calendar days of the date requested by the Board or its designee,~~ a written document verifying Respondent's California residency and nonpractice status to the Board or its designee by mail, email, or in person that includes the following:

- A. Respondent's Full Legal Name,
- B. Respondent's Board License Number,
- C. Physical Address,
- D. Telephone Number,
- E. Email Address,
- F. Beginning Date of Nonpractice Status, and
- G. Ending Date of Nonpractice Status (if applicable).

Periods of California residency and nonpractice status shall not reduce the probation time period. Respondent's probation is tolled if and when they reside in California and are, temporarily or permanently, not practicing court reporting for longer than 60 consecutive calendar days.

It shall be a violation of probation for Respondent's probation to remain tolled pursuant to the provisions of this condition for a period of three (3) years (1,095 consecutive calendar days) or more. Respondent shall not be relieved of the obligation to maintain an active and current license with the Board.

Periods of California residency and nonpractice status do not relieve Respondent of the responsibility to comply with the terms and conditions of probation. At all times during the probationary period and during any period of nonpractice, Respondent shall continue to comply with all of the terms and conditions of probation, including the obligation to maintain an active and current license with the Board and to comply with the Board's probation program, quarterly reports of compliance, and cost recovery.

7. **RESTITUTION** – Within ____ calendar days after the effective date of this Decision, Respondent shall make restitution to _____ in the amount of \$ _____. Failure to make restitution by this deadline shall be considered a violation of probation. Respondent shall send proof of repayment, such as receipts or a copy of repayment, to the Board or its designee in writing by mail, email, or in person within 30 calendar days.

(Note: BPC section 143.5 prohibits the ordering of restitution in cases based on a complaint or report that has also been the subject of a civil action and that has been settled for monetary damages providing for full and final satisfaction of the parties.)

8. **COST RECOVERY** – Respondent shall pay the Board by mail or in person its costs and charges of investigating and enforcing this matter in the amount of \$ _____ in ____ (insert number of payments here) equal, consecutive quarterly payments of \$ _____ per payment, unless otherwise agreed by the Board or its designee. The first payment shall be due within 30 calendar days after the effective date of this Decision and Order. Each required quarterly payment shall be due within 90 calendar days after the prior quarterly payment. Any payment that is not received within those 90 calendar days shall be considered late. Any late payments shall be a violation of probation.

Failure to reimburse the Board's enforcement costs shall constitute a violation of probation unless the Board or its designee agrees in writing to payment by an installment plan because of Respondent's financial hardship. Any and all requests for a payment plan shall be submitted by Respondent in writing by mail, email, or in person to the Board or its designee. If approved by the Board or its designee, Respondent shall make payments pursuant to a payment plan specified by the Board or its designee taking into consideration all of the following: (1) Respondent's ability to pay, (2) the total amount of cost recovery owed, and (3) the length of the probationary period. Respondent shall make the check or money order payable to the Court Reporters Board of California and shall indicate on the check or money order the following: "Cost Recovery: Case Number: _____."

- 9. PROBATION VIOLATION** – If Respondent violates probation in any respect, after giving Respondent written notice by mail and an opportunity to be heard, **it is recommended that** the Board shall revoke probation and impose the disciplinary order that was stayed (suspension or revocation of Respondent's license). If an Accusation or Petition to Revoke probation is filed against Respondent's license or the Attorney General's Office has been requested to prepare such Accusation or Petition during the period of probation, the Board shall have continuing jurisdiction until the matter is final, and the period of probation shall be automatically extended and shall not expire until the Accusation or Petition has been acted on by the Board and the matter is final.
- 10. LICENSE SURRENDER WHILE ON PROBATION** – Following the effective date of this probation, if Respondent ceases practicing due to retirement, health reasons, or is otherwise unable to satisfy the terms and conditions of probation, Respondent may request, in writing by mail, email, or in person, the voluntary surrender of Respondent's license to the Board. Respondent's written request to surrender their license shall include the following: their name, license number, case number, address of record, and an explanation of the reason(s) why Respondent seeks to surrender their license.

The Board reserves the right to evaluate the Respondent's request and to exercise its discretion whether to grant the request or to take any other action deemed appropriate and reasonable under the circumstances. The Board will consider whether the request would compromise public protection under the following circumstances: when Respondent has (1) an unsatisfied cost recovery, fine, or restitution order; (2) an Accusation or Petition to Revoke probation that has been served on Respondent alleging violations of this probation; or (3) an unresolved complaint or investigation pending with the Board. Respondent shall not be relieved of the requirements of their probation unless the Board or its designee notifies Respondent in writing that Respondent's request to surrender their license has been accepted. Upon formal acceptance of the surrender, Respondent shall, **within 15 calendar days**, deliver Respondent's certificate(s) to the Board or its designee by mail or in person **within 15 calendar days** and shall no longer practice. Respondent will no longer be subject to the terms and conditions of probation, and the surrender of Respondent's license shall be deemed disciplinary action.

If Respondent re-applies for a license with this Board, the application shall be treated as a petition for reinstatement of a revoked license.

11. **PROBATION COMPLETION** – Upon successful completion of probation, any revocation or suspension order that was stayed shall be removed and Respondent's license shall be fully restored.
12. **CRIMINAL PROBATION** – If Respondent is on criminal probation or parole for the acts upon which disciplinary action is based, Respondent shall submit written reports from the criminal court probation officer or other similar supervisory officer assigned to Respondent regarding Respondent's progress during criminal probation or parole to the Board or its designee by mail, email, or in person. Reports shall be filed quarterly and continue to be filed until Respondent is no longer on criminal probation or the Board's probation is terminated, whichever occurs first. Quarterly reporting shall be consistent with the guidelines set forth in the Standard Conditions 3 to comply with the conditions of the probation program.

Within ten (10) calendar days ~~of~~ after the effective date of this Decision, Respondent shall provide the Board or its designee in writing by mail, email, or in person: a copy of the conditions of any criminal probation/parole applicable to Respondent and the name and contact information of any probation, parole, or similar supervisory officer assigned to Respondent. Respondent shall provide a copy of all criminal probation/parole reports to the Board by mail, email, or in person within ten (10) calendar days after such report is issued. Failure to timely make any of the submissions required hereby within ten (10) calendar days shall be considered a violation of probation.

If on criminal probation or parole, Respondent shall, ~~within 15 calendar days of the effective date of this Decision,~~ provide their probation or parole officer with written notice of the Board's decision in this case within 15 calendar days after the effective date of this Decision, which shall include a copy of the Board's Accusation or Statement of Issues, as applicable, and this Decision and Order. The notice to Respondent's parole or probation officer shall also provide the parole or probation officer with the name, title, telephone number, and email address for the Board's staff person who is Respondent's probation monitor. Failure to timely make any of the submissions required hereby within 15 calendar days shall be considered a violation of probation.

13. **NOTIFY EMPLOYEES** – (This condition only applies to licensees who operate reporting firms.) Within 30 calendar days after the effective date of this Decision, Respondent shall circulate in writing by mail or email to all employees a copy of the Accusation or Statement of Issues, as applicable, and this Decision and Order. "Employees" as used in this provision includes all full-time, part-time, temporary, and relief employees and independent contractors that Respondent employs or hires at any time during probation. Respondent shall provide a copy of this mailed written notification or email to

the Board or its designee within ten (10) calendar days after the mailed written notification or email is circulated.

- 14. NOTIFY OWNERS, OFFICERS** – (This condition only applies to licensees who operate reporting firms.) Respondent shall submit to the Board or its designee by mail, email, or in person within 30 calendar days after the effective date of this Decision proof of notification, such as a copy of the notification, of their probationary status to the owners, officers, or any owner or holder of 10% or more of the interest in Respondent or Respondent's stock. At a minimum, notification to the owners or officers shall be accomplished by providing each owner and officer with a copy of the Board's Decision and Order with the Accusation or Statement of Issues, as applicable. The notification to owner or officer shall also include the name, title, telephone number, and email address for the Board's staff person who is Respondent's probation monitor.
- 15. ADVERTISING APPROVAL** – (This condition only applies to licensees who operate reporting firms.) Respondent shall submit any proposed advertising copy, whether revised or new, and a written request for approval of such advertising to the Board or its designee by mail, email, or in person at least 30 calendar days prior to its intended use. Any such copy must comply with CCR section 2406 and contain Respondent's license number to be approved by the Board or its designee prior to use. The Board shall advise Respondent in writing by mail or email within 30 calendar days **of after** the date of Respondent's request for approval whether or not the proposed advertising is approved.

B. Optional Conditions of Probation

*Terms **and conditions** to be included in orders of probation based upon the violation, circumstances of the case, or the Respondent.*

During the period of probation:

- 1. NOTIFY EMPLOYER/FIRM** – Within 30 calendar days after the effective date of this Decision, Respondent shall notify by mail, email, or in person the employer or owner of any court reporting firm with which Respondent is associated or subcontracted of the decision in Case Number _____ and the terms, conditions, and restrictions imposed on Respondent by this Decision. At a minimum, notification to the employer or firm shall be accomplished by providing each employer or firm with a copy of the Board's Decision and Order with the Accusation or Statement of Issues, as applicable. The notification to employer or firm shall also include the name, title, telephone number, and email address for the Board's staff person who is Respondent's probation monitor.

Within 30 calendar days after the effective date of this Decision and within 15 calendar days after Respondent undertaking new employment or associating with a different court reporting agency during the term of probation, Respondent shall submit written proof, such as a copy of the written notice of

their probationary status, to the Board or its designee by mail, email, or in person that they have provided written notice of their probationary status to their employer or court reporting agency with which they are associated or subcontracted. "Associated" shall mean employment of any kind, including any full-time, part-time, temporary, or relief employment or any position for which a court reporter's license is a requirement or criterion for employment, whether the Respondent is an employee, independent contractor, or volunteer.

2. **REHABILITATION PROGRAM** – Respondent shall within 30 calendar days after the effective date of this Decision submit to the Board or its designee by mail, email, or in person for its prior approval (the Board will verify that the program is legitimate and, for example, licensed with the California Board of Behavioral Sciences, if applicable), ~~within 30 calendar days after the effective date of this Decision,~~ the name, address, telephone number, and description of a rehabilitation program for the abuse of drugs or alcohol, or both, in which Respondent will participate. Respondent shall provide the Board or its designee by mail, email, or in person with a copy of certification of successful completion of the rehabilitation program. Respondent shall bear the costs for the rehabilitation program.
3. **MEDICAL EVALUATION/TREATMENT** – After receiving a written notice containing a list of approved physicians from the Board, Respondent shall undergo a medical evaluation by a Board-approved physician who shall furnish a written medical report to the Board or its designee by mail, email, or in person within 30 calendar days after the effective date of this Decision and on a periodic basis thereafter, no less than quarterly, or as may be required by the Board or its designee. If Respondent is required by the Board to undergo physical or mental treatment, Respondent shall within 30 calendar days after written notice from the Board or its designee submit to the Board or its designee by mail, email, or in person for its prior approval the name and qualifications of a physician or psychotherapist of Respondent's choice. Upon the Board's approval of the treating physician or psychotherapist (the Board will verify that the treating physician or psychotherapist is actively licensed in good standing [i.e., no disciplinary action within the last five (5) years] with the applicable professional state licensing agency and does not have a current or prior personal relationship with Respondent), Respondent shall undergo and continue medical treatment until further written notice from the Board or its designee. Respondent shall have the treating physician submit written quarterly reports to the Board or its designee by mail, email, or in person regarding treatment progress. Quarterly reporting shall be consistent with the guidelines set forth in Standard Condition 3 to comply with the conditions of the probation program. Failure to timely submit to or schedule physical or mental treatment within 30 calendar days after written notice from the Board or its designee shall result in violation of probation.

If Respondent is determined to be unable to practice safely, the licensed physician or psychotherapist making this determination shall notify the Board or its designee and Respondent by telephone within five (5) calendar days,

and the Board shall request that the Attorney General's Office prepare an Accusation or Petition to Revoke probation. Respondent shall immediately cease practice upon written notice by the Board or its designee and shall not resume practice until notified in writing by the Board or its designee. During this period of nonpractice, Respondent shall not engage in any practice for which a license issued by the Board is required until the Board or its designee has notified Respondent in writing that a medical determination permits Respondent to resume practice. This period of nonpractice shall not apply to the reduction of this probationary time period.

- 4. PSYCHOLOGICAL EVALUATION** – (To be used in cases involving a crime for which sex offender registration is required pursuant to Penal Code section 290, a serious felony as defined in Penal Code section 1192.7, or a history of drug/alcohol abuse or violence. For the purposes of these Guidelines, a history of drug/alcohol abuse or violence shall be based on an evaluation **of by** the Board of evidence indicating Respondent may have physical or mental ailment(s) or condition(s), including an addiction, that contributed to the violation(s) or when the same is alleged by Respondent to be a contributing factor to the violation(s).) Within 30 calendar days after the effective date of this Decision, and on a periodic basis thereafter or as required by the Board or its designee, Respondent shall undergo psychological evaluation by a licensed psychologist or psychiatrist, or both, as approved by the Board. The Board shall determine if the psychologist or psychiatrist is actively licensed in good standing (i.e., no disciplinary action within the last five (5) years) with the applicable professional state licensing agency and does not have a current or prior personal relationship with Respondent. The evaluator shall furnish a written report to the Board or its designee by mail, email, or in person regarding Respondent's judgment, **and** ability to function independently, **and** safely, and whether they pose a threat to the public. Respondent shall bear the cost of the evaluation. Respondent shall execute a release authorizing the evaluator to furnish the Board or its designee by mail, email, or in person with a current diagnosis and a written report regarding the Respondent's ability to function independently with safety to the public. The Board and its designee shall treat the evaluation as confidential. Failure to timely submit to or schedule a mental examination within 30 calendar days after the effective date of this Decision shall result in violation of probation.

If the licensed mental health care practitioner determines the Respondent to be unable to practice safely, the licensed mental health care practitioner making this determination shall notify the Board or its designee and Respondent by telephone within five (5) calendar days, and the Board shall request that the Attorney General's Office prepare an Accusation or Petition to Revoke probation. Respondent shall immediately cease practice upon written notice by the Board or its designee and shall not resume practice until notified in writing by the Board or its designee. During this period of nonpractice, Respondent shall not engage in any practice for which a license issued by the Board is required until the Board or its designee has notified Respondent in writing that a mental health determination permits Respondent

to resume practice. This period of nonpractice shall not apply to the reduction of this probationary time period.

5. **PSYCHOTHERAPY** – (To be used in cases involving a crime for which sex offender registration is required pursuant to Penal Code section 290, a serious felony as defined in Penal Code section 1192.7, or a history of drug/alcohol abuse or violence. For the purposes of these Guidelines, a history of drug/alcohol abuse or violence shall be based on an evaluation of by the Board of evidence indicating Respondent may have physical or mental ailment(s) or condition(s), including an addiction, that contributed to the violation(s) or when the same is alleged by Respondent to be a contributing factor to the violation(s).) Within 30 calendar days after the effective date of this Decision, Respondent shall submit to the Board or its designee by mail, email, or in person for its prior approval, the name and qualifications of one or more therapists of Respondent's choice. The therapist shall possess a valid California license in good standing (i.e., no disciplinary action within the last five (5) years) with the applicable professional state licensing agency and shall have had no prior business or professional or personal relationship with Respondent. Upon approval by the Board, Respondent shall undergo and continue treatment until the Board determines that no further psychotherapy is necessary. Respondent shall have the treating therapist submit quarterly written reports to the Board or its designee by mail, email, or in person regarding Respondent's judgment, and ability to function independently, and safely, and whether they pose a threat to the public. Quarterly reporting shall be consistent with the guidelines set forth in Standard Condition 3 to comply with the conditions of the probation program. Respondent shall bear all costs of therapy. Respondent shall execute a release authorizing the therapist to furnish the Board or its designee by mail, email, or in person with a current diagnosis and a written report regarding the Respondent's ability to function independently with safety to the public.

If the treating therapist determines the Respondent to be unable to practice safely, the licensed mental health care practitioner making this determination shall notify the Board or its designee and Respondent by telephone within five (5) calendar days, and the Board shall request that the Attorney General's Office prepare an Accusation or Petition to Revoke probation. Respondent shall immediately cease practice upon written notice by the Board or its designee and shall not resume practice until notified in writing by the Board or its designee. During this period of nonpractice, Respondent shall not engage in any practice for which a license issued by the Board is required until the Board or its designee has notified Respondent in writing that a mental health determination permits Respondent to resume practice. This period of nonpractice shall not apply to the reduction of this probationary time period.

6. **ATTEND COURSES** – Respondent shall attend a court reporting school recognized by the Board pursuant to CCR section 2411 and successfully complete a final examination in one or more specified courses as determined in this Decision, for example, deposition procedures or ethics, depending on the nature of the violation(s).

7. **RETAKE LICENSE EXAM** – Respondent shall pass the (name of examination portionpart(s) ~~[English, Professional Practice, or Dictation/Transcription/Skills, or a combination thereof]~~) part(s) of the next regularly scheduled license examination administration after the effective date of this Decision. The Board shall order and notify Respondent in writing to cease practice upon any written notice of failure of the examination until Respondent takes and passes the same (name of examination portionpart(s)) part(s) at a subsequent examination administration.
8. **PROOF OF ADVERTISING CORRECTION** – Respondent shall correct any advertisement not compliant with CCR section 2406 within 30 calendar days after this Decision. Respondent shall not practice until proof of correction, for example, a screenshot of website or print copy, has been submitted to the Board or its designee by mail, email, or in person, and the Board or its designee has notified Respondent in writing that they may resume practice.
9. **REIMBURSEMENT OF PROBATION PROGRAM** – Respondent shall reimburse the Board by mail or in person for the hourly costs it incurs in monitoring the probation to ensure compliance for the duration of the probation period. Reimbursement costs shall be \$_____ per year/\$_____ per month. Respondent shall make the check or money order payable to the Court Reporters Board of California and shall indicate on the check or money order the following: “Probation Program Reimbursement: Case Number-_____.”
10. **ABSTAIN FROM DRUGS / SUBMIT TO BIOLOGICAL FLUID TESTING** – (To be used in cases involving a history of drug abuse, or based on an evaluation of-by the Board of evidence indicating Respondent may have physical or mental ailment(s) or condition(s), including an addiction, that contributed to the violation(s) or when the same is alleged by Respondent to be a contributing factor to the violation(s).) Respondent shall completely abstain from the use or possession of controlled substances as defined in the California Uniform Controlled Substances Act (Health and Safety Code, Division 10, commencing with section 11000), and dangerous drugs as defined in Business and Professions CodeBPC sections 4021 and 4022, during the period of probation except when lawfully prescribed or ordered by a licensed practitioner for a bona fide illness or medical condition. Respondent shall submit to biological fluid testing or other required drug screening, or both, at Respondent’s cost within five (5) calendar days of-after written request by the Board or its designee. The length of time and frequency of testing shall be determined by the Board. Respondent shall ensure that written reports are submitted directly by the testing agency to the Board or its designee by mail, email, or in person. There shall be no confidentiality in test results. Any confirmed positive finding shall constitute a violation of probation.

[Note: If this Optional Condition is included in the probationary order, then Optional Condition 11 “Abstain from Use of Alcohol/Submit to Biological Fluid Testing” should also be included to ensure abstention occurs from all

addictive substances during the period of probation when a history of drug abuse is found.]

- 11. ABSTAIN FROM USE OF ALCOHOL / SUBMIT TO BIOLOGICAL FLUID TESTING** – (To be used in cases involving a history of alcohol abuse, or based on an evaluation by the Board of evidence indicating Respondent may have physical or mental ailment(s) or condition(s), including an addiction, that contributed to the violation(s) or when the same is alleged by Respondent to be a contributing factor to the violation(s).) Respondent shall completely abstain from the use of alcoholic beverages during the period of probation. Respondent shall submit to biological fluid testing at Respondent's cost within five (5) calendar days **of after** written request by the Board or its designee. The length of time and frequency of testing shall be determined by the Board. Respondent shall ensure that written reports are submitted directly by the testing agency to the Board or its designee by mail, email, or in person. There shall be no confidentiality in test results. Any confirmed positive finding shall constitute a violation of probation.

[**Note:** If this Optional Condition is included in the probationary order, then Optional Condition 10 “Abstain from Drugs/Submit to Biological Fluid Testing” should also be included to ensure abstention occurs from all addictive substances during the period of probation when a history of alcohol abuse is found.]

- 12. PROVISION OF RECORDS** – Respondent shall provide specific records by mail, email, or in person for inspection by the Board or its designee, as directed in writing by the Board or its designee.
- 13. “Actual Suspension”** – To be included in “**Stayed** Suspension **Stayed**” cases as an Optional Condition in the event of probation violation.
- 14. “Actual Revocation”** – To be included in “**Stayed** Revocation **Stayed**” cases as an Optional Condition in the event of probation violation.

VI. Model Orders

A. Licensee

Revocation of License

License N**umber** , issued to Respondent , is revoked.

Respondent shall relinquish and forward or deliver their pocket license(s) to practice and wall certificate(s) to the Board by mail or in person within ten (10) calendar days **of after** the effective date of this Decision. Respondent may not reapply or petition the Board for reinstatement of their revoked license **or reduction of penalty** for one year from the effective date of this Decision pursuant to Government Code section 11522. Respondent shall pay to the Board **by mail or in person** its costs of investigation and

prosecution in the amount of \$ _____ within 30 calendar days ~~of~~ after the effective date of this Decision.

Option: As a condition precedent to reinstatement of their revoked license, Respondent shall reimburse the Board for its costs of investigation and prosecution in the amount of \$ _____ and pay the reinstatement fee required by BPC section 8024.4. Said amount shall be paid in full by mail or in person prior to the reinstatement of ~~their~~ Respondent's license unless otherwise ordered by the Board.

Suspension of License

License Number _____, issued to Respondent _____, is suspended for a period of _____ calendar days.

Respondent shall relinquish and forward or deliver their pocket license(s) to practice and wall certificate(s) to the Board by mail or in person within ten (10) calendar days after the effective date of this Decision. Respondent may not reapply or petition the Board for reinstatement of their suspended license or reduction of penalty for one year from the effective date of this Decision pursuant to Government Code section 11522. Respondent shall pay to the Board by mail or in person its costs of investigation and prosecution in the amount of \$ _____ within 30 calendar days after the effective date of this Decision.

Revocation Stayed and Licensee Placed on Probation

License Number ~~_____~~, issued to Respondent _____, is revoked; however, the revocation is stayed, and Respondent is placed on probation for _____ year(s) on the following terms and conditions: (list all Standard and applicable Optional Conditions of probation).

If a licensee violates the order of probation, the stay is lifted, and ~~the~~ it is recommended that an actual revocation be imposed goes into effect immediately.

Suspension Stayed and Licensee Placed on Probation

License Number _____, issued to Respondent _____, is suspended for a period of _____ calendar days; however, the suspension is stayed, and Respondent is placed on probation for _____ year(s) on the following terms and conditions: (list all Standard and applicable Optional Conditions of probation).

If a licensee violates the order of probation, the stay is lifted, and it is recommended that a one-year actual suspension be imposed.

Public Reproval

License Number ~~_____~~, issued to Respondent _____, is publicly reproved. This reproval constitutes disciplinary action by the Board and shall become a part of Respondent's license history with the Board.

Surrender of License in Lieu of Revocation

Respondent _____ surrenders License **Number** _____ as of the effective date of this Decision. Respondent shall relinquish and forward or deliver their pocket license(s) to practice and wall certificate(s) to the Board by mail or in person within ten (10) calendar days **of after** the effective date of this Decision. The surrender of Respondent's license and the acceptance of the surrendered license by the Board shall constitute the imposition of discipline against Respondent. This Decision constitutes disciplinary action by the Board and shall become a part of Respondent's license history with the Board.

B. Petition for Reinstatement

Grant Petition with No Restrictions on License

The Petition for Reinstatement filed by Petitioner _____ is hereby granted, and Petitioner's **L**icense **Number** _____ shall be fully restored.

Grant Petition and Place Licensee on Probation

The Petition for Reinstatement filed by Petitioner _____ is hereby granted, and Petitioner's **L**icense **Number** _____ shall be reinstated and immediately revoked; however, the revocation shall be stayed, and the Petitioner shall be placed on probation for a period of _____ year(s) on the following terms and conditions: (list **all** Standard and applicable Optional Conditions of probation).

Grant Petition and Place Licensee on Probation After Completion of Conditions Precedent

The Petition for Reinstatement filed by Petitioner _____ is hereby granted, and Petitioner's **L**icense **Number** _____ shall be fully reinstated upon completion of the following conditions precedent: (examples would be paying restitution, cost reimbursement, completion of ethics course, physical examination, completion of rehabilitation program, take and pass licensure examination).

Upon completion of the conditions precedent above and satisfaction of all statutory and regulatory requirements for issuance of a license, Petitioner's **L**icense **Number** _____ shall be reinstated and immediately revoked; however, the revocation shall be stayed, and Petitioner shall be placed on probation for a period of _____ year(s) on the following terms and conditions: (list **all** Standard and applicable Optional Conditions of probation).

Deny Petition

The Petition for Reinstatement filed by Petitioner _____, **for License Number** _____, is hereby denied.

C. Petition to Revoke Probation/Revocation of Probation

License **Number** _____, issued to Respondent _____, is revoked. Petitioner is not eligible to apply for reinstatement for one year from the effective date of this Decision pursuant to Government Code section 11522.

Extension of Probation

License Number _____, issued to Respondent _____, is revoked; however, the revocation is stayed, and Respondent is placed on probation for an additional _____ year(s) on the following terms and conditions: (list all Standard and applicable Optional Conditions of probation).

D. Applicant

(To be used in cases where a Statement of Issues has been filed.)

Grant Application with No Restrictions on License

The application filed by Respondent _____ for initial licensure is hereby granted, and a court reporter's license shall be issued to Respondent upon successful completion of all licensing requirements, including payment of all fees.

Grant Application and Place Licensee on Probation

The application filed by Respondent _____ for initial licensure is hereby granted, and a court reporter's license shall be issued to Respondent upon successful completion of all licensing requirements, including payment of all fees. However, the license shall be immediately revoked, the revocation shall be stayed, and Respondent shall be placed on probation for _____ year(s) on the following terms and conditions: (insert list all Standard and applicable Optional Conditions of probation).

Grant Application and Place Licensee on Probation After Completion of Conditions Precedent

The application filed by Respondent _____ for initial licensure is hereby granted, and a court reporter's license shall be issued to Respondent upon the following conditions precedent: (examples would be paying restitution, cost recovery, completion of continuing education, completion of rehabilitation program, take and pass licensure examination).

Upon completion of the conditions precedent above and successful completion of all licensing requirements, including payment of all fees, Respondent shall be issued a court reporter's license. However, the license shall be immediately revoked, the revocation shall be stayed, and Respondent shall be placed on probation for _____ year(s) on the following terms and conditions: (list all Standard and applicable Optional Conditions of probation).

Deny Application

The application filed by Respondent _____ for initial licensure is hereby denied.

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. COURT REPORTERS BOARD OF CALIFORNIA

PROPOSED REGULATORY LANGUAGE
Transcript Reimbursement Fund Application and Applicant Privacy

Legend:	Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
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Article 1

Adopt section 2410 of Division 24 of Title 16 of the California Code of Regulations to read as follows:

§ 2410. Transcript Reimbursement Fund Application and Applicant Privacy.

In accordance with Business and Professions Code (BPC) sections 8030.6 and 8030.8, applicants applying to receive funds from the Transcript Reimbursement Fund (TRF) established in BPC section 8030.2 shall submit a TRF application on a form created by the Board that shall include the information below and the related supporting documentation described below to the Board by mail to its mailing address listed on the Board's website, by email to the email address listed on the Board's website, or in person to the Board's street address as listed on the Board's website.

- (a) A completed TRF application for litigants who are representing themselves shall include the following information:
- (1) Applicant's (litigant's) full legal name (last name) (first name) (middle name);
 - (2) Applicant's mailing address, city, state, and ZIP code;
 - (3) Applicant's telephone number;
 - (4) Applicant's fax number, if any;
 - (5) Applicant's email address;
 - (6) Affirmation that applicant's court-approved fee waiver is attached;
 - (7) Case name;
 - (8) County, court, and/or judicial district where filed;
 - (9) Court case file number;
 - (10) Whether an appeal is pending, and, if yes, the appeal number;
 - (11) Whether the applicant has submitted a TRF request in this case previously;
 - (12) Type of civil case;

- (13) Certified Shorthand Reporter (CSR) number;
 - (14) CSR name;
 - (15) Date of court or deposition proceeding;
 - (16) Whether preparation was of original transcript, original and one copy, or copy only;
 - (17) Whether per diem was included;
 - (18) Whether the applicant has paid for the transcript and is seeking reimbursement and the cost as stated in an itemized invoice from the CSR, or the applicant has not paid and is seeking payment directly to the CSR and the cost as estimated by the CSR; and
 - (19) A signed and dated statement by the applicant that all statements made in the application are true and correct.
- (b) In addition to the TRF application information required under subdivision (a), a completed TRF application for those who are representing indigent litigants pro bono shall include the following information:
- (1) Pro bono entity's name;
 - (2) Pro bono entity's mailing address, city, state, and ZIP code;
 - (3) Pro bono entity's telephone number;
 - (4) Pro bono entity's fax number;
 - (5) Pro bono entity's email address;
 - (6) Name of attorney handling case;
 - (7) Attorney's mailing address, city, state, and ZIP code;
 - (8) Attorney's telephone number;
 - (9) Attorney's fax number;
 - (10) Attorney's email address;
 - (11) Whether the attorney is employed with, referred by, or has other relationship with the qualifying nonprofit entity;
 - (12) By which section of the BPC the applicant is claiming eligibility;
 - (13) Whether litigant is indigent as defined in BPC section 8030.4 (f);
 - (14) Whether litigant is plaintiff, defendant, or other;
 - (15) By which subparagraph(s) of BPC section 8030.4(e) the applicant is claiming the case is not fee-generating; and
 - (16) Whether represented party entered into any contract that contains any type of contingency fee agreement or clause.

(c) The following information provided by or relating to an applicant applying to receive funds from the Transcript Reimbursement Fund, or relating to the represented party in the case of a pro bono attorney applicant, shall be considered personal information pursuant to the Information Practices Act of 1977 (Division 3 [commencing with section 1798] of Title 1.8 of the Civil Code) and shall not be subject to public disclosure under the California Public Records Act (Division 10 [commencing with section 7920.000] of Title 1 of the Government Code):

(1) Litigant's name;

(2) Litigant's mailing address, city, state, and ZIP code;

(3) Litigant's telephone number;

(4) Litigant's email address;

(5) Litigant's fax number (if provided);

(6) Case name;

(7) Court case file number; and

(8) Appeal number (if provided).

NOTE: Authority cited: Section 8007, Business and Professions Code. Reference: Sections 8030.2, 8030.4, 8030.6, and 8030.8, Business and Professions Code; Sections 1798.3 and 1798.24, Civil Code; and Section 7920.000, et seq., Title 1, Government Code.

COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 7 – Skills Exam Grading Policies

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Agenda Description: Discussion and possible action on grading policies

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Brief Summary:

A review of the grading policies for the skills exam resulted in some proposed changes.

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Support Documents:

Attachment 1 – Examination Grading Policies for Skills Portion

Attachment 2 – Punctuation Guidelines for the CSR Examination

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Recommended Board Action: Staff recommends the Board review and approved the proposed changes.

Sample Motion: I move that the Board approve (as amended) the proposed Examination Grading Policies including Punctuation Guidelines.



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



Attachment 1
Agenda Item 7

EXAMINATION GRADING POLICIES FOR SKILLS PORTION

Please note tests submitted with all capitals or all lowercase letters will NOT be graded.

The following list of errors will be used as a guideline for correcting tests.

DICTIONARY RESEARCH

A word list will be provided for the dictation/transcription part of the exam. When there is a need to research a word -- spelling, hyphenation, one word/two words -- during transcription, the most recent Merriam-Webster hard copy dictionary is to be used. It is used by graders as the final authority for the spelling/form of a word.

Common variants of proper names not included on the word list will be accepted but must be spelled consistently throughout the transcript.

WORD ERRORS

Omitted Word(s): Each word that is dictated and not transcribed is counted as one error, ~~is indicated by the letters "OM," and is marked with a caret and the number of omitted words.~~

DICTATED:	The car on the right began to slide as it rounded the corner.
TRANSCRIBED:	The car began to slide as it rounded the corner. (three errors)

Wrong Word(s): Each word that is dictated and incorrectly transcribed is counted as one error ~~and indicated by a check mark over the top of the word.~~

DICTATED:	The car on the right began to slide as it rounded the corner.
TRANSCRIBED:	The car on my right began to slide as it rounded the corner. (one error)

Inserted Word(s): Each word that was not dictated but was transcribed (as opposed to words that were incorrectly transcribed) is counted as one error ~~and is indicated by the letters "IN" and a check mark over the word.~~

DICTATED:	The car on the right began to slide as it rounded the corner.
TRANSCRIBED:	The car on the right side began to slide as it rounded the corner. (one error)

Misspelled Words: Each misspelled word is counted as one error ~~and is indicated by a check mark over the word and the letters "SP."~~ If the same word is misspelled the same way throughout the transcript, it is counted as one error ~~regardless of how many occurrences there are of the misspelled word in each instance it is misspelled.~~

DICTATED: It does not fall into that **category**.
TRANSCRIBED: It does not fall into that **catagory**.
(one error)

DICTATED: There has been **definite** improvement, but I cannot be **definite** about the **definite** areas where it still needs work.
TRANSCRIBED: There has been **definate** improvement, but I cannot be **definate** about the **definate** areas where it still needs work.
(~~one error~~ three errors)

Transposed Words: Transposing adjacent words (or numbers) is counted as one error.

DICTATED: It was a **dark, stormy** night.
TRANSCRIBED: It was a **stormy, dark** night.
(one error)

DICTATED: My address is 56**34** Broadway.
TRANSCRIBED: My address is 56**43** Broadway.
(one error)

Hyphenated Words: Each word on either side of a hyphen counts as one word; e.g., *part-time* is two words, and *brother-in-law* is three words. One error is charged for any one wrong word in a hyphenated combination. (Compound words which are separate words -- e.g., *real estate* is two words, and *editor in chief* is three words -- are counted the same way.)

DICTATED: She had a **part-time** job.
TRANSCRIBED: She had a **full-time** job.
(one error)

DICTATED: My **brother-in-law** said it was not important.
TRANSCRIBED: My **brothers-in-laws** said it was not important.
(two errors)

Missing hyphens in a compound adjective will NOT be counted as an error.

DICTATED: We returned from a **two-week** vacation.
TRANSCRIBED: We returned from a **two week** vacation.
(no error)

Compound Words: Each compound word written as two words and vice versa.

DICTATED: We left a message on **their** voicemail.
TRANSCRIBED: We left a message on **their** voice mail.
(one error)

SPEAKER IDENTIFICATION ERRORS:

Identifying the wrong speaker is counted as five errors, ~~and is indicated by the letters "WS."~~ When the same speaker error is repeated in the same series, no further errors are counted.

Inserting a speaker who did not speak at all or inserting the wrong speaker is counted as five errors, ~~and is indicated by the letters "INS."~~

Omitting a speaker is counted as five errors, ~~and is indicated by the letters "OMS."~~

Omitting or inserting an incorrect Q or A is counted as five one error, ~~s and is indicated by an "X" over the Q or A.~~

Failing to indicate the questioning attorney when coming out of colloquy is counted as five errors, ~~and is indicated by the letters "OMS."~~

(Gender) If a male speaker is indicated with a female title, one error is counted and is indicated with a check mark over the word. This is counted as one error regardless of the number of times the wrong indication is used.

DICTATED:	MR. JOHNSON: Your Honor, I have just five minutes more.
TRANSCRIBED:	MS. JOHNSON: Your Honor. I have just five minutes more. (one error)

CONTRACTIONS

Contractions are avoided in the dictation portion of the exam. If one is used, either the separate word form or the contracted form will be considered to be correct.

DICTATED:	She wasn't a part of the team at that time.
TRANSCRIBED:	She wasn't a part of the team at that time. (no error) She was not a part of the team at that time. (no error)

FEMALE TITLES IN FRONT OF NAMES

~~The only title in front of a female name that is dictated is "Ms." It is the only female title that is to be transcribed — "Ms."~~ No error will be counted for transcribing Miss as Ms. and vice versa.

NUMBERS

Numbers may be transcribed as words or in figures/digits. If digits are used, each digit is counted as one word. If a digit is incorrect, one error is counted; If a digit is omitted or an extra digit is added, one error is counted. (For information on transposing numbers, see "Transposed Words")

under "Word Errors.")

DICTATED: There were **425** cartons delivered on Friday.
TRANSCRIBED: There were **424** cartons delivered on Friday.
(one error)

DICTATED: There were **425** cartons delivered on Friday.
TRANSCRIBED: There were **4245** cartons delivered on Friday.
(one error)

Fractions may be written as words or with numerals: one-half or $\frac{1}{2}$.

The use of the \$ symbol is acceptable for the word "dollars": \$25 or twenty-five dollars.

CAPITALIZATION

Failure to capitalize the first word in a sentence is counted as one error.

Failure to capitalize a proper noun is counted as one error.

WHAT IS NOT AN ERROR:

1. Dictated words or phrases not in the dictionary.

~~APOSTROPHES FOR POSSESSIVES~~

~~Singular possessive form: Add an apostrophe "s" to the singular form of the word to form the singular possessive. If the singular of a word ends in "s" or "z," it is acceptable, though not recommended, to add only the apostrophe.~~

DICTATED: _____ She was seated to Mary's right.
TRANSCRIBED: _____ She was seated to **Mary's** right.
_____ (no error)

DICTATED: _____ She was seated to **Tess's** right.
TRANSCRIBED: _____ She was seated to **Tess's** right.
_____ (no error)

TRANSCRIBED: _____ She was seated to **Tess'** right.
_____ (no error)

TRANSCRIBED: _____ She was seated to **Tesses** right.
_____ (one error)

~~Plural possessive form: Make the word plural. If the plural of the word ends in "s," add an apostrophe only to the plural form of the word to form the plural possessive. If the plural of the word does not end in "s," add apostrophe "s" to make the plural possessive form of the word.~~

DICTATED: _____ He worked with the **Hansons'** agent.

TRANSCRIBED: _____ He worked with the **Hansons'** agent.
_____ (no error)

TRANSCRIBED: _____ He worked with the **Hanson's** agent.
_____ (one error)

DICTATED: _____ He worked with the **Hollises'** agent.

TRANSCRIBED: _____ He worked with the **Hollises'** agent.
_____ (no error)

TRANSCRIBED: _____ He worked with the **Hollis's** agent.
_____ (one error)

TRANSCRIBED: _____ He worked with the **Hollises's** agent.
_____ (one error)



COURT REPORTERS BOARD OF CALIFORNIA

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Attachment 2
Agenda Item 7

PUNCTUATION GUIDELINES FOR THE CSR EXAMINATION

Each incorrect punctuation mark is counted as one error. Errors in punctuation include but are not limited to the following:

Run-On and Comma Splice Sentences: There must be a period or a semicolon between two independent sentences that are not connected by a conjunction.

DICTATED:	They arrived late Friday. We picked them up at the airport.
TRANSCRIBED:	They arrived late Friday. We picked them up at the airport. (no error)
	They arrived late Friday; we picked them up at the airport. (no error)
	They arrived late Friday we picked them up at the airport. (one error)
	They arrived late Friday, we picked them up at the airport. (one error)
DICTATED:	She worked at the hospital at the time; is that correct/true/right?
TRANSCRIBED:	She worked at the hospital at the time; is that correct/true/right? (no error)
	She worked at the hospital at the time. Is that correct/true/right? (no error)
	She worked at the hospital at the time, is that correct/true/right? (no error)
	She worked at the hospital at the time is that correct/true/right? (one error)

Oxford Comma: A comma before the conjunction in the final item in a series is preferred but is not counted as an error.

DICTATED:	I looked in the house, in the garage, and in the house.
TRANSCRIBED:	I looked in the house, in the garage, and in the house. (no error)
	I looked in the house, in the garage and in the house. (no error)
	I looked in the house in the garage and in the house. (one error)
	I looked in the house in the garage, and in the house. (one error)

Terminal Punctuation: All sentences must have terminal punctuation.

DICTATED: What time did you **arrive**?
TRANSCRIBED: What time did you **arrive**
(one error)

Terminal Punctuation: An obvious question must end in a question mark.

DICTATED: When will you be able to give me the figures?
TRANSCRIBED: When will you be able to give me the **figures**?
(no error)
When will you be able to give me the **figures**.
(one error)
When will you be able to give me the **figures**
(one error)

Terminal Punctuation: A polite request may end in a question mark or a period.

DICTATED: Will you give me the names of the people on the committee.
TRANSCRIBED: Will you give me the names of the people on the **committee**.
(no error)
Will you give me the names of the people on the **committee**?
(no error)

Terminal Punctuation: Command forms must end in a period.

DICTATED: Hand that document to counsel.
TRANSCRIBED: Hand that document to **counsel**.
(no error)
TRANSCRIBED: Hand that document to **counsel**?
(one error)

Abbreviations: Certain titles absolutely must have a period.

DICTATED: Mr. Hanson had left the meeting early.
TRANSCRIBED: **Mr. Hanson** had left the meeting early.
(no error)
TRANSCRIBED: **Mr Hanson** had left the meeting early.
(one error)

Compound Sentence: When two sentences are joined by one of the conjunctions *and*, *but*, *or*, or *nor*, there must be a comma before the conjunction. When there is not an independent sentence after one of these conjunctions, there is NOT a comma before the conjunction.

DICTATED: I called earlier in the day, but there was no answer.
TRANSCRIBED: I called earlier in the **day, but** there was no answer.
(no error)
TRANSCRIBED: I called earlier in the **day but** there was no answer.
(one error)

DICTATED: Ann wrote to me **daily and** always included a clever joke.
 TRANSCRIBED: Ann wrote to me **daily and** always included a clever joke.
 (no error)
 TRANSCRIBED: Ann wrote to me **daily, and** always included a clever joke.
 (one error)

Dash: A dash must be used for broken sentence structure, a sudden change in thought.

DICTATED: We were with my – it was very late at night.
 TRANSCRIBED: We were with **my – it** was very late at night.
 (no error)
 TRANSCRIBED: We were with **my it** was very late at night.
 (one error)
 TRANSCRIBED: We were with **my, it** was very late at night.
 (one error)
 TRANSCRIBED: We were with **my. It** was very late at night.
 (one error)

Apostrophes for possessives:

Singular possessive form: Add an apostrophe “s” to the singular form of the word to form the singular possessive. If the singular of a word ends in “s” or “z,” it is acceptable, though not recommended, to add only the apostrophe.

DICTATED: She was seated to Mary’s right.
 TRANSCRIBED: She was seated to **Mary’s** right.
 (no error)

DICTATED: She was seated to **Tess’s** right.
 TRANSCRIBED: She was seated to **Tess’s** right.
 (no error)

TRANSCRIBED: She was seated to **Tess’** right.
 (no error)

TRANSCRIBED: She was seated to **Tesses** right.
 (one error)

Plural possessive form: Make the word plural. If the plural of the word ends in “s,” add an apostrophe only to the plural form of the word to form the plural possessive. If the plural of the word does not end in “s,” add apostrophe “s” to make the plural possessive form of the word.

DICTATED: He worked with the **Hansons’** agent.
 TRANSCRIBED: He worked with the **Hansons’** agent.
 (no error)

TRANSCRIBED: He worked with the **Hanson’s** agent.
 (one error)

DICTATED: He worked with the **Hollises’** agent.

TRANSCRIBED: He worked with the **Hollises'** agent.
(no error)

TRANSCRIBED: He worked with the **Hollis's** agent.
(one error)

TRANSCRIBED: He worked with the **Hollises's** agent.
(one error)

NOTE:

There will be no punctuation error counted as part of a drop.
If punctuation is correctly used with inserted or omitted words, no punctuation errors will be counted.

COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 8 – Skills Exam Reciprocity with RPR

=====

Agenda Description:

Update on allowing reciprocity with the Registered Professional Reporter (RPR) certification from the National Court Reporters Association (NCRA).

=====

Brief Summary:

At its August 20, 2021, meeting, the Board reviewed the report from DCA’s Office of Professional Examination Services (OPES) of their evaluation of the RPR exam. At the conclusion of the discussion, the Board voted not to allow reciprocity until a sufficient occupational analysis could be developed for the RPR.

In February, NCRA submitted an updated occupational analysis for review by OPES.

=====

Support Documents: None

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Fiscal Impact: None

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Recommended Board Action: Informational only.

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COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 9 – Court Reporter Workforce Development and Pipeline

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Agenda Description:

Discussion and possible action.

=====

Brief Summary:

The Board has requested an update on workforce trends and information regarding school enrollment.

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Support Documents: None

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Fiscal Impact: None

=====

Recommended Board Action: Informational only.

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COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 10 – Best Practice Pointers Task Force

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Agenda Description:

Update on task force to update the current Best Practice Pointers

=====

Brief Summary:

The Best Practice Pointers Task Force met on February 12, 2025, to propose newly created Best Practice Pointers (BPP). The Task Force is offering for the Board’s consideration BPP 9, 15, 16, 17, and 18.

After the BPPs are finalized by the Board, staff will work with the Department of Consumer Affairs’ Publication Design and Editing unit to format them for publication to the website and social media.

=====

Support Documents:

- Attachment 1 – Best Practice Pointer 9
 - Attachment 2 – Best Practice Pointer 15
 - Attachment 3 – Best Practice Pointer 16
 - Attachment 4 – Best Practice Pointer 17
 - Attachment 5 – Best Practice Pointer 18
- =====

Recommended Board Action: Staff recommends that the Board approve the Best Practice Pointers.

Sample Motion: I move approval (as amended) of Best Practice Pointers 9, 15, 16, 17, and 18.

Best Practice Pointer No. 9

Leaving Testimony for Jury Readback

If a reporter anticipates that they will not be available for jury read-back, a clean transcript of the reported testimony in hard copy or electronic format should be left with the reporter on standby for jury read-back in accordance with local practices, if they exist.

Please keep in mind that if testimony was stricken or a motion was sustained, that portion of the record shall not be read back to the jury and should not be part of what is provided to be read.

Best Practice Pointer No. 15

Reporters In Charge (RICs)

Non-CSR Owned Court Reporting firms are required to have a licensee acting as a Reporter in Charge. The duties and requirements of a Reporter in Charge (RIC) are spelled out in [Business and Professions Code \(BPC\) § 8051](#).

RICs are strongly advised to:

1. Read and understand the full language of the statute governing the role and obligations of an RIC ([BPC § 8051](#)), specifically, 8051 (a)(2). Do not rely on anyone else's representations as to what your duties and responsibilities are as the RIC.
2. Have a written contract with the licensee court reporting firm ("firm") for which you will be acting as the RIC. The contract should:
 - a. set forth the expectations and obligations of both the RIC and the firm.
 - b. specify that the firm will comply with all laws and regulations at all times.
 - c. require that the firm stay abreast of and abide by any updates in laws and regulations.
 - d. require notice to the RIC in the event the firm does not renew its registration.
 - e. require notice to the firm in the event the RIC wishes to withdraw as RIC or does not renew their license.
 - f. set forth any compensation agreement for serving as the RIC.
3. Ensure that the firm is following the code regarding the retention and delivery of original transcripts. [Code of Civil Procedure \(CCP\) § 2025.550\(a\)](#)
4. Ensure that the firm is in compliance with all aspects of [CCP § 2025.320](#).
5. Make periodic visits to the firm's place of business or meet via video teleconference to ensure that the firm is following all laws and regulations and the firm is in compliance with the contract.

Remember that as the RIC it is YOUR license that is at risk if the firm does not comply with the law.

Best Practice Pointer No. 16

Secure Transmission, Confidentiality, and Cybersecurity

Cybersecurity is Crucial for Court Reporters.

Court reporters' transcripts often contain sensitive and/or confidential information that, if exposed, could lead to legal, financial, or reputational harm for individuals or organizations.

Strong cybersecurity practices help:

- Prevent unauthorized access to private data.
- Comply with legal and ethical obligations to maintain confidentiality.
- Safeguard against cyberattacks such as phishing, ransomware, and data breaches.

It is important to prioritize cybersecurity. Court reporters can maximize efforts to ensure the confidentiality, integrity, and security of their work product by adhering to the following best practices related to cybersecurity:

1. Keep Operating Systems and Other Software Updated

- Regularly install updates for the operating system and other software on all work-related devices to help address security vulnerabilities.

2. Secure External Storage Devices

- Protect all work-related external drives and USB devices with strong passwords.

3. Protect Mobile Devices

- Enable password or passcode protection on your smartphone and other mobile devices used for work.
- Exercise caution when using a public or unsecured network.

4. Implement Strong Password Practices

- Change your passwords regularly, such as every 90–120 days.
- Use multi-factor authentication (MFA) whenever possible.
- Create strong passwords that include capital letters, special characters, and numbers.
- Avoid reusing passwords across different accounts.

5. Use Antivirus Software

- Maintain up-to-date antivirus software on your work computer to safeguard against malware and other threats.

6. Back Up Files

- Ensure all work-related files, including transcripts, are backed up securely, using encrypted cloud services or password-protected drives.

7. Transmit Data Securely

- Use secure methods to transmit transcripts and exhibits, whether shared by you or your support team (e.g., encrypted email or file transfer services).

8. Ensure Data Integrity

- Use secure upload methods/tools to prevent documents from being tampered with during transmission, ensuring the accuracy and reliability of your files.

9. Prevent Unauthorized Access

- Use secure methods/tools to ensure that only authorized individuals can view or download sensitive (medical or proprietary) documents, reducing the risk of data breaches.

10. Retention and Destruction of Documents

- Shred/destroy exhibits and documents when instructed to by clients or the deposition firm.
- Develop a retention policy for the eventual destruction of documents.
- Delete scanned copies of all documents, including from all backup sources, when you are finished working with them.

11. Disposal of Electronic Devices

- Take appropriate measures to ensure the proper removal of all sensitive or confidential information from electronic devices before disposal.

12. Maintain Client Trust

- Build trust and confidence with clients by exercising strong security measures.
- Following these practices demonstrates that you prioritize the safety of their sensitive information.

Best Practice Pointer No. 17

Oaths

- When administering an oath, the witness (or interpreter) must provide an audible verbal response.
- A "check" interpreter does not need to be administered an oath.

Sample Oaths

Standard oath:

[California Code of Civil Procedure § 2094\(a\)](#) states:

An oath, affirmation, or declaration in an action or a proceeding, may be administered by obtaining an affirmative response to one of the following questions:

- (1) "Do you solemnly state that the evidence you shall give in this issue (or matter) shall be the truth, the whole truth, and nothing but the truth, so help you God?"
- (2) "Do you solemnly state, under penalty of perjury, that the evidence that you shall give in this issue (or matter) shall be the truth, the whole truth, and nothing but the truth?"

Interpreter oath:

"Do you solemnly state or affirm that the interpretation you are about to provide from English to (insert foreign language) and from (insert foreign language) to English shall be true and correct to the best of your ability?"

Oath for a minor:

"Do you promise you will tell the truth?"

Oath administered partway through proceedings:

See BPP No. 8

Occasionally, a reporter inadvertently does not place the witness under oath prior to the beginning of testimony.

As soon as the reporter realizes the omission, the best practice is to stop the proceeding and place the witness under oath using an amended oath such as:

"Do you solemnly state the statements you have given and the testimony you are about to give are the truth, the whole truth, and nothing but the truth?"

Best Practice Pointer No. 18

Registered Court Reporting Firms

Non-CSR owned court reporting firms must register with the board and are required to employ a licensee acting as a Reporter in Charge (RIC). The duties and requirements of a non-CSR owned Court Reporting Firm (CRF) are spelled out in [Business and Professions Code \(BPC\) § 8051](#).

CSR-owned court reporting firms, while not required to register with the board, are encouraged to do so to enable reporters to easily verify that they can accept work from the firm.

Registered firms are required:

1. To comply with the full language of the statute governing the role and obligations of a CRF ([BPC § 8051](#)).
2. To follow the code regarding the retention and delivery of original transcripts. [Code of Civil Procedure \(CCP\) § 2025.550\(a\)](#).
3. Ensure that the firm is in compliance with all aspects of [CCP § 2025.320](#).

Registered Firms are strongly encouraged to:

1. Have a written contract with the Reporter In Charge (RIC). The contract should:
 - a. set forth the expectations and obligations of both the firm and the RIC.
 - b. specify that the RIC will comply with all laws and regulations at all times.
 - c. state that the parties will stay abreast of and abide by any updates in laws and regulations.
 - d. require notice to the firm in the event the RIC wishes to withdraw as RIC or does not renew their license.
 - e. require notice to the RIC in the event the firm does not renew its registration.
 - f. set forth any compensation agreement between the firm and the RIC.
2. Meet with the RIC periodically at the firm's place of business or via video teleconference to ensure that the firm and the RIC are following all laws and regulations and are in compliance with the contract.

COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 11 – Strategic Plan

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Agenda Description: Update to the Board on action plan

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Brief Summary:

At the December 13, 2023, Board meeting, the Board adopted the 2024-2028 Strategic Plan. The Action Plan Timeline is used as a tool to update the Board on the progress of achieving the strategic plan goals.

=====

Support Documents:

Attachment – Action Plan Timeline

=====

Fiscal Impact: None

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Recommended Board Action: Staff recommends the Board review the Action Plan Timeline and provide feedback as needed.

Court Reporters Board of California 2024 – 2028 Action Plan Timeline

Action Items		Target Date	Status
2.1	Pursue legislation that will require Certified Shorthand Reporter (CSRs) to state their license number at the beginning of proceedings.	Oct 2024	September 2024 (eff. January 2025)
4.6	Pursue legislation that will require licensees to provide an email address to the Board for the delivery of electronic communication and updates.	Oct 2024	September 2024 (eff. January 2025)
1.1	Pursue reciprocity with other state and national exams to reduce barriers to licensure.	Dec 2024	September 2024 (eff. January 2025)
1.3	Assess the feasibility of adding one in-person test annually to improve accessibility and inclusivity.	Dec 2024	November 2024
4.1	Increase the Board's visibility to promote consumer awareness about the Board's role and efforts.	Dec 2024	
4.3	Inform the public about voice writers to create awareness about the new technology, prevent confusion, and better inform consumers.	Jan 2025	Plan development mtg November 2024.
1.7	Review demographic data provided through the strategic planning process to identify any workforce issues.	March 2025	
4.5	Attract people to the profession to address the shortage of licensees.	June 2025	
4.7	Update the Board's logo and incorporate voice writing for a more universal and inclusive logo.	June 2025	Met with OPA 3/25
4.8	Explore the need to increase TRF funding to support program needs and the Board's DEI initiative.	June 2025	
1.4	Research the reinstatement of lapsed licenses and determine if statutory changes are necessary.	July 2025	
1.2	Change the testing format to conform to universal formats to increase pass rates and the licensee pool.	Dec 2025	Board approved April 2024. Ongoing.
1.5	Explore the possibility of provisional licensing to promote fully licensed reporters and address the shortage of licensees.	Dec 2025	
4.2	Address digital recording to educate consumers on the distinction between digital recorders and Certified Shorthand Reporters (CSRs).	Dec 2025	

Court Reporters Board of California
2024 – 2028 Action Plan Timeline

Action Items		Target Date	Status
4.9	Review and update the “Best Practice Pointers” on the Board’s website.	Dec 2025	Ongoing.
3.2	Obtain data on schools and students to assist the Board with daily operations and to identify any diversity, equity, and inclusion (DEI) and workforce supply issues.	June 2026	
5.1	Streamline the Transcript Reimbursement Fund (TRF) process.	June 2026	
5.3	Collect data on website traffic to assist the Board in improving website functionality and accessibility for all stakeholders.	June 2026	
3.1	Explore methods to improve the capturing and communication of statistics on the effectiveness and quality of educational programs.	Dec 2026	
4.4	Increase awareness and inclusivity of the Transcript Reimbursement Fund (TRF).	April 2027	
5.2	Create a succession plan for the executive officer position.	June 2027	
1.6	Pursue legislation that will require Certified Shorthand Reporters (CSRs) to complete continuing education.	Dec 2028	
2.2	Pursue legislation that will grant the Board authority to set standards, license, and oversee digital recording to ensure accurate and timely transcripts for the protection of consumers.	Dec 2028	4/2025 - AB 1189 (Lackey)

AGENDA ITEM 12 – AI Generated Deposition Summaries

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Agenda Description:

Discussion and possible action on evolving Artificial Intelligence (AI) generated service offered.

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Brief Summary:

At the November 15, 2024, meeting, the Board considered AI-generated deposition summaries in the context of California Code of Regulations (CCR) Title 16, § 2474 – Prohibition on Preparation of Deposition Summaries.

At that meeting, the Board found no violation due to the definition in 2474(a), but the Board has requested additional information on AI-generated deposition summaries and its impact on the consumer.

[16 CCR § 2474](#)

§ 2474. Prohibition on Preparation of Deposition Summaries.

- (a) As used in this section, the term “deposition summary” means information dictated by an attorney and reported and/or transcribed by the court reporter after the conclusion of a deposition that includes one or more of the following:
 - (1) A summary of the information, facts, or testimony produced at the deposition;
 - (2) The attorney's analysis or evaluation of the witness or witnesses;
 - (3) The attorney's evaluation of the impact of the deposition on the merits of the case; or
 - (4) The attorney's recommendation for further action or strategies to be employed in the case.
- (b) It shall be considered unprofessional conduct, as that term is used in Section 8025, subdivision (d), of the Business and Professions Code, for any certified shorthand court reporter licensed by the Board to transcribe or assist in the preparation of a deposition summary after the conclusion of a deposition conducted by that reporter pursuant to Section 2025(k) of the Code of Civil Procedure.

=====

Recommended Board Action: Staff recommends that the Board discuss the practice. If no clarification is needed, the Board does not need to take further action. If the Board decides that the regulation needs to be clarified, a sample motions follows.

Sample Motion: I move that Board staff develop regulatory language to clarify California Code of Regulations Title 16, Division 24, Article 8, section 2474.

COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 13 – Future Meeting Dates

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Agenda Description: Proposed Meeting Dates

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Support Documents:

Attachment – 2025 Board Calendar

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Current scheduled activities:

CSR Dictation Exam:

 July 5 – 26, 2025 – Realtime Coach (Online Vendor)

 November 1 – 22, 2025 – Realtime Coach (Online Vendor)

=====

Recommended Board Action: Informational only. Staff will poll Board member availability for next meeting.

**A YEAR-AT-A-GLANCE CALENDAR 2025
COURT REPORTERS BOARD OF CALIFORNIA**

JANUARY 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025

S	M	T	W	Th	F	S
						1
						Exam Starts
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	BD- NC/Tele	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	Exam Starts
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	Exam Starts
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

ACTIVITY

BD	Board Meeting or Activity
Exam	Dictation Exam
TF	Task Force Meeting
TH	Town Hall Meeting
OA	Occupational Analysis
RH	Regulatory Hearing
Shaded Dates	Board Office is Closed

CITY

LA	LOS ANGELES	SAC	SACRAMENTO
SD	SAN DIEGO	SF	SAN FRANCISCO
ONT	ONTARIO		

GENERAL LOCATION

NC	NORTHERN CALIFORNIA
SC	SOUTHERN CALIFORNIA
Tele	TELECONFERENCE/VIDEOCONFERENCE

COURT REPORTERS BOARD MEETING – MAY 9, 2025

AGENDA ITEM 14 – Closed Session

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Agenda Description:

Pursuant to Government Code section [11126\(c\)\(3\)](#), the board will convene into closed session as needed to discuss or act on disciplinary matters.

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Fiscal Impact: None