



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](http://www.courtreportersboard.ca.gov)**MEETING OF THE COURT REPORTERS BOARD****Friday, October 17, 2025  
11:00 a.m. to close of business**

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

**Buena Vista Branch Library\*  
300 North Buena Vista Street  
Burbank, CA 91505**

**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.

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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.

\*This meeting is not sponsored by the Burbank Public Library.



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Fax (916) 263-3664 / [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)**MEETING OF THE COURT REPORTERS BOARD**

**Friday, October 17, 2025**  
**11:00 a.m. to close of business**

**AGENDA**

**Board Members: Denise Tugade, Chair; Michael Dodge-Nam; Heatherlynn Gonzalez;  
 Arteen Mnayan; Alison Saltonstall.**

**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\(a\)](#)).
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7.4	<a href="#">AB 882</a> (Papan) – Electronic court reporting.	
7.5	<a href="#">AB 1170</a> (Dixon) – Maintenance of the codes.	
7.6	<a href="#">AB 1189</a> (Lackey) – Court reporting: digital reporters and legal transcriptionists.	
7.7	<a href="#">AB 1298</a> (Harabedian) – Department of Consumer Affairs.	
7.8	<a href="#">SB 470</a> (Laird) – Bagley-Keene Open Meeting Act: teleconferencing.	
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- 16.1 Pursuant to Government Code, § [11126\(c\)\(3\)](#), the Board will convene into closed session as needed to discuss or act on disciplinary matters.
- 16.2 Pursuant to Government Code, § [11126\(a\)\(1\)](#), the Board will meet in closed session to conduct the annual evaluation of its executive officer.

## **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 more information about the meeting or to request disability-related accommodations or modifications to participate in the meeting, you may 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 at [www.courtreportersboard.ca.gov/about-us/meeting-calendar](http://www.courtreportersboard.ca.gov/about-us/meeting-calendar).

Contact Person: Paula Bruning  
2535 Capitol Oaks Drive, Suite 230, Sacramento CA 95833  
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[paula.bruning@dca.ca.gov](mailto:paula.bruning@dca.ca.gov)

COURT REPORTERS BOARD MEETING – OCTOBER 17, 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 – OCTOBER 17, 2025

**AGENDA ITEM 2 – Welcome New Board Members**

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Agenda Description: Introduction of new Board members

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Brief Summary:

Heatherlynn Gonzalez, of Los Angeles, was appointed to the Court Reporters Board by Governor Newsom. She has been a Certified Shorthand Reporter since 2011 and is a member of the California Deposition Reporters Association. She earned a Bachelor of Arts in Theater Arts and Communication/Music Composition and Theory from Whittier College.

Alison Saltonstall, of Citrus Heights, was appointed to the Court Reporters Board by Governor Newsom. She has been an official court reporter for Sacramento Superior Courts since 2017. She has served on the United Public Employees' union board for six years, representing the Court Reporters' Unit and is currently the president of Sacramento Official Court Reporters Association.

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Recommended Board Action: Informational only

COURT REPORTERS BOARD MEETING – OCTOBER 17, 2025

**AGENDA ITEM 3 – Resolutions for Outgoing Board Members**

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Agenda Description:    Review and approval of resolution

3.1     Robin Sunkees

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Brief Summary:

Resolution honoring outgoing Board member, Robin Sunkees.

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Support Documents:

Attachment 3.1 – Resolution

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Fiscal Impact:         None

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Recommended Board Action: Staff recommends the Board adopt the resolution.

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3.2     Laura Brewer

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Brief Summary:

Resolution honoring outgoing Board member, Laura Brewer.

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Support Documents:

Attachment 3.2 – Resolution

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Fiscal Impact:         None

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Recommended Board Action: Staff recommends the Board adopt the resolution.

*Department of Consumer Affairs*

# *Court Reporters Board of California*

## **Resolution**

*WHEREAS, Robin Sunkees has faithfully and devotedly served as a member of the Court Reporters Board from November 14, 2019, through July 2, 2025; and*

*WHEREAS, she served as Chair from November 19, 2020, to September 1, 2023, and she served as Co-Chair of the License Reciprocity Task Force, Co-Chair of the Curriculum Task Force, and Co-Chair of the Best Practice Pointers Task Force; and*

*WHEREAS, she was integral in developing the 2024-2028 Board Strategic Plan, provided direction on reaching the Board's goals, and contributed significantly to the skills examination bank; and*

*WHEREAS, Robin Sunkees has more than 35 years of professional experience as a Certified Shorthand Reporter, having served the community as a court reporting official in San Diego and Maricopa Counties; and*

*WHEREAS, she has served in many leadership and supportive roles in industry associations, chairing committees for the National Court Reporters Association and was awarded their distinction of Fellow of the Academy of Professional Reporters, and served as President of the California Court Reporters Association and received their Distinguished Service Award in 2018; and*

*WHEREAS, throughout her years of service, at all times Robin Sunkees gave fully of herself and her ideas and acted forthrightly and conscientiously, always with the public interest and welfare in mind; and*

*NOW, THEREFORE, BE IT RESOLVED, that the members of the Court Reporters Board express heartfelt appreciation to Robin Sunkees for the outstanding contribution she made during her years of service on the Court Reporters Board and to the consumers of California.*

*Presented this 17th day of October 2025*

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*Denise Tugade, Board Chair*

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*Yvonne K. Fenner, Executive Officer*



*Department of Consumer Affairs*

# *Court Reporters Board of California*

## **Resolution**

*WHEREAS, Laura Brewer has faithfully and devotedly served as a member of the Court Reporters Board from November 18, 2021, through July 2, 2025; and*

*WHEREAS, she served as Co-Chair of the Best Practice Pointers Task Force; and*

*WHEREAS, she was integral in developing the 2024-2028 Board Strategic Plan, provided direction on reaching the Board's goals and contributed significantly to the skills examination bank; and*

*WHEREAS, Laura Brewer has more than 40 years of professional experience as a Certified Shorthand Reporter, having served the community as a freelance court reporter, conference reporter, and CART captioner; and*

*WHEREAS, she has served in many leadership and supportive roles in industry associations including the Deposition Reporters Association of California, Intersteno, and the National Court Reporters Association and was awarded their distinction of Fellow of the Academy of Professional Reporters; and*

*WHEREAS, throughout her years of service, at all times Laura Brewer gave fully of herself and her ideas and acted forthrightly and conscientiously, always with the public interest and welfare in mind; and*

*NOW, THEREFORE, BE IT RESOLVED, that the members of the Court Reporters Board express heartfelt appreciation to Laura Brewer for the outstanding contribution she made during her years of service on the Court Reporters Board and to the consumers of California.*

*Presented this 17th day of October 2025*

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*Denise Tugade, Board Chair*

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*Yvonne K. Fenner, Executive Officer*

COURT REPORTERS BOARD MEETING – OCTOBER 17, 2025

**AGENDA ITEM 4 – Review and Approval of Meeting Minutes**

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Agenda Description:

Review and approval of May 9, 2025, minutes

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Brief Summary:

The Board met on May 9, 2025, and minutes of that meeting are before the Board for consideration and approval.

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Support Documents:

Attachment – Draft minutes for May 9, 2025

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Fiscal Impact:   None

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Recommended Board Action: Staff recommends the Board approve minutes.

Proposed Motion: I move to approve (as amended) the minutes of the May 9, 2025, meeting.



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**DRAFT****COURT REPORTERS BOARD OF CALIFORNIA  
MINUTES OF OPEN SESSION  
MAY 9, 2025**Attachment  
Agenda Item 4CALL TO ORDER

Ms. Denise Tugade, chair, called the meeting to order at 9:27 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  
Helen Geoffroy, Board 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**

Ana Costa, on behalf of her students, requested to know if the Board will be considering at a future meeting the possibility of moving away from using ProctorU for testing. She suggested the Board move to using the method being used by the National Court Reporters Association (NCRA). She mentioned a lawsuit by the State Bar of California against ProctorU.

**2. REVIEW AND APPROVAL NOVEMBER 15, 2024, MEETING MINUTES**

Ms. Sunkees and Ms. Brewer provided amendments to the minutes.

*Ms. Sunkees moved to approve the minutes as amended. Ms. Brewer seconded the motion.* Ms. Tugade called for public comment.

Dolores Rene Wood provided an amendment to a date in the minutes.

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**

Leslie Barmby with the Department of Consumer Affairs (Department/DCA) provided a Department update.

Ms. Barmby reported that Governor Newsom's proposed 2025-26 state budget includes a proposal to split the Business, Consumer Services, and Housing Agency into two state agencies: the California Housing and Homelessness Agency (CHHA) and the Business and Consumer Services Agency (BCSA). The proposed CHHA would oversee housing and homelessness solutions and safeguard civil rights whereas BCSA will be responsible for consumer affairs, licensing, and enforcement. DCA would be part of the eight departments within the new BCSA agency.

As part of the process, the reorganization plan was submitted to the nonpartisan Little Hoover Commission for review, which has an approximate 90-day formal review process. The commission held public hearings April 23-24, 2025, to receive testimony and input on the proposed reorganization. Agency Secretary Moss, DCA Director Kirchmeyer, and other impacted department leaders testified in support of the Governor's plan and responded to questions from the commissioners. The commission is preparing a report that will be submitted to the Governor and legislature, which will offer a recommendation as to whether it believes the reorganization plan should go into effect. The legislature will then have 60 days to review and consider the plan. If approved, the new agency will be created July 2025 and become operative on July 1, 2026. Detailed information on the reorganization plan is available at <https://bcsh.ca.gov/about/reorganization>.

Governor Newsom issued an executive order requiring all state agencies, and departments, employees to increase their in-office days from two to four days per week beginning July 1, 2025. The Department of Human Resources issued guidance on implementation of the executive order, which defined parameters for case-by-case exceptions to the new minimum requirement. DCA has been working with a few programs on identifying additional space needed for the transition as well as hosting bi-weekly meetings with board and bureau leadership to provide updates and answer questions.

On April 28, Levi Hull began serving as DCA's new Compliance and Equity Officer. His responsibilities include leading and coordinating Department-wide quality improvement efforts to ensure consistency and regulatory compliance. This position oversees DCA's SOLID Planning and Training Services, the Organizational Improvement Office, the Equal Employment Opportunity Office, and the Internal Audit Office. The position also serves as the liaison to the Department's Diversity, Equity, and Inclusion Steering Committee and is

dedicated to enhancing the diversity, equity, inclusion, and accessibility policies, trainings, and activities throughout the Department's programs.

Ms. Barmby reminded the members that they must complete Board Member Orientation Training (BMOT) within one year of their appointment or reappointment. BMOT will be offered virtually on June 18, 2025, and October 22, 2025. Members may register for this training via the Learning Management System.

The first week of May is Public Service Recognition Week. Ms. Barmby offered a special thank you to the Board, its executive officer, and Board staff for their hard work and dedicated efforts to achieve DCA's mission of consumer protection and extraordinary service every day.

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 8. She indicated that staff continues to watch expenditures closely as the Board nears its budgeted spending allowance for Fiscal Year 2024/25.

She referred to the Board's overall fund condition on page 26 of the Board agenda packet. She stated that the projected transfer to the TRF had been reduced to \$150,000 per year beginning in Fiscal Year 2027/28. This item is difficult to budget for since it is unknown how many claims will be received. The Board's Months in Reserve is projected to close in on 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 current statistics for the 2024/25 fiscal year. She stated that the TRF paid out more than \$87,000 for pro bono cases. She added that over \$48,000 was paid for pro per applicants with an additional \$60,000 in provisionally approved applications awaiting final invoices.

##### 4.3 Enforcement Activities

Ms. Fenner referred to the enforcement statistics through the third quarter of the current fiscal year beginning on page 28 of the packet.

##### 4.4 License Exam

Ms. Fenner indicated that the overall exam statistics began on page 33 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 34.

Ms. Fenner reported that 105 candidates took the most recent skills exam, of which 42 were voice writers. This was the first exam to take place since the exam pass rate had been reduced to 95% accuracy. There were 43 first-time candidates, of which 31 were voice writers. She indicated that the pass rate was 83.7% for all first-time candidates, with a pass rate of 90% for first-time voice-writer candidates.

Since January 1, 2025, the Board has licensed 72 court reporters via the NVRA reciprocity. At the time of the meeting, 219 voice writers had been licensed.

Ms. Fenner referred to the results for the two written exams on pages 36-39 of the Board agenda packet.

She shared that staff was still working with the Senate Business, Professions and Economic Development Committee on language to change the skills exam from the four-voice format to the national format. She indicated that Board Members Brewer and Sunkees had worked hard to ready a test bank for pretesting and recording once the green light was lit by the legislature.

Ms. Costa shared her elation for the high exam pass rate. She stated that she requires her students to subscribe to the Board's email notification and learn to use the Board's website and database.

#### 4.5 Los Angeles Fire Victims Assistance

Ms. Fenner reported that resources for the victims of the Los Angeles fires can be found at [www.ca.gov/lafires](http://www.ca.gov/lafires). She highlighted the executive order issued by Governor Newsom that allows licensees in affected zip codes to defer payment of their license renewal fees for one year.

#### 4.6 Family Violence Appellate Project v. Superior Courts Cal. Supreme Court No. S288176

Ms. Fenner updated that Board on California Supreme Court case Family Violence Appellate project vs. Superior Courts of California (S288176). The case presents the following issue: Does the prohibition on electronic recording of certain proceedings in Government Code section 69957(a) violate the California Constitution when an official court reporter is unavailable and a litigant cannot afford to pay a private court reporter?

In its February 19, 2025, order, the Supreme Court ordered the respondents and the legislature to show cause why the relief sought in the petition should not be granted by the Supreme Court. The petition essentially seeks a massive expansion of electronically recording proceedings which is currently at odds with longstanding law.

She indicated that this Board has a history of opposing large-scale expansion of electronic recording as not being in the best interest of the consumer, citing multiple concerns with transcription of those recordings. She provided a brief declaration to the law office who filed an amicus brief on behalf of SEIU and a number of court reporting associations. The information included data on the increase in the number of applicants to the exam and the increase in the number of voice writers being

licensed. Staff will continue to follow the case as it will have lasting effects for California litigants.

Mary Pierce indicated that Stephanie Leslie also filed a declaration to the Supreme Court on behalf of the California Deposition Reporters Association (CalDRA).

#### 4.7 Technology Modernization

Ms Fenner shared that July will mark the one-year point for the Board's new database, Connect. Savings in staff time and efforts have been realized with the reduction of processing and filing paper renewals. This has allowed the Board to promote its receptionist to an analytical position to provide more assistance in processing TRF claims rather than more clerical duties such as opening incoming mail.

Ms. Fenner congratulated Kim Kale, Licensing Analyst, for being awarded a gold level Superior Accomplishment Award for her outstanding work on the technology modernization project. While the entire staff contributed to the development process, her commitment to the project from inception to completion truly has been outstanding.

### 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 40 of the Board agenda packet.

5.1 AB 479 (Tangipa) – This bill deals with notifying a board if a court is vacating a conviction against a licensee. There was no discussion on this item.

5.2 AB 711 (Chen) – This bill would require notice to other parties if one side is hiring a court reporter. The intent appears to be to help with multiple reporters showing up for the same proceeding causing a strain on court reporting services.

Ms. Brewer spoke in support of the bill. Ms. Sunkees agreed, adding that it may help the perceived shortage of court reporters, allowing reporters to be available for other hearings.

Ms. Tugade agreed with the goal but indicated there may be some questions on the enforcement measures.

Mr. Mnayan inquired what the noticing requirements would be and if they may have a negative effect on parties.

Ms. Tugade called for public comment.

Michelle Caldwell, president of the California Court Reporters Association (CCRA), provided input as a cosponsor of the bill. She stated that the bill's last iteration had a five-day notice requirement. She agreed this will aid in the perception of a shortage, citing examples of multiple reporters awaiting short hearings or multiple reporters being booked for the same hearing. She urged the Board's support.

Diane Freeman, on behalf of CalDRA, also spoke in support of the bill. She commented that the moving party would bear the responsibility to notify the court.

Ms. Pierce commented that she was not aware of anything in the bill that addresses enforcement. She also referred to the duplication of court reporters in hearings and the how the cost of duplication affects consumers.

Ms. Wood agreed with the comments of Ms. Pierce and in support of the bill. She shared that at times attorneys are told by the court to hire a private reporter but then the court would assign an official at the last minute. This results in the pro tem having to charge an appearance fee but not actually being used. This is a result of the attorney not filing the required paperwork in matters where the client has a fee waiver which requires the court to provide a reporter.

Cindy Tachell shared in the support of the bill with the goal of better use of resources.

Ms. Brewer indicated that while the bill would seemingly address the problem of multiple reporters being hired for the same case, however, it did not address the issue of multiple reporters covering the same courtroom. Ms. Fenner commented that this bill may be the first step to addressing the overall issues with the need to hire private court reporters. Ms. Sunkees and Ms. Tugade agreed that it is a good first step to help the courts and litigants.

*Ms. Sunkees moved to take a SUPPORT position on AB 711 (Chen). Ms. Brewer seconded the motion.* Ms. Tugade called for public comment.

Ms. Costa shared support of the comments made and the motion for the bill.

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***

- 5.3 AB 742 (Elhawary) – This bill would give priority to applications submitted by descendants of slaves. The Board's processing time is typically within two to seven days; therefore, the bill has little impact to the Board.

Ms. Geoffroy indicated that there are Department-wide issues with the bill. The bill is not clear as to the problem it attempts to solve. Although it appears to want to give priority to individuals the same way the military bill did, the language causes confusion and concerns of discrimination where it attempts to identify the intended beneficiaries of the bill. Also, most boards do not currently collect data on applicant identity. Making identifying information available to staff may make boards susceptible to litigation. Many boards are taking an oppose unless amended position where the State carries the burden of litigation for discrimination allegations against the boards.



Mr. Dodge-Nam suggested the Board remain neutral on the bill while the mechanics are worked out since it does not appear to affect the Board's operations. Mr. Mnayan and Ms. Sunkees agreed to take a watch position.

Ms. Tugade commented that the issues surrounding determining "who is a slave" must first be fleshed out and chaptered in SB 518 (Weber Pierson) before this bill would be operative. SB 518 would establish the Bureau of Descendants of American Slavery.

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

- 5.4 AB 882 (Papan) – This bill would allow electronic recording (ER) 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.

Ms. Sunkees offered comments in support of the bill. The limited and temporary-basis is a smart way to help the courts create a record. Ms. Brewer agreed and added that it would give the courts some breathing room.

Ms. Tugade called for public comment.

Ms. Caldwell, CCRA, stated that considering the expansion of ER was initially shocking; however, after much discussion the association agreed that the bill offers a good compromise for the courts to have a temporary solution while they take ownership of the overall problem. It puts onus and responsibility back on courts to recruit and provide reporters to the neediest consumers. She requested the Board take a position of support.

Ms. Pierce, on behalf of CalDRA, commented in full support of the bill and thanked Ms. Caldwell for her comments.

Ms. Tachell echoed the comments by Ms. Caldwell and Ms. Pierce. She encouraged a position of support.

*Ms. Brewer moved to take a SUPPORT position on AB 882 (Papan). 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***

- 5.5 AB 1170 (Dixon) – This bill is a codes maintenance bill that does not affect the Board. There was no discussion on this item.

- 5.6 AB 1189 (Lackey) – This bill would require the CRB to develop standards for and then subsequently license digital recorders and legal transcriptionists. Board staff was informed by the author’s office that the bill would not be moving forward this year. There was no discussion on this item.
- 5.7 AB 1298 (Harabedian) – This is a spot bill regarding DCA. There was no discussion on this item.
- 5.8 SB 470 (Laird) – This bill proposes to extend the current Bagley-Keene Open Meeting Act requirements to January 1, 2030.

Ms. Sunkees spoke in support of the bill, citing the financial benefits of minimizing travel costs. The Board members offered sentiments of agreement. Ms. Tugade added that remote-capable meetings improve public participation.

*Ms. Sunkees moved to take a SUPPORT position on SB 470 (Laird). 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**

- 5.9 SB 806 (Dahle) – This is a spot bill regarding DCA. There was no discussion on this item.
- 5.10 SB 861 (Ashby – Chair) – This is the BP&ED Committee’s omnibus bill. The bill contains a provision to bring the school qualifier examinations into alignment with the changes made by the Legislature to the pass rate for the Board’s skills exam (95% accuracy).

Ms. Tugade suggested a position of support. Ms. Sunkees and Ms. Brewer agreed, however, expressed disappointment that the language did not included changes to the testing format. Ms. Tugade thanked Senator Ashby for continuing to work with the Board.

*Ms. Brewer moved to take a SUPPORT position on SB 861 (Ashby). Mr. Dodge-Nam 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**

## 6. REGULATIONS

Mr. Vong updated the Board on its three rulemaking packages. Information was also included starting on page 43 of the Board agenda packet.

### 6.1 Title 16, Section 2472 – Disciplinary Guidelines Publication Text

Mr. Vong reported that the regulation section concerns Disciplinary and Denial Guidelines, which set forth recommended discipline for violations of the Board's statutes and regulations. The regulation was last updated through the Office of Administrative Law (OAL) in 1989. In November 2024 the Board voted to approve updates. Since that time, Board and Legal staff re-reviewed and found the need for substantive updates, such as including provisions related to license denial throughout the document, certain penalties on the penalty guidelines for violations table, and other non-substantive grammatical edits. He indicated that the edits were highlighted in Attachment 1 of Agenda Item 6.1. He recommended the Board review and approve the draft regulatory language and instruct staff to proceed with the rulemaking process.

Ms. Brewer requested staff review the document for consistency in the formatting of the required days for Respondent responses. Mr. Vong indicated that would be a non-substantive change, if needed.

*Ms. Brewer moved to rescind the Board's 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. 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***

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

Mr. Vong indicated that the Court Reporters Board administers the Transcript Reimbursement Fund (TRF), which provides transcript costs for indigent litigants in

civil matters. This proposed regulatory language relates to requirements on a TRF application, as follows:

Section (a) is for litigants who are representing themselves. Section (b) is for those who are representing indigent litigants pro bono. Section (c) states that certain information will be considered personal information pursuant to Information Practices Act of 1977 and shall not be subject to public disclosure.

He recommended the Board review and approve the draft regulatory language and instruct staff to proceed with the rulemaking process.

*Ms. Sunkees moved to 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. 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***

***The Board took a break at 10:58 a.m. and returned to open session at 11:15 a.m. Board staff established the presence of a quorum by roll call.***

## **7. SKILLS EXAM GRADING POLICIES**

Ms. Brewer reported that she met with Ms. Sunkees and Ms. Fenner to review and revise the Board's skills exam grading and punctuation policies. She referred to the "Examination Grading Policies for Skills Portion" and "Punctuation Guidelines for the CSR Examination" in the Board agenda packet. She then offered amendments to the draft Grading Policies.

Ms. Brewer shared that work had already begun on writing skills exams in the RPR format. She thanked Ms. Sunkees, Ms. Fenner, Holly Moose, Heatherlynn Gonzalez, Rene Wood, Michelle Caldwell, and Andrea Chavez for writing exams. She emphasized the amount of work that goes into writing even one test.

Ms. Sunkees thanked Ms. Brewer for doing vast majority of drafting amendments to Grading Policies.

Mr. Dodge-Nam thanked all participants for their work in this critical work for the Board that would not be impossible without them.

*Mr. Dodge-Nam moved to approve as amended the proposed Examination Grading Policies including Punctuation Guidelines. Mr. Mnayan seconded the motion. Ms. Tugade called for public comment.*

Ms. Costa expressed her appreciation for the revised policies and indicated she would pass them along to fellow teachers and to students.

Ms. Pierce stated that Ms. Brewer's attention to detail is nearly unparalleled. She thanked everyone who participated in the important work of test writing.

Ms. Tugade echoed her the appreciation to the Board members, staff, and other test writers.

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***

## **8. SKILLS EXAM RECIPROCITY WITH RPR**

Amy Welch-Gandy, Supervising Test Developer for DCA's Office of Professional Examination Services (OPES), provided updates regarding the Occupational Analysis (OA) for NCRA's RPR certification examination.

OPES conducted a review in 2021 of the RPR program, however, at that time NCRA did not have an OA for the skills test portion of the RPR exam. In September 2024, NCRA completed the OA for the RPR skills test. The Board contracted OPES in February 2025 to review the results of the OA. Along with subject matter experts (SMEs), OPES was able to determine that the RPR skills exam outline fully covers the tasks and knowledge areas identified in the California dictation exam outline. Additionally, they determined that the methodology used by NCRA to conduct the analysis meets professional standards.

Based on these findings, OPES supports the Board's consideration of the NCRA RPR skills test as an option to meet licensure requirements for California court reporters.

Ms. Sunkees thanked Ms. Welch-Gandy for the report. She was pleased with the findings as the RPR is a great test of entry-level skill. Ms. Brewer joined in the appreciation for the meaningful work toward having a robust test for competency.

Ms. Tugade called for public comment.

Ms. Caldwell expressed her happiness to hear the movement forward with RPR reciprocity.

Ms. Costa thanked those who worked on the project. She inquired if NCRA RPR reciprocity would be treated similarly to the NVRA CVR reciprocity wherein it waives the skills exam but not the written exams. Ms. Fenner confirmed that is the direction the Board is moving.

The Board directed Ms. Fenner to move forward with the initiative to achieve RPR exam reciprocity.

## 9. COURT REPORTER WORKFORCE DEVELOPMENT AND PIPELINE

Ms. Fenner started by sharing enrollment statistics from the recognized court reporting programs. Since 2017, enrollment has increased overall by 286%. Most of the recognized schools have opened voice writing programs. The Board's exam statistics reflect that voice writers have been driving the pass rate up since licensing for voice writers began in late 2022. Additionally, the number of first-time test takers has increased 100% since 2021.

She then referred to the offer from Assemblymember Kalra to assist with the training of court reporters. She, therefore, reached out to the recognized programs and received feedback that grants would be useful for paying graders, creating new dictation material, and developing study guides for the Board's two written exams. Additionally, there was an idea mentioned for securing credentialing waivers to make it easier to recruit teachers as readers for dictation.

Ms. Tugade favored the budget-friendly idea of credentialing exemptions for teachers, citing a similar waiver the Board of Registered Nursing acquired. Ms. Sunkees agreed, adding that her colleague is an instructor at a court reordering school and credentialing is often a barrier in recruitment.

Ms. Fenner indicated that she would research what obtaining such a waiver would entail.

Ms. Tugade called for public comment.

Ms. Pierce offered comments in support of credentialing waivers for retired court reporters to work in court reporting schools.

Ms. Sunkees highlighted that the increase in enrollment and licensing candidates being driven by voice writers supports the need for more instructors. Ms. Brewer agreed, commenting that she had once sought to be an instructor but was not able to due to her lack of credentialing.

Ms. Costa commented that Ms. Brewer's attention to detail would make her an amazing teacher. She shared that anyone with an AA would qualify to teach.

## 10. BEST PRACTICE POINTERS TASK FORCE

Ms. Brewer reported that the task force reconvened on both January 16, 2025, and February 12, 2025, and completed the review of the current Best Practice Pointers as well as developed four additional pointers. She thanked the task force members as well as staff and the public for their participation. She presented the five Best Practice Pointers for review and approval.

Ms. Sunkees echoed the comments of appreciation by Ms. Brewer.

Suggestions for future best practice pointers should be directed to Ms. Fenner.

*Mr. Dodge-Nam moved to approve Best Practice Pointers 9, 15, 16, 17, and 18.  
Mr. Mnayan seconded the motion.* Ms. Tugade called for public comment.

Ms. Caldwell, on behalf of CCRA, thanked the task force for their work on the best practice pointers.

Ms. Pierce thanked the other task force members, staff, and public for their participation. She reported that CalDRA gave a seminar on the updated best practice pointers at their recent convention.

Ms. Costa shared that she uses the publications as a resource for her students.

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***

## **11. 2024-2028 STRATEGIC PLAN**

Ms. Fenner referred to the Action Plan Timeline starting on page 94 of the Board agenda packet. The timeline shows the actions achieved to date toward the Board's strategic plan objectives.

Mr. Dodge-Nam reported that production of a new Board logo had kicked off with a meeting on March 25, 2025, with the design team at the DCA Office of Publications, Design and Editing. The design team responded with a collection of first-draft proofs for consideration. A follow-up meeting is scheduled for May 13, 2025. He expressed his confidence that proposed design options would be brought before the Board at its next meeting.

Ms. Brewer commented that Action Item 1.5 pertaining to provisional licensing was deleted from a prior bill and suggested the status be updated since the Board is now pursuing other avenues to increase its licensee base, such as RPR reciprocity. Ms. Fenner responded that the item may come back around depending on changes that could occur over the next few years. She suggested leaving it as is for now since the timeline is a living document.

Ms. Tugade requested the Board pursue Action Item 1.7 regarding review of demographic data. She believed the Board's business modernization efforts should lend toward obtaining the data needed but questioned if legislation was necessary. Ms. Fenner believed it may be possible to collect the information on a voluntary basis with a redesign of the application forms.

Ms. Tugade called for public comment.

Ms. Costa inquired as to the status of Action Item 1.3 change relating to in-person testing. Ms. Fenner related that the Board determined at its November 2024 meeting that it will no longer consider an annual in-person test due to the increased success of online testing as well as the Board's budget constrictions.

## 12. AI GENERATED DEPOSITION SUMMARIES

Ms. Fenner referred to the existing regulation pertaining to the prohibition of preparation of deposition summaries on page 96 of the Board agenda packet (*CCR Title 16, Division 24, Article 8, section 2474*). She indicated that the Board clarified at its last meeting that the existing language does not prohibit AI-generated deposition summaries, but the Board requested to discuss the topic in greater detail at a future meeting.

Ms. Tugade called for public comment.

Ms. Costa requested clarification as to the proposed action. She indicated that if a reporter participated in the action described in subsection (a) of the regulation, they would clearly be in violation.

Ms. Pierce recalled that the conclusion reached by the Board's at last discussion was that if an online platform (AI) was being used, then the court reporter was not providing a summary. She expressed concern over whether or not agencies are taking appropriate precautions to avoid HIPPA violations and exposing or compromising intellectual property. Even with her security concerns, she still believed that if anyone is allowed to provide the service, than all should be allowed to do so in order to have an equal playing field.

Ms. Brewer asserted that section 2474 does not apply to what is going on with AI-generated summaries. She believed more information was needed about private or not-publicly available information being used to train AI models or if is somehow just an off-the-shelf product anyone can obtain. If it is using information from other litigation or private client information, she would have concerns. She also questioned if everyone in the litigation would have equal access to the exact same summary or if it is customized based on the party who orders it. Ms. Tugade joined in the privacy concerns.

Mr. Mnayan concurred there is some level of subjectivity with AI. He asserted that there needs to be clear notices that it is an AI summary, may be subjective, and should not be relied on as official court documents.

Ms. Tugade added that there also needs to be clear notices to consumers if and when their data is being used to train the AI models.

Mr. Dodge-Nam reiterated that the Board's initial concern was that the AI-generated summaries were a violation to the regulation, which the Board determined that they are not. The next area of interest is to make sure that all court reporters and firms are able to offer the service equally, then finally, the concerns over privacy and transparency notifications. He invited feedback from the public about what issues or benefits, if any, are occurring so the Board may make an informed decision.



Ms. Sunkees inquired if the Board had received any complaints from consumers regarding AI-generated summaries. Ms. Fenner indicated that none had been received. When complaints are received about issues, then the Board gets an idea of what the issues are. This may be an area the Board needs to watch closely and be informed in case there is a need to act.

Ms. Tugade contended that complaints may not be coming in purely for the fact that consumers are unaware their data may be being used. She would support a motion to clarify consumer notice issues.

The Board directed Ms. Fenner to do additional research and bring information back to the Board.

Ms. Tugade called for public comment.

Heatherlynn Gonzalez expressed that court reporters must offer the same products to both sides to avoid neutrality issues. Ms. Pierce offered comments in agreement.

Ms. Wood indicated that some deposition firms are owned by attorneys who also offer litigation support, including proofs of service and legal work. They may be able to provide tailor-made summaries even though they are also running the firm. That would make it difficult for CSR-owned firms to compete. She believed there should be safeguards in place as to not use language-learning model AI in order to protect information.

#### 13. 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.

#### 14. CLOSED SESSION

This item was deferred.

### ADJOURNMENT

Ms. Tugade adjourned the meeting at 12:35 p.m.

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DENISE TUGADE, Board Chair

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DATE

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YVONNE K. FENNER, Executive Officer

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DATE

COURT REPORTERS BOARD MEETING – OCTOBER 17, 2025

**AGENDA ITEM 5 – 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 – OCTOBER 17, 2025

**AGENDA ITEM 6 – Report of the Executive Officer**

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Agenda Description:    Report on:

- 6.1   CRB Budget Report
- 6.2   Transcript Reimbursement Fund
- 6.3   Enforcement Activities
- 6.4   License Exam
- 6.5   Family Violence Appellate Project v. Superior Courts, Cal. Supreme Court  
      Number S288176

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Support Documents:

- Attachment 1, Item 6.1 – FM 13 Expenditure Projections FY 2024-25
- Attachment 2, Item 6.1 – CRB Fund Condition
- Attachment 3, Item 6.2 – TRF Fund Condition
- Attachment 4, Item 6.3 – Enforcement Statistics
- Attachment 5, Item 6.4 – Dictation Exam Statistics by Reporting Method
- Attachment 6, Item 6.4 – 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: 13

Fiscal Year: 2024 - 2025

Run Date: 08/27/2025

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$408,000	\$414,074	\$413,000	\$36,896	\$435,428	\$0	\$435,428	\$435,428	-\$22,428
5100	TEMPORARY POSITIONS	\$11,000	\$28,349	\$11,000	\$7,710	\$33,932	\$0	\$33,932	\$33,932	-\$22,932
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$14,000	\$14,322	\$14,000	\$1,000	\$13,101	\$0	\$13,101	\$13,101	\$899
5150	STAFF BENEFITS	\$246,000	\$285,444	\$238,000	\$23,488	\$280,958	\$0	\$280,958	\$280,958	-\$42,958
	PERSONAL SERVICES	\$679,000	\$742,189	\$676,000	\$69,093	\$763,420	\$0	\$763,420	\$763,420	-\$87,420

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$9,000	\$5,488	\$27,000	\$1,717	\$6,581	\$1,904	\$8,484	\$8,484	\$18,516
5302	PRINTING	\$1,000	\$17,929	\$10,000	\$207	-\$578	\$705	\$127	\$127	\$9,873
5304	COMMUNICATIONS	\$2,000	\$2,478	\$4,000	\$379	\$2,011	\$0	\$2,011	\$2,011	\$1,989
5306	POSTAGE	\$0	\$2,163	\$2,000	\$1,013	\$4,840	\$0	\$4,840	\$4,840	-\$2,840
5308	INSURANCE	\$0	\$8	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53202-204	IN STATE TRAVEL	\$18,000	\$3,561	\$5,000	\$872	\$20,833	\$0	\$20,833	\$20,833	-\$15,833
5322	TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5324	FACILITIES	\$49,000	\$57,800	\$61,000	\$5,203	\$57,902	\$0	\$57,902	\$57,902	\$3,098
53402-53403	C/P SERVICES (INTERNAL)	\$278,000	\$39,794	\$216,000	\$13,286	\$82,295	\$0	\$82,295	\$82,295	\$133,706
53404-53405	C/P SERVICES (EXTERNAL)	\$89,000	\$75,918	\$129,000	\$24,725	\$86,832	\$26,822	\$113,654	\$113,654	\$15,346
5342	DEPARTMENT PRORATA	\$168,000	\$145,519	\$170,000	\$12,794	\$156,128	\$0	\$156,128	\$156,128	\$13,872
5342	DEPARTMENTAL SERVICES	\$0	\$88,319	\$0	\$2,962	\$50,943	\$0	\$50,943	\$50,943	-\$50,943
5344	CONSOLIDATED DATA CENTERS	\$3,000	\$3,041	\$3,000	\$3,188	\$3,188	\$0	\$3,188	\$3,188	-\$188
5346	INFORMATION TECHNOLOGY	\$2,000	\$1,117	\$2,000	\$0	\$552	\$0	\$552	\$552	\$1,448
5362-5368	EQUIPMENT	\$3,000	\$13,010	\$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	\$232	\$0	\$644	\$1,166	\$0	\$1,166	\$1,166	-\$1,166
	OPERATING EXPENSES & EQUIPMENT	\$622,000	\$456,378	\$638,000	\$66,990	\$485,983	\$29,431	\$515,414	\$515,414	\$122,586

OVERALL TOTALS	\$1,301,000	\$1,198,567	\$1,314,000	\$136,083	\$1,249,403	\$29,431	\$1,278,834	\$1,278,834	\$35,166
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REIMBURSEMENTS	-\$18,000	-\$2,904	-\$18,000					-\$9,117	
ESTIMATED TOTAL NET ADJUSTMENTS			-\$24,000						
OVERALL NET TOTALS	\$1,283,000	\$1,195,663	\$1,272,000	\$136,083	\$1,249,403	\$29,431	\$1,278,834	\$1,269,717	\$2,283

0.18%

**0771 - Court Reporter's Board Fund**  
**Analysis of Fund Condition**  
**(Dollars in Thousands)**  
**2025 Budget Act with FM 13 Projections**

Prepared 8.27.2025

	PY 2024-25	CY 2025-26	BY 2026-27	BY +1 2027-28	BY +2 2028-29
<b>BEGINNING BALANCE</b>	\$ 1,433	\$ 1,536	\$ 1,538	\$ 1,489	\$ 1,399
Prior Year Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 1,433	\$ 1,536	\$ 1,538	\$ 1,489	\$ 1,399
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>					
Revenues					
4121200 - Delinquent fees	\$ 21	\$ 21	\$ 21	\$ 21	\$ 21
4127400 - Renewal fees	\$ 1,263	\$ 1,225	\$ 1,225	\$ 1,225	\$ 1,225
4129200 - Other regulatory fees	\$ 24	\$ 17	\$ 17	\$ 17	\$ 17
4129400 - Other regulatory licenses and permits	\$ 96	\$ 65	\$ 65	\$ 65	\$ 65
4163000 - Income from surplus money investments	\$ 58	\$ 50	\$ 22	\$ 21	\$ 19
Totals, Revenues	\$ 1,462	\$ 1,378	\$ 1,350	\$ 1,349	\$ 1,347
Revenue Transfer to Transcript Reimbursement Fund per B&P Code Section	\$ -	\$ -	\$ -	\$ -	\$ -
Totals, Transfers and Other Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 1,462	\$ 1,378	\$ 1,350	\$ 1,349	\$ 1,347
<b>TOTAL RESOURCES</b>	\$ 2,895	\$ 2,914	\$ 2,888	\$ 2,838	\$ 2,746
Expenditures:					
1111 Department of Consumer Affairs (State Operations)	\$ 1,270	\$ 1,295	\$ 1,334	\$ 1,374	\$ 1,415
Estimated CS 4.05 and 4.12 Reductions	\$ -	\$ -24	\$ -24	\$ -24	\$ -24
9892 Supplemental Pension Payments (State Operations)	\$ 16	\$ 16	\$ -	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State	\$ 73	\$ 89	\$ 89	\$ 89	\$ 89
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 1,359	\$ 1,376	\$ 1,399	\$ 1,439	\$ 1,480
<b>FUND BALANCE</b>					
Reserve for economic uncertainties	\$ 1,536	\$ 1,538	\$ 1,489	\$ 1,399	\$ 1,266
Months in Reserve	13.4	13.2	12.4	11.3	10.3

**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 8.27.2025

2025 Budget Act With Prior Year FM 13

	Actual 2024-25	CY 2025-26	BY 2026-27	BY +1 2027-28	BY +2 2028-29
<b>BEGINNING BALANCE</b>					
Prior Year Adjustment	\$ 304	\$ 148	\$ 152	\$ 152	\$ 152
Adjusted Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 304	\$ 148	\$ 152	\$ 152	\$ 152
<b>REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>					
Revenues					
4163000 - Income from surplus money investments	\$ 10	\$ 4	\$ -	\$ -	\$ -
Totals, Revenues	\$ 10	\$ 4	\$ -	\$ -	\$ -
Revenue Transfer from Court Reporters Fund per B&P Code Section 8030.2(d)	\$ -	\$ 150	\$ 150	\$ 150	\$ 150
Totals, Transfers and Other Adjustments	\$ -	\$ 150	\$ 150	\$ 150	\$ 150
<b>TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS</b>	\$ 10	\$ 154	\$ 150	\$ 150	\$ 150
<b>TOTAL RESOURCES</b>	\$ 314	\$ 302	\$ 302	\$ 302	\$ 302
Expenditures:					
1111 Department of Consumer Affairs (State Operations)	\$ 166	\$ 150	\$ 150	\$ 150	\$ 150
<b>TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS</b>	\$ 166	\$ 150	\$ 150	\$ 150	\$ 150
<b>FUND BALANCE</b>					
Reserve for economic uncertainties	\$ 148	\$ 152	\$ 152	\$ 152	\$ 152
Months in Reserve	11.8	12.2	12.2	12.2	12.2

**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 - June 30, 2025 -- FINAL**

**Consumer Complaints - Intake**

<b>Complaints (Intake)</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Received	6	7	12	13	5	15	9	2	10	10	7	13	109
Closed without Referral for Investigation	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred for Investigation	6	7	12	13	5	15	9	2	10	10	7	13	109
Average Days to Close (from receipt of complaint to closure or referral for investigation)	1	1	1	1	1	1	1	1	1	1	1	1	1
Pending	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Convictions/Arrests Reports (Intake)</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Received	0	0	0	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	0	0	0
Referred for Investigation	0	0	0	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	0	0	0
Pending	0	0	0	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 - June 30, 2025 -- FINAL**

**Investigation**

<b>Desk Investigation</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Opened *	6	7	12	13	5	15	9	2	10	10	7	13	109
Closed *	3	5	11	15	11	6	13	5	14	11	5	7	106
Average Days to Close (from start of investigation to investigation closure or referral to AG) [Straightline] *	70	54	33	55	85	51	46	69	78	47	56	38	57
Pending *	19	21	22	20	14	23	19	16	12	11	13	19	17 ^

<b>Field Investigation (Sworn)</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Assignment for Sworn Field Investigation*	0	0	0	0	0	0	0	0	0	0	0	0	0
Closed*	0	0	0	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	0	0	0
Pending*	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>All Investigations</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Opened **	6	7	12	13	5	15	9	2	10	10	7	13	109
Closed **	3	5	11	15	11	6	13	5	14	11	5	7	106
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	48	57	39	58
Pending **	19	21	22	20	14	23	19	16	12	11	13	19	17 ^

\* 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 - June 30, 2025 -- FINAL**

**Enforcement Actions**

<b>AG Cases</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
AG Cases Opened/Initiated	0	0	0	1	4	2	0	0	1	0	0	0	8
AG Cases Pending	3	3	3	3	7	9	8	8	9	7	6	6	6
<b>SOIs/Accusations</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
SOIs Filed	0	0	0	0	0	0	0	0	0	0	0	0	0
SOIs Withdrawn	0	0	0	0	0	0	0	0	0	0	0	0	0
SOIs Dismissed	0	0	0	0	0	0	0	0	0	0	0	0	0
SOIs Declined	0	0	0	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	0	0	0
Accusations Filed	0	0	0	0	0	0	1	1	0	0	0	0	2
Accusations Withdrawn	0	0	0	0	0	0	1	0	0	0	1	0	2
Accusations Dismissed	0	0	0	0	0	0	0	0	0	0	0	0	0
Accusations Declined	0	0	0	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	0	0	0	81
Petition to Revoke Probation (PRP)	0	0	0	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	0	0	0
<b>Decisions/Stipulations</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Proposed/Default Decisions	0	0	0	0	0	0	0	0	1	0	0	0	1
Stipulations	0	0	1	0	0	0	0	0	1	0	0	0	2
<b>Disciplinary Orders</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Final Orders (Proposed Decisions Adopted, Default Decisions, Stipulations)	1	0	0	1	0	0	0	0	0	2	0	0	4
Average Days to Complete (from complaint receipt to imposing formal discipline) [Straightline]	235	0	0	398	0	0	0	0	0	347	0	0	332
Interim Suspension Orders	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Citations</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Final Citations	2	2	1	2	0	1	2	2	2	2	0	0	16
Average Days to Complete (from complaint receipt to citation issued) [Straightline]	109	72	50	25	0	45	44	65	99	95	0	0	69

**Consumer Protection Enforcement Initiative**  
**Fiscal Year 2024-2025 Enforcement Report -- CRF only**  
**July 1, 2024 - June 30, 2025 -- FINAL**

**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	0	2	0	18
Closed without Referral for Investigation	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred for Investigation	1	1	3	4	1	3	0	1	2	0	2	0	18
Average Days to Close (from receipt of complaint to closure or referral for investigation)	1	1	1	1	1	1	0	1	1	0	1	0	1
Pending	0	0	0	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	0	2	0	18
Closed *	3	1	2	5	1	2	2	0	2	3	1	1	23
Average Days to Close (from start of investigation to investigation closure or referral to AG) [Straightline] *	57	221	13	54	17	9	48	0	21	245	205	50	80
Pending	4	4	5	4	4	5	3	4	4	1	2	1	3 ^

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	0	0	0
Closed*	0	0	0	1	0	0	0	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	0	0	0	332
Pending	1	1	1	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 **	1	1	3	4	1	3	0	1	2	0	2	0	18
Closed **	3	1	2	6	1	2	2	0	2	3	1	1	24
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	246	206	51	92
Pending **	5	5	6	4	4	5	3	4	4	1	2	1	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 - June 30, 2025 -- FINAL**

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	0	0	0	2
Average Days to Complete (from complaint receipt to citation issued) [Straightline]	109	222	0	0	0	0	0	0	0	0	0	0	166

**Consumer Protection Enforcement Initiative**  
**Fiscal Year 2025-2026 Enforcement Report -- CSR only**  
**July 1, 2025 - August 31, 2025**

***Consumer Complaints - Intake***

<b>Complaints (Intake)</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Received	13	10											23
Closed without Referral for Investigation	0	0											0
Referred for Investigation	13	10											23
Average Days to Close (from receipt of complaint to closure or referral for investigation)	1	1											1
Pending	0	0											0

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

**Consumer Protection Enforcement Initiative**  
**Fiscal Year 2025-2026 Enforcement Report -- CSR only**  
**July 1, 2025 - August 31, 2025**

**Investigation**

<b>Desk Investigation</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Opened *	13	10											23
Closed *	14	11											25
Average Days to Close (from start of investigation to investigation closure or referral to AG) [Straightline] *	67	39											55
Pending *	18	17											18

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

<b>All Investigations</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Opened **	13	10											23
Closed **	14	11											25
Average Days to Close (from receipt of complaint to investigation closure or referral to AG) [Straightline] **	68	40											56
Pending **	18	17											18

\* Complaints assigned from intake.

\*\* Complaints from desk and sworn.

^ Average number of cases pending.

**Consumer Protection Enforcement Initiative**  
**Fiscal Year 2025-2026 Enforcement Report -- CSR only**  
**July 1, 2025 - August 31, 2025**

**Enforcement Actions**

<b>AG Cases</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
AG Cases Opened/Initiated	0	0											0
AG Cases Pending	6	6											6
<b>SOIs/Accusations</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
SOIs Filed	0	0											0
SOIs Withdrawn	0	0											0
SOIs Dismissed	0	0											0
SOIs Declined	0	0											0
Average Days to Complete SOIs (from AG referral to SOI filed)	0	0											0
Accusations Filed	0	0											0
Accusations Withdrawn	0	0											0
Accusations Dismissed	0	0											0
Accusations Declined	0	0											0
Average Days to Complete Accusations (from AG referral to accusation filed)	0	0											0
Petition to Revoke Probation (PRP)	0	0											0
Average Days to Complete PRP	0	0											0
<b>Decisions/Stipulations</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Proposed/Default Decisions	0	0											0
Stipulations	0	0											0
<b>Disciplinary Orders</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Final Orders (Proposed Decisions Adopted, Default Decisions, Stipulations)	0	0											0
Average Days to Complete (from complaint receipt to imposing formal discipline) [Straightline]	0	0											0
Interim Suspension Orders	0	0											0
<b>Citations</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>January</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>
Final Citations	2	3											5
Average Days to Complete (from complaint receipt to citation issued) [Straightline]	57	46											50

**Consumer Protection Enforcement Initiative**  
**Fiscal Year 2025-2026 Enforcement Report -- CRF only**  
**July 1, 2025 - August 31, 2025**

**Consumer Complaints - Intake**

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

**Investigation**

Desk Investigation	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Opened *	1	0											1
Closed *	0	1											1
Average Days to Close (from start of investigation to investigation closure or referral to AG) [Straightline] *	0	33											33
Pending	2	1											2

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

All Investigations	July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	Total
Opened **	1	0											1
Closed **	0	1											1
Average Days to Close (from receipt of complaint to investigation closure or referral to AG) [Straightline] **	0	34											34
Pending **	2	1											2

\* Complaints assigned from intake.

\*\* Complaints from desk and sworn.

^ Average number of cases pending.

**Consumer Protection Enforcement Initiative**  
**Fiscal Year 2025-2026 Enforcement Report -- CRF only**  
**July 1, 2025 - August 31, 2025**

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



## Dictation Exam Statistics by Reporting Method

### Steno Writers

<b>Exam Cycle</b>	<b>Total # Apps</b>	<b>Overall # Pass</b>	<b>Overall % Pass</b>	<b>First Time Applicants</b>	<b>First Time # Pass</b>	<b>First Time % Pass</b>
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%
Mar 2025	65	25	38.5%	13	9	69.2%
Jul 2025	77	32	41.6%	33	23	69.7%

### Voice Writers

<b>Exam Cycle</b>	<b>Total # Apps</b>	<b>Overall # Pass</b>	<b>Overall % Pass</b>	<b>First Time Applicants</b>	<b>First Time # Pass</b>	<b>First Time % Pass</b>
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%
Mar 2025*	40	35	87.5%	30	27	90.0%
Jul 2025*	36	30	83.3%	33	27	81.8%

### Overall

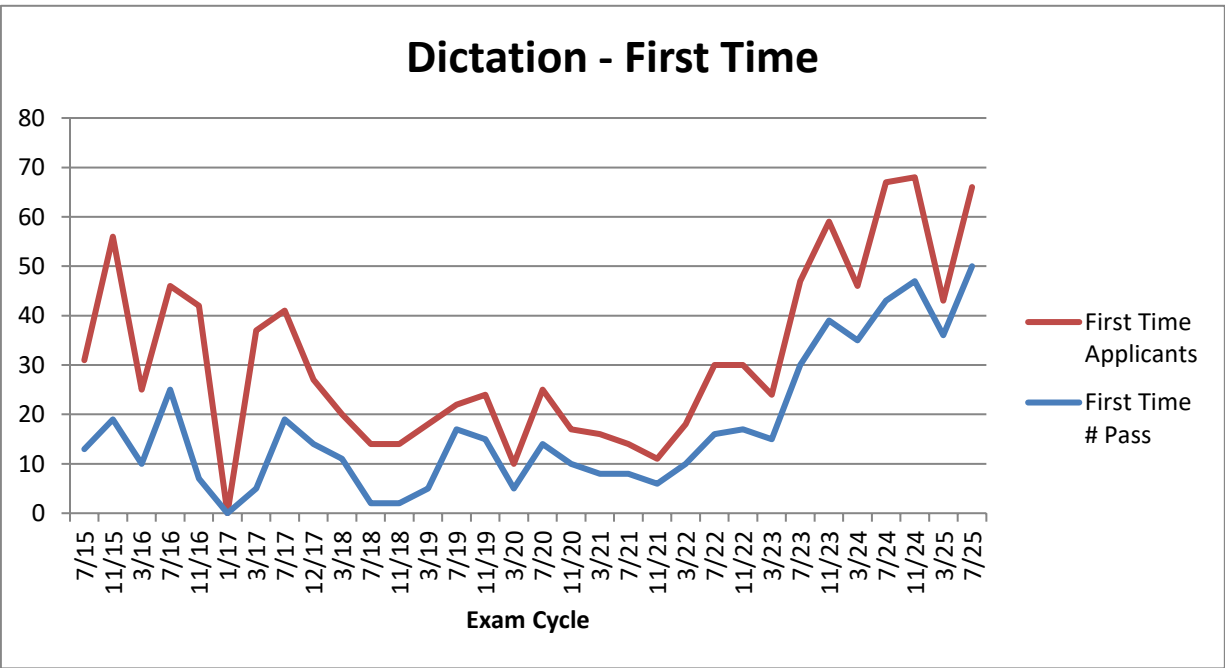
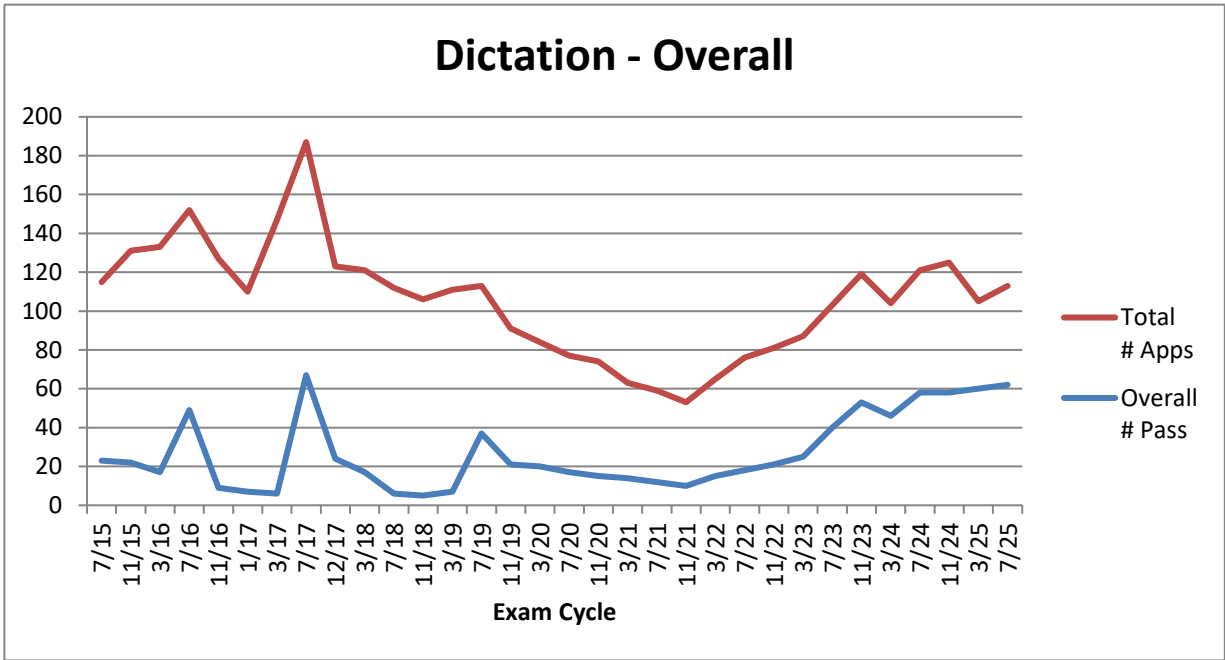
<b>Exam Cycle</b>	<b>Total # Apps</b>	<b>Overall # Pass</b>	<b>Overall % Pass</b>	<b>First Time Applicants</b>	<b>First Time # Pass</b>	<b>First Time % Pass</b>
Nov 2022	81	21	25.9%	30	17	56.7%
Mar 2023	87	25	28.7%	24	15	62.5%
Jul 2023	103	40	38.8%	47	30	63.8%
Nov 2023	119	53	44.5%	59	39	66.1%
Mar 2024	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%
Mar 2025	105	60	57.1%	43	36	83.7%
Jul 2025	113	62	54.9%	66	50	75.8%

\*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
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%
Mar 2025	105	60	57.1%	43	36	83.7%
Jul 2025	113	62	54.9%	66	50	75.8%

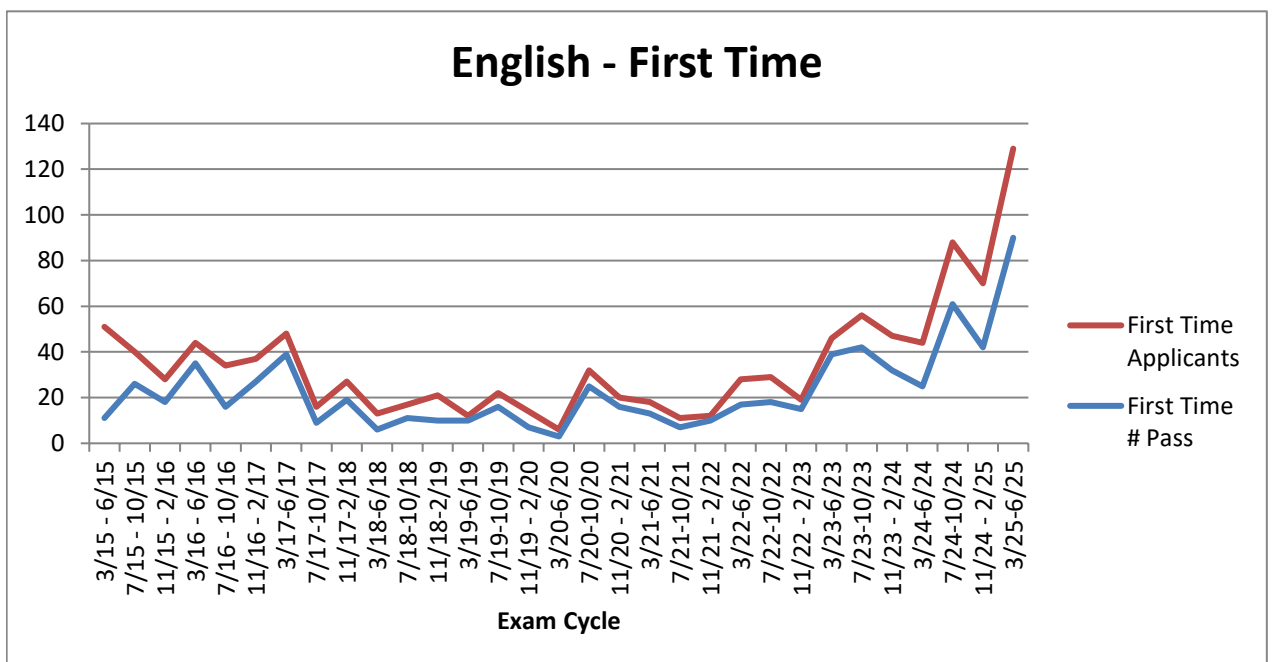
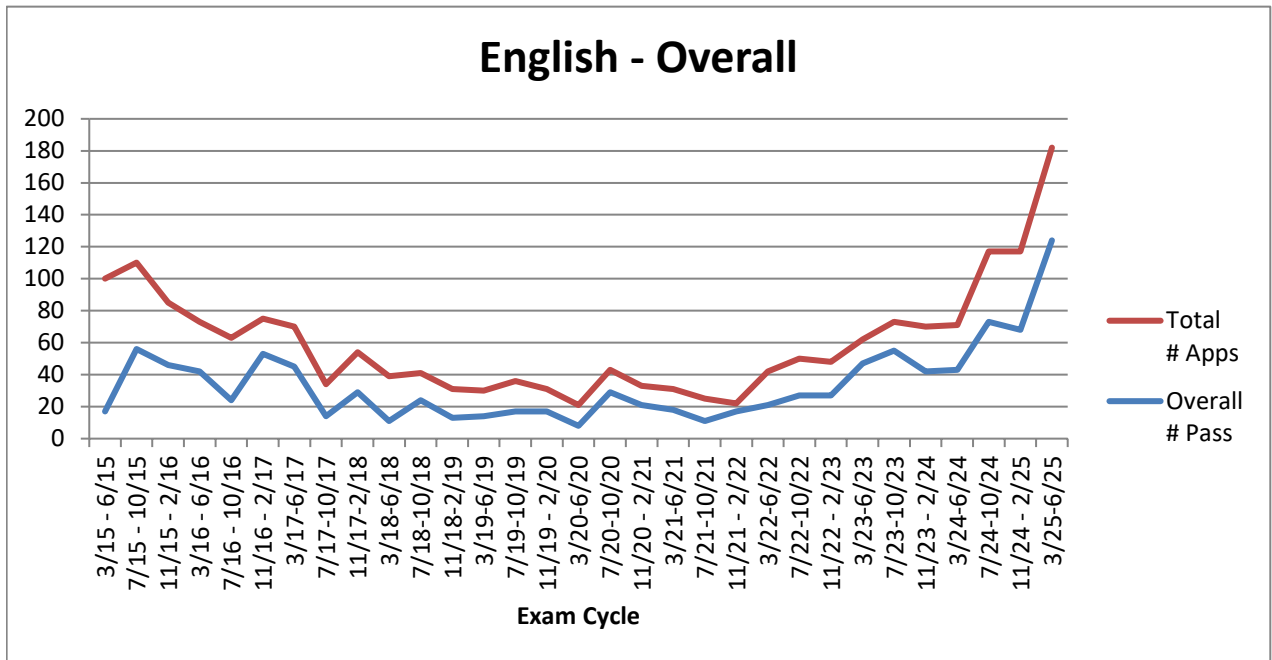
Dictation Exam



## English Exam

Exam Cycle	Total # Apps	Overall # Pass	Overall % Pass	First Time Applicants	First Time # Pass	First Time % Pass
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%
Mar 2025 - Jun 2025	182	124	68.1%	129	90	69.8%

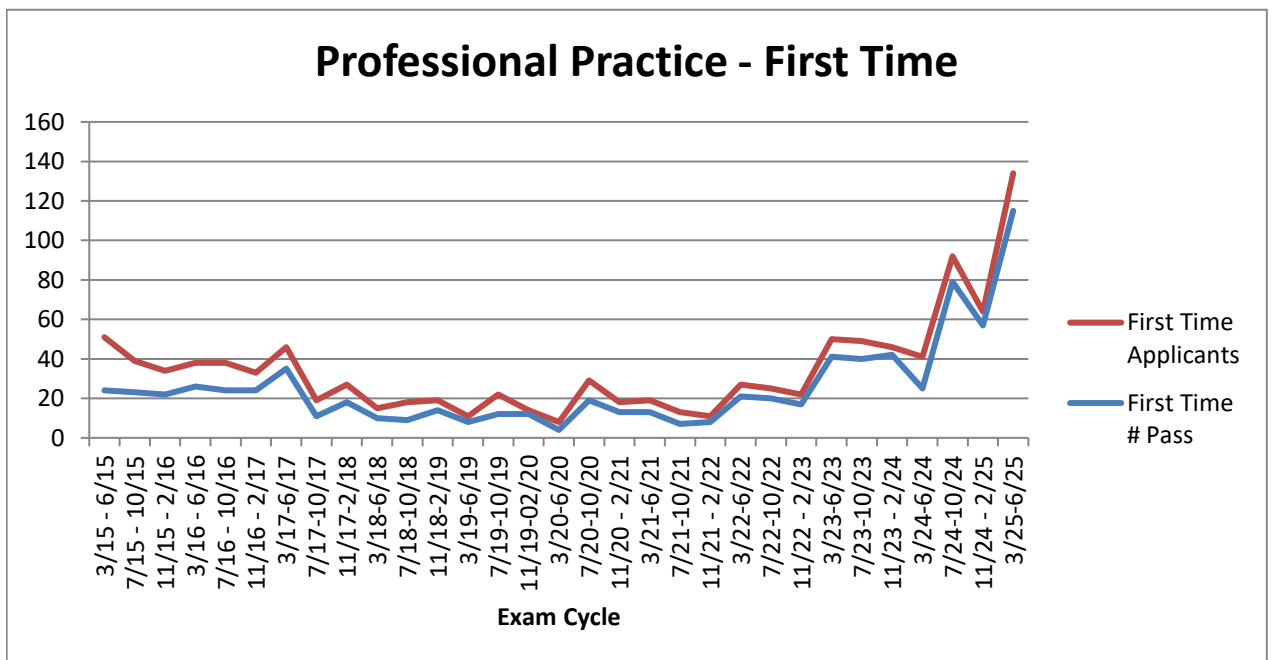
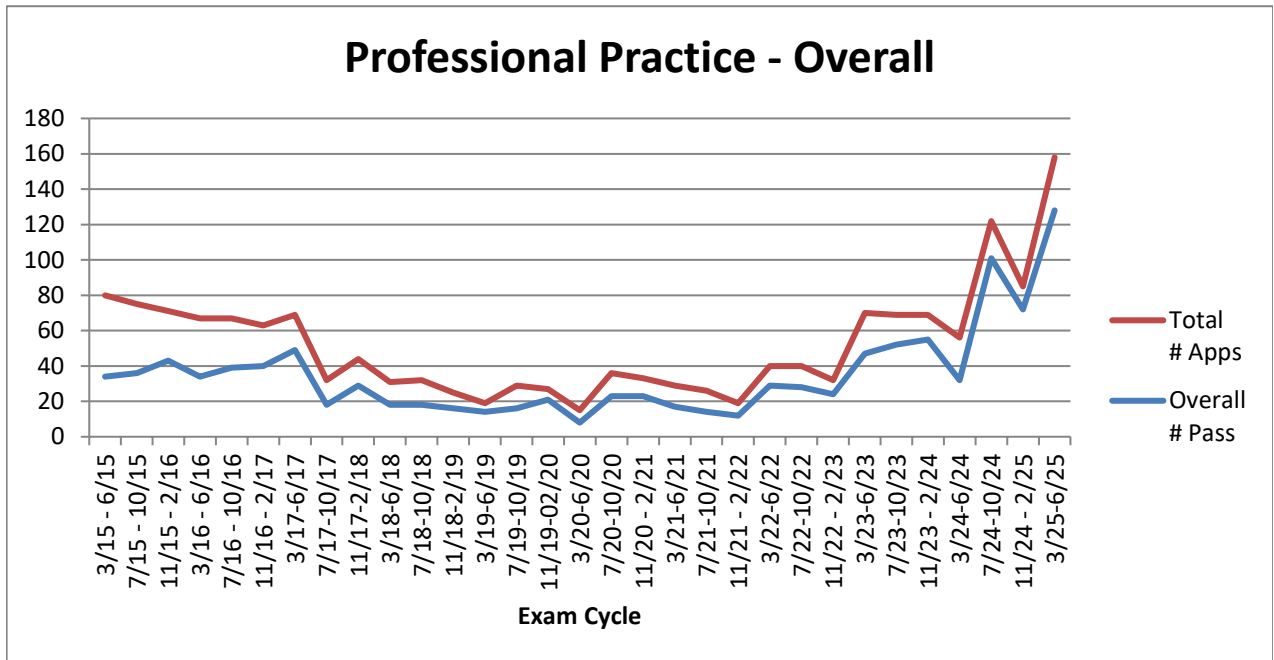
## English Exam



## Professional Practice Exam

Exam Cycle	Total # Apps	Overall # Pass	Overall % Pass	First Time Applicants	First Time # Pass	First Time % Pass
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%
Mar 2025 - Jun 2025	158	128	81.0%	134	115	85.8%

## Professional Practice Exam



## COURT REPORTERS BOARD MEETING – OCTOBER 17, 2025

### AGENDA ITEM 7 – 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)

7.1 [AB 479](#) (Tangipa) – Criminal procedure: vacatur relief. (Assembly Public Safety Committee – failed passage; two-year bill) 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.

7.2 \*\*\*[AB 711](#) (Chen) – Civil Actions: shorthand reporters. (Chaptered 7/28/2025) 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.

7.3 [AB 742](#) (Elhawary) – Department of Consumer Affairs: licensing: applicants who are descendants of slaves. (Enrolled 9/12/25) 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.

7.4 \*\*\*[AB 882](#) (Papan) – Electronic court reporting. (Assembly Appropriations Committee – failed passage; two-year bill) 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.

7.5 [AB 1170](#) (Dixon) – Maintenance of the codes. (Chaptered 7/28/25) This bill would make nonsubstantive changes in various provisions of the law to effectuate the recommendations made by the Legislative Counsel to the Legislature.

7.6 [\\*\\*\\*AB 1189](#) (Lackey) – Court reporting: digital reporters and legal transcriptionists. (Assembly Judiciary Committee – failed passage; two-year bill) 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.

7.7 [AB 1298](#) (Harabedian) – Department of Consumer Affairs (Assembly – two-year spot bill) This bill would make nonsubstantive changes.

7.8 [\\*\\*\\*SB 470](#) (Laird) – Bagley-Keene Open Meeting Act: teleconferencing. (Enrolled 9/10/2025) 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.

7.9 [SB 806](#) (Dahle) – Department of Consumer Affairs. (Senate Rules Committee – two-year spot bill) This bill would make nonsubstantive changes.

7.10 [\\*\\*\\*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.  
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Agenda Description: Consideration for Future Legislation

7.11.1 Reciprocity with the National Court Reporters Association’s RPR Exam

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Brief Summary: At its May 9, 2025, meeting, the Board heard from representatives from DCA’s Office of Professional Examination Services (OPES) on the results of their validation study of the RPR skills exam. OPES reported that the RPR was based on a valid occupational analysis and is an equivalent test of entry-level court reporting skills. The Board voted to allow reciprocity with the skills exam. Unfortunately, it was too late in the legislative year to add it into a bill.

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Support Documents:

Attachment 7.11.1 – Proposed Legislative Language – RPR Skills Reciprocity

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Recommended Board Action: Staff recommends approving the attached legislative language.

Sample Motion: I move to approve for the next legislative session the proposed legislative language establishing reciprocity between the skills portion of the California CSR exam and the RPR skills exam.

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Agenda Description: Consideration for Future Legislation

7.11.2 Skills Exam Format Change

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Brief Summary: At its April 4, 2024, meeting, the Board voted to move the license skills exam format from four-voice at 200 words per minute for 15 minutes to the universal format of three five-minute tests consisting of literary material at 180 words per minute, jury charge material at 200 words per minute, and two-voice testimony at 225 words per minute.

This change will require a legislative change. Proposed language is attached.

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Support Documents:

Attachment 7.11.2 – Proposed Legislative Language – Skills Exam Format

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Recommended Board Action: Staff recommends approving the attached legislative language.

Sample Motion: I move to approve for the next legislative session the proposed legislative language changing the license skills exam format from four-voice at 200 words per minute for 15 minutes to the universal format of three five-minute tests consisting of literary material at 180 words per minute, jury charge material at 200 words per minute, and two-voice testimony at 225 words per minute.

**Proposed Legislative Language**  
**RPR Skills Reciprocity**

**Business and Professions Code - BPC**

DIVISION 3. PROFESSIONS AND VOCATIONS GENERALLY [5000 - 9998.11]

( *Heading of Division 3 added by Stats. 1939, Ch. 30.*  )

CHAPTER 13. Shorthand Reporters [8000 - 8051]

( *Chapter 13 added by Stats. 1953, Ch. 191.*  )

ARTICLE 3. Application, Examination, and Certificate; Requirement and Contents [8020 - 8027.5]

( *Heading of Article 3 amended by Stats. 1988, Ch. 1327, Sec. 4.*  )

**8020.5.**

(a) (1) The California state licensing examination shall consist of the following three divisible parts:

(A) English.

(B) Professional Practice.

(C) Dictation/Transcription (Machine/Skill).

(2) (A) The passing grades for the Dictation/Transcription part of the examination is ninety-five percent.

(B) (i) The passing grades for English and Professional Practice, the two written knowledge parts of the examination, shall be determined by the Angoff criterion-referenced method.

(ii) The passing scores may vary moderately with changes in test composition.

(iii) Any examinee who obtains a grade which equals or exceeds the passing score determined by the Angoff criterion-referenced method will be deemed to have passed the applicable portion of the examination, assuming the other requirements of this section are met.

(b) The board shall notify each examinee electronically or in writing of their pass or fail examination results.

(c) (1) An applicant shall take and pass all three parts of the examination within three consecutive years to have passed the examination.

(2) The three-year period shall begin from the date of the examination or any part of the examination for which the applicant is first scheduled.

(d) (1) After a period of four months has elapsed, an applicant may repeat any part of the examination.

(2) An applicant shall not repeat any part of the examination unless or until a new version of the examination has been introduced.

(e) Notwithstanding subdivision (c), an applicant who passes a part of the examination shall receive conditional credit for passing that part and may retake the remaining parts.

(f) The period of time designated in subdivision (c) may be extended by the board for a period of time not to exceed one year upon the showing of extraordinary extenuating circumstances.

(g) (1) Successful completion of the Certified Verbatim Reporter (CVR) or Certified Verbatim Reporter-Stenotype (CVR-S) certification administered through the National Verbatim Reporters Association or the Registered Professional Reporter (RPR) certification administered through the National Court Reporters Association satisfies the requirement to pass the Dictation/Transcription examination under subparagraph (C) of paragraph (1) of subdivision (a).

(2) Applicants who passed the Certified Verbatim Reporter (CVR), Certified Verbatim Reporter-Stenotype (CVR-S), or the Registered Professional Reporter (RPR) skills examinations are subject to the requirements identified under subdivision (a) for the English examination and the Professional Practice examination, all of which must be passed within three consecutive years, pursuant to subdivision (c), to have passed the California state licensing examination.

**Proposed Legislative Language  
Skills Exam Format**

**BPC Section 8020.5.**

(a) (1) The California state licensing examination shall consist of the following ~~three~~ five divisible parts:

(A) English.

(B) Professional Practice.

(C) ~~Dictation/Transcription~~ Literary – five-minute duration at 180 words per minute (Machine/Skills).

(D) Jury Charge – five-minute duration at 200 words per minute (Skills).

(E) Testimony/Question and Answer – five-minute duration at 225 words per minute (Skills).

(2) (A) The passing ~~grades~~ grade for the ~~Dictation/Transcription part~~ each of the skills examinations is ninety-five percent.

(B) (i) The passing grades for English and Professional Practice, the two written knowledge parts of the examination, shall be determined by the Angoff criterion-referenced method.

(ii) The passing scores may vary moderately with changes in test composition.

(iii) Any examinee who obtains a grade ~~which~~ that equals or exceeds the passing score determined by the Angoff criterion-referenced method will be deemed to have passed the applicable portion of the examination, assuming the other requirements of this section are met.

(b) The board shall notify each examinee electronically or in writing of their pass or fail examination results.

(c) (1) An applicant shall take and pass all ~~three~~ five parts of the examination within three consecutive years to have passed the examination.

(2) The three-year period shall begin from the date of the examination or any part of the examination for which the applicant is first scheduled.

(d) (1) After a period of four months has elapsed, an applicant may repeat any part of the examination.

(2) An applicant shall not repeat any part of the examination unless or until a new version of the examination has been introduced.

(e) Notwithstanding subdivision (c), an applicant who passes a part of the examination shall receive conditional credit for passing that part and may retake the remaining parts.

(f) The period of time designated in subdivision (c) may be extended by the board for a period of time not to exceed one year upon the showing of extraordinary extenuating circumstances.

(g) (1) Successful completion of the Certified Verbatim Reporter (CVR) or Certified Verbatim Reporter-Stenotype (CVR-S) certification administered through the National Verbatim Reporters Association satisfies the requirement to pass the Dictation/Transcription, Literary, Jury Charge, and Testimony/Question and Answer parts of the examination under subparagraphs (C) through (E) of paragraph (1) of subdivision (a).

(2) Applicants who passed the Certified Verbatim Reporter (CVR) or Certified Verbatim Reporter-Stenotype (CVR-S) skills examinations are subject to the requirements identified under subdivision (a) for the English examination and the Professional Practice examination, all of which must be passed within three consecutive years, pursuant to subdivision (c), to have passed the California state licensing examination.

## **BPC Section 8027**

(a) As used in this section, “school” means a court reporter training program or an institution that provides a course of instruction approved by the board and the Bureau for Private Postsecondary Education, is a public school in this state, or is accredited by the Western Association of Schools and Colleges.

(b) A court reporting school shall be primarily organized to train students for the practice of shorthand reporting, as defined in Sections 8016 and 8017. Its educational program shall be on the postsecondary or collegiate level. It shall be legally organized and authorized to conduct its program under all applicable laws of the state, and shall conform to and offer all components of the minimum prescribed course of study established by the board. Its records shall be kept and shall be maintained in a manner to render them safe from theft, fire, or other loss. The records shall indicate positive daily and clock-hour attendance of each student for all classes, apprenticeship and graduation reports, high school transcripts or the equivalent or self-certification of high school graduation or the equivalent, transcripts of other education, and student progress to date, including all progress and counseling reports.

(c) Any school intending to offer a program in court reporting shall notify the board within 30 days of the date on which it provides notice to, or seeks approval from, the

State Department of Education, the Bureau for Private Postsecondary Education, the Office of the Chancellor of the California Community Colleges, or the Western Association of Schools and Colleges, whichever is applicable. The board shall review the proposed curriculum and provide the school tentative approval, or notice of denial, within 60 days of receipt of the notice. The school shall apply for provisional recognition pursuant to subdivision (d) within no more than one year from the date it begins offering court reporting classes.

(d) The board may grant provisional recognition to a new court reporting school upon satisfactory evidence that it has met all of the provisions of subdivision (b) and this subdivision. Recognition may be granted by the board to a provisionally recognized school after it has been in continuous operation for a period of no less than three consecutive years from the date provisional recognition was granted, during which period the school shall provide satisfactory evidence that at least one person has successfully completed the entire course of study established by the board and complied with the provisions of Section 8020, and has been issued a certificate to practice shorthand reporting as defined in Sections 8016 and 8017. The board may, for good cause shown, extend the three-year provisional recognition period for not more than one year. Failure to meet the provisions and terms of this section shall require the board to deny recognition. Once granted, recognition may be withdrawn by the board for failure to comply with all applicable laws and regulations.

(e) Application for recognition of a court reporting school shall be made upon a form prescribed by the board and shall be accompanied by all evidence, statements, or documents requested. Each branch, extension center, or off-campus facility requires separate application.

(f) All recognized and provisionally recognized court reporting schools shall notify the board of any change in school name, address, telephone number, responsible court reporting program manager, owner of private schools, and the effective date thereof, within 30 days of the change. All of these notifications shall be made in writing.

(g) A school shall notify the board in writing immediately of the discontinuance or pending discontinuance of its court reporting program or any of the program's components. Within two years of the date this notice is sent to the board, the school shall discontinue its court reporting program in its entirety. The board may, for good cause shown, grant not more than two one-year extensions of this period to a school. If a student is to be enrolled after this notice is sent to the board, a school shall disclose to the student the fact of the discontinuance or pending discontinuance of its court reporting program or any of its program components.

(h) The board shall maintain a roster of currently recognized and provisionally recognized court reporting schools, including, but not limited to, the name, address, telephone number, and the name of the responsible court reporting program manager of each school.



(i) The board shall maintain statistics that display the number and passing percentage of all first-time examinees, including, but not limited to, those qualified by each recognized or provisionally recognized school and those first-time examinees qualified by other methods as defined in Section 8020.

(j) Inspections and investigations shall be conducted by the board as necessary to carry out this section, including, but not limited to, unannounced site visits.

(k) All recognized and provisionally recognized schools shall print in their school or course catalog the name, address, and telephone number of the board. At a minimum, the information shall be in 8-point bold type and include the following statement:

“IN ORDER FOR A PERSON TO QUALIFY FROM A SCHOOL TO TAKE THE STATE LICENSING EXAMINATION, THE PERSON SHALL COMPLETE A PROGRAM AT A RECOGNIZED SCHOOL. FOR INFORMATION CONCERNING THE MINIMUM REQUIREMENTS THAT A COURT REPORTING PROGRAM MUST MEET IN ORDER TO BE RECOGNIZED, CONTACT: THE COURT REPORTERS BOARD OF CALIFORNIA; (ADDRESS); (TELEPHONE NUMBER).”

(l) Each court reporting school shall file with the board, not later than June 30 of each year, a current school catalog that shows all course offerings and staff, and for private schools, the owner, except that where there have been no changes to the catalog within the previous year, no catalog need be sent. In addition, each school shall also file with the board a statement certifying whether the school is in compliance with all statutes and the rules and regulations of the board, signed by the responsible court reporting program manager.

(m) A school offering court reporting shall not make any written or verbal claims of employment opportunities or potential earnings unless those claims are based on verified data and reflect current employment conditions.

(n) If a school offers a course of instruction that exceeds the board's minimum requirements, the school shall disclose orally and in writing the board's minimum requirements and how the course of instruction differs from those criteria. The school shall make this disclosure before a prospective student executes an agreement obligating that person to pay any money to the school for the course of instruction. ~~The school shall also make this disclosure to all students enrolled on January 1, 2002.~~

(o) Private and public schools shall provide each prospective student with all of the following and have the prospective student sign a document that shall become part of that individual's permanent record, acknowledging receipt of each item:

(1) A student consumer information brochure published by the board.

(2) A list of the school's graduation requirements, including the number of tests, the pass point of each test, the speed of each test, and the type of test, ~~such as jury charge or literary.~~

(3) A list of requirements to qualify for the state-certified shorthand reporter licensing examination, including the number of tests, the pass point of each test, the speed of each test, and the type of test, ~~such as jury charge or literary,~~ if different than those requirements listed in paragraph (2).

(4) A copy of the school's board-approved benchmarks for satisfactory progress as identified in subdivision (uw).

(5) A report showing the number of students from the school who qualified for each of the certified shorthand reporter licensing examinations within the preceding two years, the number of those students ~~that~~ who passed each examination, the time, as of the date of qualification, that each student was enrolled in court reporting school, and the placement rate for all students ~~that~~ who passed each examination.

(6) ~~On and after January 1, 2005, t~~The school shall also provide to prospective students the number of hours each currently enrolled student who has qualified to take the next licensing test, exclusive of transfer students, has attended court reporting classes.

(p) All enrolled students shall have the information in subdivisions (n) and (o) on file ~~no later than June 30, 2005.~~

(q) Public schools shall provide the information in subdivisions (n) and (o) to ~~each~~ all new students ~~the first day he or she attends~~ they attend theory or machine/voice speed class, if it was not provided previously.

(r) Each enrolled student shall be provided written notification of any change in qualification or graduation requirements that is being implemented due to the requirements of any one of the school's oversight agencies. This notice shall be provided to each affected student at least 30 days before the effective date of the change and shall state the new requirement and the name, address, and telephone number of the agency that is requiring it of the school. Each student shall initial and date a document acknowledging receipt of that information and that document, or a copy thereof, shall be made part of the student's permanent file.

(s) Schools shall make available a comprehensive final examination in each academic subject to any student desiring to challenge an academic class in order to obtain credit towards certification for the state licensing examination. The points required to pass a challenge examination shall not be higher than the minimum points required of other students completing the academic class.

(t) ~~An individual~~ serving as a teachers, instructors, or readers shall meet the qualifications specified by regulation for ~~his or her~~ their position.

(u) Each school shall provide a substitute teacher or instructor for any class for which the teacher or instructor is absent for two consecutive days or more.

(v) The board has the authority to approve or disapprove benchmarks for satisfactory progress ~~which that~~ each school shall develop for its court reporting program. Schools shall use only board-approved benchmarks to comply with the provisions of paragraph (4) of subdivision (o) and subdivision (~~u~~w).

(w) Each school shall counsel each student a minimum of one time within each 12-month period to identify the level of attendance and progress, and the prognosis for completing the requirements to become eligible to sit for the state licensing examination. If the student has not progressed in accordance with the board-approved benchmarks for that school, the student shall be counseled a minimum of one additional time within that same 12-month period.

(x) The school shall provide to the board, for each student qualifying through the school as eligible to sit for the state licensing examination, the number of hours the student attended court reporting classes, both academic and machine/voice speed classes, including theory.

(y) The pass rate of first-time examination takers for each school offering court reporting shall meet or exceed the average pass rate of all first-time test takers for a majority of examinations given for the preceding three years. Failure to do so shall require the board to conduct a review of the program. In addition, the board may place the school on probation and may withdraw recognition if the school continues to place below the above-described standard on the two examinations that follow the three-year period.

(z) A school shall not require more than one ~~qualifying~~ qualifier skills examination, as defined in ~~the regulations of the board~~ paragraph (6) of subdivision (ab), for a student to be eligible to sit for the state certification examination.

(aa) A school shall provide the board the actual number of hours of attendance for each applicant the school qualifies for the state licensing examination.

(ab) The board shall, ~~by December 1, 2001,~~ do the following by regulation as necessary:

(1) Establish the format that shall be used by schools to report tracking of all attendance hours and actual timeframes for completed coursework.

(2) Require schools to provide a minimum of 10 hours of live dictation class each school week for every full-time student.

(3) Require schools to provide students with the opportunity to read back from their stenographic/voice notes a minimum of one time each day to ~~his or her~~ their instructor.

(4) Require schools to provide students with the opportunity to practice with a school-approved speed-building audio recording, or other assigned material, a minimum of one hour per day after school hours as a homework assignment and provide the notes from this audio recording to their instructor the following day for review.

(5) Develop standardization of policies on the use and administration of qualifier skills examinations by schools.

(6) Define qualifier skills examination ("qualifier") as follows: the qualifier examination shall consist of ~~4-voice~~ three skills examinations (Literary at 180 words per minute, Jury Charge at 200 words per minute, and ¶Testimony/Question and Answer at 225 words per minute), each of ~~10~~ five-minute duration ~~at 200 words per minute, and~~ graded at 97.5-95 percent accuracy, and in accordance with the guidelines followed by the board. Schools shall be required to date and number each qualifier and announce the date and number to the students at the time of administering the qualifier. All qualifiers shall indicate the actual dictation time of the test, and the school shall catalog and maintain the qualifier for a period of not less than three years for the purpose of inspection by the board.

(7) Require schools to develop a program to provide students with the opportunity to interact with professional court reporters to provide skill support, mentoring, or counseling that they can document at least quarterly.

(8) Define qualifications and educational requirements required of instructors and readers ~~that~~ who read test material and qualifiers.

~~(ac) The board shall adopt regulations to implement the requirements of this section not later than September 1, 2002.~~

~~(ad)~~ The board may recover costs for any additional expenses incurred under the enactment amending this section in the 2001–02 Regular Session of the Legislature pursuant to its fee authority in Section 8031.

COURT REPORTERS BOARD MEETING – OCTOBER 17, 2025

**AGENDA ITEM 8 – Regulations**

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Agenda Description:

Discussion and Possible Action on California Code of Regulations, Title 16, Section 2472 – Disciplinary Guidelines

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Brief Summary: At its May 9, 2025, meeting, the Board reviewed the Disciplinary and Denial Guidelines publication text and recommended that Board staff make non-substantive amendments to timeline elements of the text for consistency purposes and approved a motion to approve the newly proposed regulatory text and changes to California Code of Regulations (CCR) section 2472 and to direct Board staff to proceed with the rulemaking process.

The Disciplinary and Denial Guidelines publication text has since been updated by Board staff and legal counsel and is now before the Board for consideration. Substantive changes made after the May 2025 meeting are marked and highlighted; consistency and other non-substantive changes are marked but not highlighted.

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Support Document:

Attachment 1 – Disciplinary and Denial Guidelines Proposed Regulatory Language  
Attachment 2 – Disciplinary and Denial Guidelines Publication Text

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Recommended Board Action: Staff recommend the Board review and approve the proposed regulatory language and the Disciplinary and Denial Guidelines publication text and instruct staff to proceed with the rulemaking process.

Sample Motion:

I move that the Board rescind its previous May 9, 2025, motion and approve the changes to CCR section 2472 and the newly proposed regulatory text of the Disciplinary and Denial Guidelines publication 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 CCR section 2472 as noticed, with the authority to make any technical or non-substantive changes.

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

**PROPOSED REGULATORY LANGUAGE**  
**Disciplinary and Denial Guidelines**

<b>Legend:</b>	Added text is indicated with an <u>underline</u> . Deleted text is indicated by <del>strikeout</del> .
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**Article 8**

**Amend section 2472 of Division 24 of Title 16 of the California Code of Regulations to read as follows:**

**§ 2472. Disciplinary and Denial Guidelines.**

In reaching a decision on a disciplinary action under the administrative adjudication provisions of the Administrative Procedure Act (Government Code section 11400 et seq.) and in reaching a decision on whether to deny a license under provisions of the Business and Professions Code, the ~~h~~Board shall consider the disciplinary and denial guidelines entitled “Disciplinary and Denial Guidelines,” (~~Rev. 2/18/89 (New [OAL insert effective date])~~), which are hereby incorporated by reference. Deviation from these guidelines and orders, including the standard terms of probation, is appropriate where the ~~h~~Board, in its sole discretion, determines that the facts of the particular case warrant such a deviation, for example: the presence of mitigating factors; the age of the case; or evidentiary problems.

Note: Authority cited: Sections 8007, 8025, and 8047, Business and Professions Code.  
Reference: Sections 8025 and 8047, Business and Professions Code; and Sections 11425.50(e) and 11519, Government Code.



## 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 licenseing examination, 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, 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 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 (1) 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 within three (3) years after the license expiration date 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 (1) 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, stayed pending Respondent's compliance with the terms and conditions of their probation.

**Probation:** A period during which Respondent's sentence is 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
<b>APPLICANTS</b>			
<b>496</b>	Examination Subversion	<b>Denial of License</b> <ul style="list-style-type: none"><li>Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision per BPC section 486.</li></ul>	<b>Denial of License</b> <ul style="list-style-type: none"><li>Applicant cannot reapply for licensure for a minimum of one (1) year from the effective date of the decision per BPC section 486.</li></ul>

<b>8016</b>	Certificate Required for Shorthand Reporting Practice	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision.</li> </ul>	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision.</li> </ul>
<b>8018</b>	Title and Abbreviation	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision.</li> </ul>	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision.</li> </ul>
<b>8025(a) / 480(a)</b>	Substantially Related Criminal Conviction	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision per BPC section 486.</li> </ul>	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision per BPC section 486.</li> </ul>
<b>8025(c) / 480(e)</b>	False Statement of Fact on Application	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision per BPC section 486.</li> </ul>	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision per BPC section 486.</li> </ul>
<b>8025(i) / 480(a)(2)</b>	Formal Discipline by Another Licensing Board	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision per BPC section 486.</li> </ul>	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision per BPC section 486.</li> </ul>
<b>8025.1(a)(1)</b>	Physical or Mental Infirmary or Incapacity-	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision.</li> </ul>	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision.</li> </ul>
<b>8025.1(a)(2)</b>	Abuse of Chemical Substances or Alcohol	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision.</li> </ul>	<b>Denial of License</b> <ul style="list-style-type: none"> <li>Applicant cannot reapply for licensure for a minimum of one <u>(1)</u> year from the effective date of the decision.</li> </ul>

<b>LICENSEES</b>			
<b>496</b>	Examination Subversion	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8016</b>	Certificate Required for Shorthand Reporting Practice	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Four (4) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Cost Recovery</li> </ul>
<b>8018</b>	Title and Abbreviation	<b>Stayed Suspension – 90 calendar days</b> <ul style="list-style-type: none"> <li>• Four (4) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Maximum penalty should be imposed in cases where the Board has previously educated Respondent on the requirements of section 8018 in writing.</li> <li>• Cost Recovery</li> </ul>
<b>8019</b>	Aiding and Abetting	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Four (4) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8025(a) / 490</b>	Conviction of a Substantially Related Crime	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Three (3) years' probation</li> <li>• Standard Conditions 1-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8025(b)</b>	Failure to Notify Board of Conviction	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Three (3) years' probation</li> <li>• Standard Conditions 1-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>

<b>8025(c) / 498 / 499</b>	Fraud, Deceit, or Misrepresentation in Obtaining Certificate, or Securing Certificate by Knowingly Omitting to State a Material Fact	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8025(d)</b>	Fraud, Dishonesty, Corruption, Willful Violation of Duty	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Four (4) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8025(d)</b>	Gross Negligence or Incompetence	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Four (4) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8025(d)</b>	Unprofessional Conduct	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Four (4) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8025(e)</b>	Repeated Unexcused Failure to Transcribe Notes of Cases Pending Appeal and to Timely File Transcripts of those Notes, or Transcribe or File Notes of Other Proceedings	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Two (2) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>



<b>8025(f)</b>	Negligent Loss or Destruction of Stenographic Notes Preventing Transcript Production	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Two (2) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8025(g)</b>	Failure to Comply with or Pay Monetary Sanction by Court for Failure to Provide Timely Transcripts	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Two (2) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8025(h)</b>	Failure to Pay Civil Penalty Relating to Provision of Court Reporting Services or Products	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Two (2) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8025(i) / 141</b>	Revocation, Suspension, or Other Disciplinary Action by Another State, Agency of the Federal Government, or Another Country	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Two (2) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8025(j)</b>	Violation of the Chapter or the Statutes, Rules, and Regulations Pertaining to Certified Shorthand Reporters	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Two (2) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>



<b>8025.1(a)(1)</b>	Physical or Mental Infirmary or Incapacity	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Two (2) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>
<b>8025.1(a)(2)</b>	Abuse of Chemical Substances or Alcohol	<b>Stayed Revocation</b> <ul style="list-style-type: none"> <li>• Two (2) years' probation</li> <li>• Standard Conditions 1-11 and 13-15, as applicable</li> <li>• Optional Conditions, as applicable</li> <li>• Cost Recovery</li> </ul>	<b>Revocation</b> <ul style="list-style-type: none"> <li>• Cost Recovery</li> </ul>

## V. Probation Conditions

Probation conditions, detailed on the following pages, are divided into two (2) 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 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 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 in its monitoring and investigation of Respondent’s compliance with the Board’s probation program. Respondent shall provide the Board or its designee 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 of any address change in writing by mail, email, or in person within 15 calendar days from the date of any address change and shall claim all certified mail issued by the Board or its designee within 15 calendar days after the date of the address change or attempted delivery of the certified mail. Respondent shall timely respond within 15 calendar days to all notices of requests for information and shall submit reports, remedial education documentation, verification of employment, or other similar reports by mail, email, or in person within 15 calendar days after as requested and directed by the Board or its designee in writing by mail or email. 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 from the Board or its designee by mail or email, all correspondence from the Respondent to the Board or its designee, 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 that 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 ~~in writing by mail, email, or in person within five (5) calendar days of any and all address changes as specified in this section in writing by mail, email, or in person within five (5) calendar days of the address change.~~ 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 in writing by mail, email, or in person 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~~ a written document annually verifying Respondent's out-of-state residency to the Board or its designee by mail, email, or in person within 30 calendar days after requested by the Board or its designee 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 they stops practicing in California, Respondent shall notify the Board or its designee of the dates of nonpractice and return to practice in writing by mail, email, or in person within 30 calendar days prior to the dates of nonpractice and or return to practice. ~~Within 30 calendar days of the date requested by the Board or its designee,~~ Respondent shall submit annually a written document annually verifying Respondent's California residency and nonpractice status to the Board or its designee by mail, email, or in person within 30 calendar days after requested by the Board or its designee 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 \$ \_\_\_\_\_ within \_\_\_\_\_ calendar days after the effective date of this Decision. 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 after repayment.

(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 by mail or in person, unless otherwise agreed to 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 in writing by mail or email. 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. The Board shall advise Respondent whether or not the payment plan is approved in writing by mail or email within 30 calendar days after the date of Respondent's request for approval. 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, including noncompliance with any Standard Condition or applicable Optional Condition of probation, after giving Respondent ten (10) calendar days' written notice by mail or email and an opportunity to be heard at a formal hearing, 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 their license to the Board in writing by mail, email, or in person. 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 in writing by mail or email. Upon formal acceptance of the surrender, Respondent shall deliver Respondent's their 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 provided the reinstatement petition is submitted to and approved by the Board within three (3) years after the license expiration date of the revoked license (see Item B – Petition for Reinstatement under Chapter VI – Model Orders).

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 Standard Condition 3 to comply with the conditions of the probation program.

~~Within ten (10) calendar days 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 to the Board or its designee in writing by mail, email, or in person within ten (10) calendar days after the effective date of this Decision. 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 provide their probation or parole officer with written notice of the Board's decision in this case by mail or email 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. Respondent shall provide a copy of this mailed written notification or email to the Board or its designee by mail, email, or in person within 15 calendar days after the mailed written notification or email is circulated. 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 to all employees in writing by mail or email within 30 calendar days after the effective date of this Decision. “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 by mail, email, or in person 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, to the owners, officers, or any owner or holder of 10% or more of the interest in Respondent or Respondent's stock in writing by mail or email within 30 calendar days after the effective date of this Decision. The notification to owners or officers shall also include the name, title, telephone number, and email address for the Board's staff person who is Respondent's probation monitor. Respondent shall provide a copy of this mailed written notification or email to the Board or its designee by mail, email, or in person within ten (10) calendar days after the mailed written notification or email is circulated.
- 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 whether or not the proposed advertising is approved in writing by mail or email within 30 calendar days 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 by mail, email, or in person within 30 calendar days after the effective date of 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 employers or firms 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 within 30 calendar days after Respondent that they have provided written notice of their probationary status to their employer or court reporting agency firm with which they are associated or subcontracted and within 15 calendar days after Respondent has undertaken new employment or associated with a different court reporting firm during the term of probation. "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) 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 to the Board or its designee for its prior approval by mail, email, or in person within 30 calendar days after the effective date of this Decision.~~ The Board shall advise Respondent whether or not the rehabilitation program is approved in writing by mail or email within 30 calendar days after the date of Respondent's request for approval (the Board will verify that the program is legitimate and, for example, licensed with the California Board of Behavioral Sciences, if applicable). Respondent shall commence the rehabilitation program within 30 calendar days after the Board approved the program and provide a copy of certification of successful completion of the rehabilitation program to the Board or its designee by mail, email, or in person within 30 calendar days after completing the rehabilitation program 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 by mail or email, Respondent shall undergo a medical evaluation by a Board-approved physician within 30 calendar days after the effective date of this Decision and on a periodic basis thereafter. The evaluating 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 evaluation and on a periodic basis thereafter, no less than quarterly, or as may be required by the Board or its designee. Respondent shall execute a release authorizing the evaluator to furnish the Board or its designee with a current diagnosis and a written report regarding the Respondent's ability to function independently with safety to the public by mail, email, or in person. The Board and its designee shall treat the evaluation as confidential. Respondent shall bear the cost of the evaluation. Failure to undergo a medical evaluation by a Board-approved physician within 30 calendar days after the effective date of this Decision and on a periodic basis thereafter shall result in violation of probation.

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 to the Board or its designee for its prior approval by mail, email, or in person within 30 calendar days after written notice from the Board or its designee by mail or email.~~ Upon the Board's approval of the treating physician or psychotherapist. The Board shall advise Respondent whether or not the physician or psychotherapist is approved in writing by mail or email within 30 calendar days after the date of Respondent's request for approval (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 within 30 calendar days after the Board's written approval of the treating physician or psychotherapist until further written notice from the Board or its designee by mail or email. Respondent shall have the treating physician submit written quarterly reports regarding treatment progress 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. Respondent shall execute a release authorizing the treating physician or psychotherapist to furnish the Board or its designee with a current diagnosis and a written report regarding the Respondent's treatment progress by mail, email, or in person. The Board and its designee shall treat the treatment information as confidential. Respondent shall bear the cost of the treatment. Failure to timely submit a request for approval of a physician or psychotherapist to the Board within 30 calendar days after written notice from the Board or its designee or to schedule physical or mental treatment within 30 calendar days after written notice from the Board or its designee the

Board's written approval of the treating physician or psychotherapist 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 by mail or email and shall not resume practice until notified in writing by the Board or its designee by mail or email. 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 by mail or email 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 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 within 30 calendar days after written notice from the Board or its designee by mail or email and on a periodic basis thereafter or as required by the Board or its designee. Respondent shall submit the name and qualifications of a licensed psychologist or psychiatrist, or both, of Respondent's choice to the Board or its designee for its prior approval by mail, email, or in person within 30 calendar days after the effective date of this Decision. 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 Board shall advise Respondent whether or not the evaluating psychologist or psychiatrist is approved in writing by mail or email within 30 calendar days after the date of Respondent's request for approval. The evaluator shall furnish a written report to the Board or its designee by mail, email, or in person regarding Respondent's judgment, ability to function independently and safely, and whether they pose a threat to the public to the Board or its designee by mail, email, or in person within 30 calendar days after the psychological evaluation. 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 by mail, email, or in person. The Board and its designee shall treat the evaluation as confidential. Respondent shall bear the cost of the evaluation. Failure to timely submit a request for approval of a licensed psychologist or psychiatrist, or both, to the Board within 30 calendar days after the effective date of this Decision or to schedule a mental examination within 30 calendar days after the effective date of this Decision the Board's written approval of the evaluating psychologist or psychiatrist 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 by mail or email and shall not resume practice until notified in writing by the Board or its designee by mail or email. 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 by mail or email 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 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 to the Board or its designee for its prior approval by mail, email, or in person within 30 calendar days after the effective date of this Decision.~~ 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. The Board shall advise Respondent whether or not the therapist is approved in writing by mail or email within 30 calendar days after the date of Respondent's request for approval. Upon approval by the Board, Respondent shall undergo and continue treatment within 30 calendar days after the Board's written approval of the treating therapist until the Board determines that no further psychotherapy is necessary and notifies Respondent of such in writing by mail or email. 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, ability to

function independently and safely, and whether they pose a threat to the public to the Board or its designee by mail, email, or in person. 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 by mail, email, or in person. The Board and its designee shall treat the therapy information as confidential. Respondent shall bear all costs of therapy. Failure to undergo and continue treatment within 30 calendar days after the Board's written approval of the treating therapist shall result in violation of probation.

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 by mail or email and shall not resume practice until notified in writing by the Board or its designee by mail or email. 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 by mail or email 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). Respondent shall provide the Board or its designee with proof of successful completion, such as a copy of a certification of completion or transcript, by mail, email, or in person within 30 calendar days after completing the specified course(s). Respondent shall bear the costs of the course(s).
7. **RETAKE LICENSEING EXAMINATION** – Respondent shall pass the (name of examination part(s)) part(s) of the next regularly scheduled licenseing examination administration after the effective date of this Decision. The Board shall order and notify Respondent in writing by mail or email to cease practice upon any written notice of failure of the examination until Respondent takes and passes the same (name of examination part(s)) part(s) at a subsequent examination administration. Respondent shall bear the costs of the examination(s).
8. **PROOF OF ADVERTISING CORRECTION** – Respondent shall correct any advertisement not compliant with CCR section 2406 within 30 calendar days after the effective date of 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 **by mail or email** 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 by mail or in person. 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 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 BPC section 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 after written request by the Board or its designee **by mail or email**. 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 **within 30 calendar days after the date of testing**. 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 after written request by the Board or its designee by mail or email. 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 within 30 calendar days after the date of testing. 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 abstinence 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 by mail, email, or in person within 30 calendar days after directed in writing by the Board or its designee by mail or email.
- 13. “Actual Revocation”** – To be included in “Stayed Revocation” cases as an Optional Condition in the event of probation violation.
- 14. “Actual Suspension”** – To be included in “Stayed Suspension” cases as an Optional Condition in the event of probation violation.
- 14. “Actual Revocation”** – To be included in “Stayed Revocation” cases as an Optional Condition in the event of probation violation.

## VI. Model Orders

### A. Licensee

#### Revocation of License

License Number \_\_\_\_\_, 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 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 (1) year from after the effective date of this Decision pursuant to Government Code section 11522 and may not petition the Board for reinstatement of their revoked license after three (3) or more years after the license expiration date of the revoked license pursuant to BPC section 8024.5. Respondent shall pay to the Board by mail or in person its costs of investigation and prosecution in the amount of \$ \_\_\_\_\_ by mail or in person within 30 calendar days 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 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 (1) year ~~from~~ after 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 \$\_\_\_\_\_ by mail or in person 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 it is recommended that an actual revocation be imposed.

### **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 Reprimand**

License Number \_\_\_\_\_, issued to Respondent \_\_\_\_\_, is publicly reprimanded. This reprimand 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 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**

Respondent may petition the Board for reinstatement of their revoked license after not less than one (1) year has elapsed after the effective date of this Decision.

A license that is not renewed within three (3) years after its expiration date may not be renewed, restored, reinstated, or reissued thereafter. Therefore, Respondents whose revoked licenses have not been renewed for three (3) or more years are not eligible for license reinstatement and would have to apply, qualify, and meet all requirements for a new original license, including paying all fees and taking and passing the licensing examination.

### **Grant Petition with No Restrictions on License**

The Petition for Reinstatement filed by Petitioner \_\_\_\_\_ is hereby granted, and Petitioner's License 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 License 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 License 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 reing examination).

Upon completion of the conditions precedent above and satisfaction of all statutory and regulatory requirements for issuance of a license, Petitioner's License 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 (1) year ~~from~~ after the effective date of this Decision pursuant to Government Code section 11522 and is not eligible for reinstatement of their revoked license after three (3) or more years after the license expiration date of the revoked license pursuant to BPC section 8024.5.

### **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: (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 completion of the following conditions precedent: (examples would be paying restitution, cost recovery, completion of continuing education, completion of rehabilitation program, take and pass licensure reing 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.

COURT REPORTERS BOARD MEETING – OCTOBER 17, 2025

**AGENDA ITEM 9 – Court Reporting and Captioning Week February 7-14, 2026**

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Agenda Description:

Discussion and possible action on submitting a request to the Governor’s Office to declare February 7-14, 2026, Court Reporting and Captioning Week.

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Brief Summary:

A representative of the Deposition Reporters Association has requested the Board’s assistance with asking the Governor’s Office to declare February 7-14, 2026, Court Reporting and Captioning Week.

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Support Documents: None

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Fiscal Impact: None

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Recommended Board Action: Staff recommends the Board direct staff to request the Governor’s Office to declare February 7-14, 2026, Court and Captioning Week.

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COURT REPORTERS BOARD MEETING – OCTOBER 17, 2025

**AGENDA ITEM 10 – New Board Logo**

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Agenda Description:

Discussion and possible action to review new board logo options.

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Brief Summary:

Three possible logos are presented for review and selection by the Board. The logo selected will be used on Board items such as forms, publications, web pages, letterhead, and envelopes.

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Support Documents:

Attachment – Board logo options

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Fiscal Impact: None

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Recommended Board Action: Review and select logo to be used.







COURT REPORTERS BOARD MEETING – OCTOBER 17, 2025

**AGENDA ITEM 11 – Court Reporter Workforce Development and Pipeline**

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Agenda Description:

Discussion and possible action on court reporting industry workforce.

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Brief Summary:

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

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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 – OCTOBER 17, 2025

**AGENDA ITEM 12 – Unproctored Skills Exam**

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Agenda Description:

Discussion and possible action to adopt an unproctored format for the skills portion of the license exam.

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Brief Summary: In January of 2024, the National Court Reporters Association (NCRA) began to administer their online skills exams without the presence of a proctor. The Board initially discussed this change for consideration of implementation for its own skills exam at the July 2024 meeting. At the end of the discussion, the Board decided to wait and see if there were security issues with NCRA's exam.

The unproctored administration of NCRA's skills exam has been in effect for almost two years now. No issues have arisen.

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Recommended Board Action: Staff recommends continuing the current proctored platform for its skills exam.

COURT REPORTERS BOARD MEETING – OCTOBER 17, 2025

**AGENDA ITEM 13 – 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.

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Support Documents:

Attachment – Action Plan Timeline

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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)

COURT REPORTERS BOARD MEETING – OCTOBER 17, 2025

**AGENDA ITEM 14 – Election of Officers**

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Agenda Description: Election of Chair and Vice-Chair.

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Brief Summary:

Per the Board policy annotated below, the election of Board officers shall occur on an annual basis at the first regular meeting of the Board after June 1 of each year. The purpose of this item is to conform to this policy.

**ANNUAL MEETINGS**

The CSR Board shall hold an annual meeting for the purpose of electing a chairperson and a vice-chairperson in accordance with Business and Professions Code, Section 8003. Said annual meeting shall be held at the first regular meeting held after June 1 of each year.

Adopted: August 1987

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Support Documents:

Attachment – Chairperson duties.

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Recommended Board Action: Hold elections.

## **CERTIFIED SHORTHAND COURT REPORTERS BOARD**

### **Chairperson of the Board**

**Definition:** The Chairperson is responsible for the effective functioning of the Board, the integrity of the Board process, and assuring that the Board fulfills its responsibilities for governance. The Chairperson instills vision, values, and strategic planning in Board policy making. The Chairperson sets an example reflecting the Board's mission as a State licensing and law enforcement agency. The Chairperson optimizes the Board's relationship with its executive officer and the public.

### **Specific Duties and Responsibilities:**

- Chairs meetings to ensure fairness, public input, and due process;
- Prepares Board meeting notices and agendas;
- Appoints Board committees;
- Supports the development and assists performance of Board colleagues;
- Obtains the best thinking and involvement of each Board member. Stimulates each Board member to give their best effort;
- Implements the evaluation of the executive officer to the Board;
- Continually focuses the Board's attention on policy making, governance, and monitoring of staff adherence to and implementation of written Board policies;
- Facilitates the Board's development and monitoring of sound policies that are sufficiently discussed and considered and that have majority Board support;
- Serves as a spokesperson; and
- Is open and available to all Board members, staff and governmental agencies, remaining careful to support and uphold proper management and administrative procedure.

COURT REPORTERS BOARD MEETING – OCTOBER 17, 2025

**AGENDA ITEM 15 – 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:

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

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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	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
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	BD- NC/Tele	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
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 – OCTOBER 17, 2025

**AGENDA ITEM 16 – Closed Session**

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Agenda Description:

- 16.1 Pursuant to Government Code, § [11126\(c\)\(3\)](#), the Board will convene into closed session as needed to discuss or act on disciplinary matters.
- 16.2 Pursuant to Government Code, § [11126\(a\)\(1\)](#), the Board will meet in closed session to conduct the annual evaluation of its executive officer.

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Fiscal Impact: None