



# COURT REPORTERS BOARD OF CALIFORNIA

2535 CAPITOL OAKS DRIVE, SUITE 230, SACRAMENTO, CA 95833 / PHONE: (916) 263-3660 / TOLL FREE: (877) 327-5272 / FAX: (916) 263-3664 / [COURTREPORTERSBOARD.CA.GOV](http://COURTREPORTERSBOARD.CA.GOV)

## COURT REPORTING FIRM APPLICATION FOR INITIAL REGISTRATION

The court reporting firm must submit the following to register:

- This application form completed in its entirety. (Attach additional sheets if necessary.)
- A check for \$500 made payable to Court Reporters Board (CRB).

The applicant must designate a Board-certified reporter-in-charge who:

- Is a full-time employee of the registered firm and a resident of California,
- Holds a currently valid, unrestricted California license as a certified shorthand reporter, and
- Is not subject to a pending Board accusation or investigation at the time of this application.

(PLEASE PRINT CLEARLY OR TYPE)

FIRM NAME		
FIRM ADDRESS		
CITY	STATE	ZIP
EMAIL ADDRESS (OPTIONAL)		
TELEPHONE NUMBER	FAX NUMBER (OPTIONAL)	
FEDERAL TAX IDENTIFICATION NUMBER		
NAME OF DESIGNATED CERTIFIED REPORTER IN CHARGE (DCRC)		LICENSE NUMBER OF DCRC
Please check one: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other:		
<p><b>ENFORCEMENT ACTIONS</b></p> <p>Has this firm, its controlling officer or parent corporation, its DCRC, or any of its officers, employees, or independent contractors been subject to any enforcement action relating to the provision of court reporting services by a state or federal agency within five years before submitting this application?</p> <p>If so, provide the Board with a copy of the operative complaint(s) with this application.</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No

(Continued on the following page)



# COURT REPORTERS BOARD OF CALIFORNIA

2535 CAPITOL OAKS DRIVE, SUITE 230, SACRAMENTO, CA 95833 / PHONE: (916) 263-3660 / TOLL FREE: (877) 327-5272 / FAX: (916) 263-3664 / [COURTREPORTERSBOARD.CA.GOV](http://COURTREPORTERSBOARD.CA.GOV)

## CIVIL COMPLAINTS

Has this firm, its controlling officer or parent corporation, its DCRC, or any of its officers, employees, or independent contractors, within five years before submitting the registration, settled or been adjudged to have liability for a civil complaint alleging misconduct relating to the provision of court reporting services in excess of \$50,000?

 Yes No

If so, provide the Board with a copy of the civil complaint (and any amendments thereto), any judgment, and any settlement agreement or compromise between you and any party.

**I declare that the foregoing is true and correct.**

\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Printed Name

## CERTIFICATION OF DCRC

**I certify that the applicant will abide by the laws, regulations, and standards of practice applicable to businesses that render shorthand reporting services pursuant to Section 13401 of the Corporations Code, except for the requirements of Sections 8040 and 8044. I declare that the foregoing is true and correct.**

\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of DCRC\_\_\_\_\_  
Printed Name

**RETURN TO:** Court Reporters Board, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833.