



COURT REPORTERS BOARD OF CALIFORNIA



Best Practice Pointer No. 15 Reporters in Charge (RICs)

Non-certified shorthand-reporter-owned court reporting firms are required to have a licensee acting as a reporter in charge. The duties and requirements of a reporter in charge (RIC) are spelled out in **Business and Professions Code (BPC) § 8051**.

RICS ARE STRONGLY ADVISED TO:

1. Read and understand the full language of the statute governing the role and obligations of an RIC (**BPC § 8051**), specifically, 8051 (a)(2). Do not rely on anyone else's representations as to what your duties and responsibilities are as the RIC.
2. Have a written contract with the court reporting firm for which you will be acting as the RIC. The contract should:
 - a. Set forth the expectations and obligations of both the RIC and the firm.

- b. Specify that the firm will comply with all laws and regulations at all times.
 - c. Require that the firm stay abreast of and abide by any updates in laws and regulations.
 - d. Require notice to the RIC in the event the firm does not renew its registration.
 - e. Require notice to the firm in the event the RIC wishes to withdraw as RIC or does not renew their license.
 - f. Set forth any compensation agreement for serving as the RIC.

3. Ensure that the firm is following the code regarding the retention and delivery of original transcripts. **Code of Civil Procedure (CCP) § 2025.550(a)**
4. Ensure that the firm is in compliance with all aspects of **CCP § 2025.320**.
5. Make periodic visits to the firm's place of business or meet via video teleconference to ensure that the firm is following all laws and regulations and the firm is in compliance with the contract.

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

Best practice pointers are not regulations or statutorily mandated. They are a way for the Board to provide guidance on situations not expressly set out in statute or regulation. Although the pointers may be used by licensees as a guide, the Board will not use them as a basis for discipline or enforcement of any type.



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