



COURT REPORTERS BOARD OF CALIFORNIA



Best Practice Pointer No. 18 Registered Court Reporting Firms

Non-certified shorthand-reporter-owned court reporting firms must register with the board and are required to employ a licensee acting as a reporter in charge (RIC). The duties and requirements of a non-CSR-owned court reporting firm (CRF) are spelled out in **Business and Professions Code (BPC) § 8051**.

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

REGISTERED FIRMS ARE REQUIRED TO:

1. Comply with the full language of the statute governing the role and obligations of a CRF (**BPC § 8051**).
2. Follow the code regarding the retention and delivery of original transcripts. **Code of Civil Procedure (CCP) § 2025.550(a)**.

3. Ensure that the firm is in compliance with all aspects of **CCP § 2025.320**.

REGISTERED FIRMS ARE STRONGLY ENCOURAGED TO:

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

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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