

SPRING 2008

# CRB\* TODAY

COURT REPORTERS  
BOARD NEWSLETTER

GUARDING THE RECORD  
FOR CONSUMER PROTECTION

## CRB Completes a Very Active 2007

The year 2007 ended up as the Court Reporters Board's (CRB) most active in recent memory.

The CRB held public town hall meetings to discuss and receive input on its goals. A number of working committees and task forces were formed to work towards accomplishing the CRB's identified priorities.

Here is an overview of that work:

**Continuing Education Task Force** – Developed and presented recommendations to the Board regarding the mandate of continuing education units for CSRs. The Board adopted the task force's recommendations and submitted a request to legislative counsel to draft statutory language to seek an author for the bill. The result was Assembly Bill 2189 (Karnette) which is now going through the legislative process.

**Firm Oversight Task Force** – Addressed issues regarding non-CSR owned businesses that offer reporting services. Their work resulted in a

recommendation that the Board adopt specific statutory language that would require all court reporting businesses to follow the same laws as court reporters. The CRB adopted the committee recommendations at the February 2008 board meeting and is currently seeking legislation for this effort.

**Privacy of Information Task Force** – Held town hall meetings to gather information regarding problems surrounding confidentiality issues of material developed, stored, and provided by CSRs to clients. Comments are summarized in an article in this newsletter.

**Backup-Audio Media Task Force** – Held town hall meetings in an effort to provide a forum for discussions regarding the use of audio in development and preparation of official records. Feedback gathered at the meetings is presented in an article in this newsletter.

**Technical Evaluation Committee** – Has been assessing current and future changes in the reporting field due to advances in technol-

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## Free Help is Only a Phone Call Away

It's now even easier to contact the CRB by phone, and it's free.

When you call 1-877-3-ASK-CRB (1-877-327-5272) you can get basic information like the CRB's mailing address, fax number, hours of operation and Website address. Or, you can get more in-depth information and expert support on licensing, transcript reimbursements and enforcement issues.

For your convenience, recorded information available includes the next exam dates and locations, postmark deadlines, how to report a change of address, as well as how to file a complaint with the CRB.

During regular business hours, callers have the option of speaking directly with a CRB operator. During off hours, holidays and high volume call times they can leave a message and get a call back.

Try it out and see!

## CRB Gearing Up for Computer-Based Testing

Certified shorthand reporter (CSR) applicants will soon be able to take the written portions of their licensing exams via Computer-Based Testing (CBT) at certified testing centers. The change takes place July 1, 2008.

### WHAT DOES THIS MEAN?

CSR applicants who apply for the July 2008 CSR test will complete and submit the standard application form, along with their application fee, to the CRB. The CRB will confirm eligibility and notify the test vendor that the applicant has been approved to take the written tests. Once approved, the applicant will receive a packet of information from the test vendor. This packet will include informa-

tion from the Board and instructions on how to schedule a test. The applicant can then call a toll-free number to schedule their testing location and time.

### WHAT ARE THE ADVANTAGES OF THIS SYSTEM, AND HOW DOES IT DIFFER FROM THE PREVIOUS ONE?

Using CBT, applicants are able to choose a testing location and schedule days and times that are convenient for them. By separating the written exams from the dictation exam, applicants no longer have to take all qualifying exams on the same weekend, allowing for more focused preparation on the upcoming scheduled test section. The "traditional" CSR

exam will become a one-day event for dictation only, and it will be offered three times a year. The applicant will not have the option of taking the written exams during the administration of the dictation exam.

### HOW MUCH DOES THIS COST?

The current CSR applicant fee is \$40 for application review and processing. Although fees are not anticipated to change, costs will be closely monitored to ensure that the CRB maintains a sufficient budget to cover the costs of exam administration.

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[www.CourtReportersBoard.ca.gov](http://www.CourtReportersBoard.ca.gov)

### Message from the Chair

On behalf of the Court Reporters Board of California, I extend to all of you our best wishes for a successful and prosperous 2008.

Since the last newsletter, the Court Reporters Board (CRB) has experienced a transition. It has also been active in fulfilling its mission to protect the consumer through rigorous testing and ensuring the highest quality professional standards.

Since the adoption of the CRB's Strategic Plan in the fall of 2006, we have been working hard to implement those priorities identified. Consequently, in fiscal year 2008/09, court reporting students will be able to sit for the written portion of the CSR exam at a computer-testing site. This will enable qualified students to make an appointment to take the written test at their convenience at one of the many local testing sites rather than having to wait for a scheduled examination. Another, more long-term action item underway is the approval of legislation that would require

licensees to obtain continuing education credits as a part of their license renewal. AB2189 (Karnette) is the bill currently in this legislative session.

In response to the numerous inquiries the CRB has received over the past couple of years regarding the use of backup audio medium (BAM), the Board sponsored town hall meetings in an effort to provide a forum for interested parties to discuss BAM-related issues. As a result of the meetings, a BAM Task Force has been created to assess the ramifications of this technology on the court reporting profession as well as on consumer protection issues. If necessary, the Task Force will offer recommendations for possible action by the Board.

On a more personal note, the Board members and I would like to acknowledge Chair Karen Gotelli and Vice Chair John Hisserich, both of whom completed their terms with the CRB in July of 2007. It was a privilege for all of us to have worked with such dedicated individuals.

As a result of the two vacancies created, the Senate Rules Committee appointed Elizabeth Lasensky, and the Speaker of the Assembly appointed Lori Gualco respectively to fill the positions. Both Ms. Lasensky and Ms. Gualco have varied backgrounds that are sure to be assets to the Board. It has been a pleasure to get to know and work with each of them. We are all looking forward to a productive year.

Finally, as you read this newsletter, you may notice that many of the articles address various obligations and duties of working CSRs. The articles in this issue are meant to address those particular areas in which the Board has seen an increase in noncompliance and thus could result in disciplinary action being taken against a licensee. By becoming familiar with the duties and obligations of a licensee, all of you will be in a more proactive position to protect an asset that you – and all of us – have worked so hard to achieve, your CSR license. So please use this newsletter as a checklist to verify your compliance with the statutes and regulations that govern the practice of court reporting.

### Meet the Board Members



**TONI O'NEILL**, of Riverside, was appointed by Governor Schwarzenegger and confirmed by the State Senate. She was elected as Board Chair in 2007. Ms. O'Neill has served as an official court reporter for the Riverside County Superior Court since 1990. Prior to 1990 Ms. O'Neill reported as a freelance reporter for nine years, including seven years as a

deposition firm owner in the Inland Empire. Her term continues through June 1, 2009.



**GREGORY FINCH**, of Fair Oaks, was appointed by Governor Schwarzenegger and confirmed by the State Senate. He was elected Vice-Chair in July 2007. Mr. Finch is a Principal in Signature Law Group LLP. From 2003 through February 2008 he served as a partner and litigation director for the law firm of Cohen Durrett. Previously, he was a partner with the

law firm of Booth and Finch from 1997 to 2003 and Finch, Burton and White from 1994 to 1997. Mr. Finch was a sole practitioner from 1980 to 1994. His term expires June 1, 2008.



**ELIZABETH LASENSKY**, of Menlo Park, was appointed by the Senate Rules Committee to a term expiring June 1, 2011. Ms. Lasensky has a BA in English and a Masters in Library Science. For the past 20 years she has been an administrator at Stanford University, where she works for the Vice Provost and Dean of Research. Ms. Lasensky also is serving on Menlo

Park's "Green Ribbon" Citizens Committee for Global Warming and is a charter member of Hometown Peninsula.



**LORI GUALCO**, of Sacramento, was appointed by the Speaker of the Assembly with a term expiring on June 1, 2011. Ms. Gualco is principal attorney at the Law Office of Lori J. Gualco. She was previously an attorney at the Trainor and Robertson law firm in Sacramento. Mr. Gualco earned a Bachelor of Arts degree from the University of California, Berkeley and a J.D. from the University of the Pacific, McGeorge School of Law.

**There is currently one licensee - Governor appointed vacancy.**

## CRB Making Progress on its Strategic Plan

The CRB's Strategic Plan is much like a road map. The plan, which was adopted in November 2006, outlines the CRB's long-term goals, objectives, and priorities. It has been used to develop action plans and to assign new committees to identify and recommend issues for Board action.

Below are some of the CRB's remaining goals to be addressed in 2008.

GOAL	LAST ACTION	STATUS	COMMENTS
PQ <sup>1</sup> 3. Convene committee or task force to study options for implementing continued competency of court reporters	Board update at October 19, 2007 meeting	Update at November 30, 2007 Board meeting	The Board adopted the Committee recommendation for mandatory CSR continuing education. AB 2189 (Karnette)proposes mandatory CE
PS <sup>2</sup> 2. Meet with Dept. of Consumer Affairs (DCA) to discuss privacy issues associated with use of electronic files and identify options for ensuring consumer protection	Board update October 19, 2007	Board identified reporter issues for maintenance of confidential information	See the article in the spring 2008 CRB newsletter.
PS <sup>5</sup> 5. Investigate and determine the CRB's authority to regulate court reporting firms	Task force assigned	Task force meeting held November 30, 2007	The Task Force recommended changes to the Board's existing authority to provide oversight of all firms, which the Board adopted at its February 2008 meeting.
CI <sup>3</sup> 2. Develop communication plan and disseminate consumer information	Board update at October 19, 2007 meeting	Pending	DCA is working on a marketing/outreach plan for all consumer boards. Details of this plan will be provided after the approval of the Governor's budget for the 2008/09 fiscal year.
OE <sup>4</sup> 6. Implement technology advisory memo series	Technology meeting held October 19, 2007	Spring 2008 CRB newsletter article	The Board addresses Backup Audio Media information in the Spring 2008 CRB newsletter.

Learn more about the CRB's Strategic Plan by visiting [www.CourtReportersBoard.ca.gov](http://www.CourtReportersBoard.ca.gov).

1 PQ (Professional Qualifications)

3 CI (Consumer Information)

2 PS (Professional Standards)

4 OE (Organizational Effectiveness)



CRB Chair Toni O'Neill and Nancy Patterson at the October 19, 2007 Board meeting. Ms. Patterson, of Pasadena, was recognized by the Board for her 55 years of service to the court reporting community.

Ms. Patterson, CSR 664, has been involved with the reporting industry longer than the Board has been in existence! She has a BA in Education and a California teaching credential. She has worked as an official reporter for the Los Angeles Superior court and has conducted over 60 seminars for NCRA in the last 30 years. She can also count numerous awards during her career including the California Distinguished Service Award, the NCRA Distinguished Service Award and the Santo J. Aurelio Award for Altruism given annually by NCRA to a person devoted to the court reporting profession.

In addition to the numerous test administrations for California, associations and out of state licensing boards, Nancy was also instrumental in the training and mentoring of hundreds of students attending the Bryan School of Court Reporting in Los Angeles. Her involvement in this school, started by her mother, has provided for the highest standard of instruction for court reporting students.

The Board is proud to be continually associated with this remarkable reporter.

### List Your License – It's the Law!

Including your license number on all professional documentation is not only good business, it is the law. Under section 2406 of the California Code of Regulations (Title 16, Professional and Vocational Regulations Division 24, Certified Shorthand Reporters Board Article 1), you must include your license number on the cover and certificate page of each deposition, court transcript, or transcript of other legal proceedings. In addition to legal documents, your license number must also be included on all presentations to the public, including, but not limited to advertisements, solicitations, business cards, stationery, and telephone listings. Business & Professions Code 137 further defines your responsibility when using a third-party non-licensee to do your advertising.

Comply with the law by making sure that your license number is included in ALL of your advertising, business correspondence, and e-mail/Website solicitations.

### Examination Statistics

October 2007	Total # Apps	Overall # Pass	Overall % Pass
	142	38	26.8%
	Total	Pass	Overall %
Dictation	116	38	32.8%
English	77	49	63.6%
Professional Practice	59	27	45.8%

July 2007	Total # Apps	Overall # Pass	Overall % Pass
	166	52	31.3%
	Total	Pass	Overall %
Dictation	148	58	39.2%
English	80	42	52.5%
Professional Practice	81	60	74.1%

### Stakeholders Meet to Discuss Backup Audio Media (BAM)

The CRB held a series of town hall meetings in 2007 to discuss issues arising from the use of backup audio media (BAM). The CRB's goal was to meet with stakeholders and explore various options for the use of BAM in California, as well as to consider whether banning its use would be appropriate.

The town hall meetings sparked lively discussions, with attendees debating both the benefits and the pitfalls of using this technology. Proponents assert that BAM enables CSRs to prepare more complete transcripts, and say it is a handy tool when needing to quickly double-check technical terms or an awkwardly stated testimony. However, opponents believe that CSRs are becoming too dependent on BAM, which adversely impacts their ability to read back testimony at the request of attor-

neys. Opponents also argue that dependency on BAM rather than shorthand notes can lead to an inability to produce a transcript in the event of a BAM failure.

It should be noted that the sole use of BAM to produce a transcript is not consistent with licensing laws regarding the functions of a shorthand reporter. When the CRB receives a complaint about the accuracy of a transcript, and it is discovered that shorthand notes are illegible, incomplete, or non-existent (i.e. the reporter has used BAM to prepare the transcript), that reporter is subject to discipline for unprofessional conduct and for possible note destruction.

Realizing that it's impossible to un-ring the bell of technology, the CRB formed a task force and held its first meeting February 28.

### CRB Gearing Up Continued from page 1

#### HOW OFTEN CAN I TAKE THE WRITTEN CSR EXAMS UNDER THE CBT SYSTEM?

With a finite number of test questions, it is anticipated that the number of written exams available to each applicant per year will continue to be three. The difference in the process is that applicants can schedule the written tests at their own convenience, without having to wait for the CSR dictation test dates provided by the CRB.

#### HOW CAN I FIND OUT MORE INFORMATION?

The CRB will be providing additional information to court reporting schools as soon as the CBT system is ready to be implemented. To stay abreast of the latest developments, sign up for the CRB e-mail subscription service at: [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov).

### Active 2007 Continued from page 1

ogy. The Committee is developing recommendations to be given to the Board on areas of interest, including Backup-Audio Media, shorthand note editing, and web repositories. To improve communication and awareness about these timely issues, the Committee is preparing a technical advisory bulletin for distribution to professionals in the industry.

In addition, in 2007 the CRB took steps to improve its communication with the industry and with consumers. The CRB has imple-

mented a new email subscription service that allows interested parties to sign up and receive email updates from the CRB. A toll-free number has also been set up to get information about the CRB's examination process, license status and licensed CSRs. That number is 1-877-3-ASK-CRB (1-877-327-5272). See related story on Page 1.

The CRB is also in the process of reviewing a draft communication plan that will help define how it will improve communications.

## ✱ Join the CRB's Subscriber List!

By joining the CRB subscriber list service, you will receive automatic e-mail alerts about issues of interest to you. Categories include meeting agendas, newsletters, regulation and legislation updates, exam news, enforcement actions, and other general information.

To subscribe to the service, visit the CRB Website at [www.CourtReportersBoard.ca.gov](http://www.CourtReportersBoard.ca.gov). There is no charge for this service.

## Minimum Transcript Format – It's the Law

**Q:** I have just been hired for my first court reporting job and I am preparing the transcript. The firm provided me with a template that has only 20 lines of text per transcribed page. Is this acceptable?

**A:** No, this is not acceptable. Transcript format standards for a legal proceeding are NOT at the discretion of a firm or a court reporter. They are established by Title 16, section 2473 of the California Code of Regulations, and by state or local rules of court in the case of official or pro tem official reporters. If a jurisdiction does not have transcript format guidelines established, the minimum transcript format standards are those set out in Title 16, section 2473 of the California Code of Regulations. Failure to comply with the minimum standards constitutes grounds for disciplinary action. You should bring this code section to the

attention of your office manager or production department so they can correct their template, thereby protecting you, your employing firm and other court reporters.

A few of the requirements within the regulation include:

- There must be no fewer than 25 typed text lines per page.
- A full line of text is at least 56 characters unless timestamping, then at least 52 characters are required.
- The left-hand margin is defined as the first character of a line of text.
- Each question and answer is to begin on a separate line.

To access the code in its entirety, as well as other CSR-applicable codes, go to [www.CourtReportersBoard.ca.gov](http://www.CourtReportersBoard.ca.gov).

## Transcript Reimbursement Funds Available for Low Income Civil Cases

Transcripts that are prepared for indigent clients in civil cases are eligible for reimbursement through the Transcript Reimbursement Fund (TRF), administered by the CRB. Qualifying litigants must be at 125% or less of the poverty threshold established by the federal government. The litigant must also be represented by legal counsel through a qualified nonprofit legal services center, or a pro bono attorney referred by such a center, during all stages of the case. Additionally, the case cannot be considered fee generating, as defined in Business & Professions (B&P) Code Section 8030.4(g). A contingency fee agreement is the most common example of a fee generating case. Applicants must affirm that no such agreement is in place in order to qualify for TRF payments.

Established in 1981 by the legislature, program funds are maintained through a portion of the CSRs annual license renewal fees. The TRF can be an important resource for clients who qualify, as fee waivers obtained through the court do not include transcripts produced as part of the case.

In Fiscal Year 2006/2007, 400 claims were approved and nearly \$220,000 was disbursed to help defray transcript costs for low-income clients. The TRF is a way for court reporters to be compensated for preparing transcripts while allowing indigent litigants to exercise their rights in civil court.

For more information on the TRF program, including guidelines, key contacts, and pertinent forms, visit the CRB's Website at [www.CourtReportersBoard.ca.gov](http://www.CourtReportersBoard.ca.gov).

## Times are Changing for Court Reporting Schools

As the new year gets underway, there's been a lot of activity with court reporting schools throughout the state. In 2007 we said good-bye to two public schools and welcomed two new private schools. Bakersfield College and Oceanside ROP closed their doors, while Bryan College in Gold River and Sage College in San Diego opened their doors. The CRB has also granted provisional recognition to Taft Community College as a new public court reporting program.

The College of the Redwoods recently announced that it will be eliminating its court reporting program because of declining enrollment and the resulting loss of government financial support. As of the fall 2007 semester, no new students were admitted into the program. The college is making every effort to help the remaining students complete the program in a timely manner.

Two court reporting programs moved their offices this past summer. Cypress College's Court Reporting Program moved to 9200 Valley View, Cypress, CA 90630 and Bryan College (Los Angeles) moved to 3580 Wilshire Boulevard, Suite 400, Los Angeles, CA 90010.

As part of its goal of making sure California's court reporting schools continue to meet the State's high standards, last July the CRB adopted a new two-phase compliance review process. Phase 1, which was completed in August, required all schools to provide the CRB with documentation on faculty qualifications, distance instruction, disclosure policies, and academic and other classroom requirements in advance of on-site reviews. Phase 2, in progress now, is the on-site review portion. Using available resources and data gathered in Phase 1 to guide priorities, CRB staff will begin site visits to selected schools in the second quarter of 2008.

## Protect Your Business – Verify The Validity Of A CSR License Before Hiring A Court Reporter!

**Q:** I only hire CSRs that show me proof of their license number. Does that mean my firm is legally protected in the event that an action is taken against the CSR or they do not fulfill their contract?

**A:** NO, simply verifying the presence of a license does not mean you are legally protected. Hiring a court reporter with a CSR license number does NOT insure that they are legally able to act in the capacity of a shorthand reporter. Having a CSR number does NOT mean the individual has a license in good standing or even that the number is valid. That license may not have been renewed in a timely manner or there may be a disciplinary action against the license that has suspended the holder's right to work until the action has been resolved. The disciplinary action may even include specific conditions for employment that a firm owner is responsible for certifying. So, your best protection is not only to verify the validity of a license, but also its status.

**Q:** The court reporter that my firm hired was supposed to turn in a transcript months ago. I submitted a complaint to the CRB. Their investigation found that the CSR's license expired before the deposition was held and that the license still has not been renewed. Now that I know that the license is expired, I still need that deposition transcribed by the reporter. How can I get them to turn in a transcript?

**A:** If a license is expired, cancelled, suspended, not renewed (same as expired), or the license doesn't exist, the transcript cannot be completed by the purported CSR licensee. Per BP Code section 8016 and 8017, only a certified shorthand reporter with a valid license has the authority to practice shorthand reporting, which includes transcribing a deposition and certifying the transcript. Licensees practicing without a valid license are subject to Board disciplinary action as well as prosecution from their county district attorney's office.

**Q:** What are the potential consequences for a firm that hires an unlicensed CSR?

**A:** A deposition or transcript prepared by an unlicensed person could be declared invalid by the courts. A firm could be subject to significant civil liability from a client for an invalid transcript. By using an unlicensed reporter, the firm may also be exposing themselves to criminal liability and prosecution from the district attorney's office for assisting or abetting the unlicensed practice of shorthand reporting. See Business & Professions (B&P) Code sections 8019 and 128.

**Q:** What can I do to protect my business against unlicensed reporters?

**A:** Your best defense is to be proactive. Confirm the validity of a CSR license before hiring a court reporter for each and every job. Ask to see a copy of their pocket license and check on the current status of their license at the CRB's Website, [www.CourtReportersBoard.ca.gov](http://www.CourtReportersBoard.ca.gov).

## CSRs Responsible for Protecting Consumer Privacy

This is the first in a series of articles to educate licensees about their role in safeguarding consumer privacy.

As part of its strategic plan, the CRB has teamed up with the Office of Privacy Protection to develop strategies to help ensure that confidential/private information remains secure during the court reporting process.

The first step in privacy protection is awareness. This means that it is critical for you to be aware of the information you are collecting. As a CSR, you regularly report sensitive and confidential information, such as drivers' license numbers, social security numbers, addresses, and health information. If you are a deposition reporter, it is also essential to keep in mind that personal information is often contained in exhibits. Therefore, exhibits should be considered and treated as confidential if sensitive information is present.

It is also important to be aware of how many places the information you gather is transferred to, and subsequently archived. Consider that the information you gather is stored on everything from paper notes to internal computer RAM and scan disks. Your steno machine notes are transferred to a laptop and/or desktop computer, and may even be immediately backed up using a flash drive. If a proofreader or scopist is used, another transfer process occurs. Of course, there are also various forms of backup used to ultimately archive the transcript. During each of these processes information is vulnerable to theft, especially if the transfer involves the Internet, making hacking a potential hazard.

Knowing where private information is stored can empower you to take action to safeguard it. In the world of identity theft, there is a dollar value for every name, address, and social security number. At a minimum, keep your

laptop password protected and maintain an encryption system to access your equipment and your data when using the Internet, as well as when you archive your files. Also remember to keep your equipment out of sight or in your trunk when transporting it in your car to minimize the chances of theft.

For more information on how to protect private information, visit the Office of Privacy Protection's Website at [www.privacy.ca.gov](http://www.privacy.ca.gov).

### Did You Know?

You can find out more information about the Board's examination process on our Website, including School Examination Statistics.

<http://www.courtreportersboard.ca.gov/exams/>



## Court Reporters Board of California - Citation & Fines Issued January – December 2007

RESPONDENT NAME - CITY	LICENSE NO.	DATE ISSUED	VIOLATION	SATISFIED
Timberlake, Dawn - San Jose	11629	12/14/2007	Business & Professions Code Section 8025 (d): Unprofessional conduct, failure to timely produce transcripts.	No
Morris, Diana - Sanger	12451	12/14/2007	Business & Professions Code Section 8025 (d): Unprofessional conduct, failure to timely produce transcripts.	No
Surina, Kelly - Los Angeles	7528	11/15/2007	Business & Professions Code Section 8025 (d): Unprofessional conduct; Section 8025 (j) in conjunction with Government Code Section 69950: Failure to provide refund of remaining deposit for transcript.	No
Seijas, Robert C. - South Pasadena	11170	08/31/2007	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	No
Durrant, Elizabeth - Chatsworth	11899	08/17/2007	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	No
Manning, Teresa - Bay Point	10365	08/17/2007	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	No
Culy, Candace - Fresno	9065	07/20/2007	Business & Professions Code Section 8025 (d): Unprofessional conduct; Section 8025 (e): Repeated unexcused failure...to transcribe notes of cases on appeal.	No
Sailor, Shelley - San Jose	10254	06/20/2007	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	Yes
Heard, Patrick - San Francisco	11055	06/05/2007	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect; Section 8025 (d): Unprofessional conduct; Section 8025 (e): Repeated unexcused failure...to transcribe notes.	Yes
Farnsworth, Karen - San Francisco	5162	05/24/2007	Business & Professions Code Section 8025 (d): Unprofessional conduct; Section 8025 (e): Repeated unexcused failure...to transcribe notes of cases on appeal.	No
Biggs, Janene - Benicia	11307	04/16/2007	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	Yes
Ott, Melissa - Temecula	12857	03/19/2007	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.	No
Lewis, Adonis - Gwynn Oak, MD	12599	01/23/2007	Business & Professions Code Section 8025 (d): Unprofessional conduct, failure to timely produce transcripts.	Yes

Citation and Fines are issued by the CRB Executive Officer on behalf of the Board in those instances where a verified complaint constituting corrective action does not rise to the level of a formal disciplinary action. These citations are not considered as disciplinary in nature but they can be used as a basis to support formal disciplinary action if continued verified complaints are received and not corrected by the CSR.

In the chart above, "Satisfied" means citations have been satisfactorily resolved. A payment of a fine is not an admission to the violation.

A disciplinary action is a formal proceeding that includes the basis for the action sought against the licensee. These disciplinary actions are held in front of an Administrative Law Judge and allow for attorney, testimony and challenges as provided in the legal system. The administrative law judge then issues a decision that the Board can accept, reject or send back for additional information. Disciplinary cases can result in license revocation, suspension and/or a probationary status with conditions.

The Citation and Fines remain posted for one year from the date initially issued. To find out whether a specific licensee has ever been issued a Citation and Fine prior to the date shown, or to obtain further information on a specific Citation and Fine, please contact the Board office toll-free at 1-877-3-ASK-CRB 1-877-327-5272.

## Court Reporters Board of California - Disciplinary Actions

The disciplinary actions listed below cover the period of time from January 2007 to December 2007. To find out whether a licensee has had disciplinary action prior to January 2007, or to obtain further information on specific disciplinary action for a licensee listed below, please contact the CRB office toll-free at 1-877-3-ASK-CRB (877-327-5272).

RESPONDENT NAME - CITY	LICENSE NO.	ACTION	EFFECTIVE DATE	CHARGES
Wisbaum, Janie - San Mateo	11035	Stipulated Settlement and Disciplinary Order; 3 years probation; \$2,000 cost recovery.	12/30/2007	Business & Professions Code Section 8025 (d) and Code of Civil Procedure 2025.320(b): Unprofessional conduct, failure to offer or provide a rough draft of transcript to all parties.
Willard, Cristi - Westminster	13251	Stipulated Settlement and Disciplinary Order; 3 years probation.	12/4/2007	Business & Professions Code Sections 480 (a)(1): Conviction of a crime; Section 480 (a)(2): Act involving dishonesty, fraud or deceit with intent to substantially benefit self; Section 480 (c): False statements on application.
Kite, Tamara - Los Angeles	12860	Decision and Disciplinary Order; 4 years probation; \$4,340 cost recovery.	11/19/2007	Business & Professions Code Section 8025(d): Unprofessional conduct; Section 8025(e): Repeated unexcused failure...to transcribe notes of cases on appeal.
Vaughan Morales, Debra - Orange	Denied	Decision and Order, license denied.	9/24/2007	Business & Professions Code Section 8025(c): Fraud or misrepresentation resorted to in obtaining a certificate hereunder; Section 480(a)(2): Act involving dishonesty, fraud or deceit with the intent to substantially benefit self.
Martin, Les - West Hollywood	3286	Default Decision and Order; license revocation.	3/28/2007	Business and Professions Code Section 8025 (d): Unprofessional conduct; Business and Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect.
Miramontes, Graciela - San Jose	12259	Stipulated Settlement and Disciplinary Order; 3 years probation; \$1,500 cost recovery.	1/26/2007	Business & Professions Code Section 8025(d): Unprofessional conduct; Section 8025(e): Repeated unexcused failure...to transcribe notes of cases on appeal.

## Understanding The 30-Day Grace Period

**Q. I have my CSR license and I always renew within my 30-day grace period. I have always continued to report proceedings and certify transcripts from court cases and/or depositions during the grace period. Is that okay?**

**A. NO, it is not okay!** The 30-day grace period ONLY allows you to avoid paying a \$50 late renewal fee. The grace period does NOT apply to your license expiration date and your legal authority to practice reporting.

Your license expires on the last day of your birth month every year. The law states that if you have not sent in your renewal form and money, your license is EXPIRED on the last day of your birth month. There is NOT a 30-day “grace” period to practice reporting. Your license is EXPIRED! If you choose to practice court reporting in court or at a deposition with an expired license, you are in violation of state law and subject to disciplinary action by the Board. You also place the firm at risk, see page 6.

Business & Professions (B&P) Code section 8024 states that all certificates are valid for a period of one year, and must be renewed prior to expiration by applying for renewal, paying the renewal fee, and by notifying the Board of convictions. Additionally, B&P Code section 8016 states that “no person shall engage in the practice of shorthand reporting unless that person is the holder of a certificate in full force and effect.”

While renewal notices are generated automatically as a courtesy to licensees and for the Board to collect updated conviction information and fees from the licensees, failure to receive a renewal notice is not grounds for operating without your CSR license, nor is “working” during the 30-day grace period.

The bottom line? Protect yourself, your employers, and your clients from potential negative consequences related to reporting without a valid license by ensuring your renewal information and fees are in the mail and postmarked no later than the last day of your birth month.

### Tentative Schedule of Events

MAY – JULY 2008

#### BOARD MEETING

May 8, *Ontario*

#### STRATEGIC PLANNING

#### BOARD ELECTIONS

June 27, *Berkeley*

#### CSR EXAM

July 18 or 25, *Los Angeles*

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