

CRB* TODAY

COURT REPORTERS
BOARD NEWSLETTER

GUARDING THE RECORD
FOR CONSUMER PROTECTION



Message from the Chair *Toni O'Neill*

Collaboration for Success

"No one can whistle a symphony. It takes a whole orchestra to play it" – H.E. Luccock, Methodist minister and professor at Yale's Divinity School

As an official court reporter, much of my job is black and white in that I write down what is said in the courtroom. However, a certain amount of cooperation is a key component to whether my day is ultimately successful. I may need to have a discussion with a witness on clarifying technical terms spoken during testimony. I may need to "negotiate" with an attorney on a delivery date for a transcript. I may have to have a discussion with a co-worker on scheduling matters.

Freelancers often feel they are working all by themselves, especially in the computer age where the reporter may never personally be in an agency's physical office. Yet just as an official reporter, these solo practitioners need to work well with others throughout their day. Communication, in-person versus electronic, may take on a different form, but the need to collaborate, cooperate and even ultimately compromise still exists.

2015 brings the beginning of a new two-year bill cycle in California, and from the number of bills introduced, our legislators will have their hands full this session. As the introduction date approached, bill proponents scrambled to finalize language, amending the bill to appease the various stakeholder groups in anticipation of successfully completing the hearing process and smoothing the road as it makes its way to the floor of the Senate and the Assembly.

This process is a time of great strategy but also a time of great cooperation. Very rarely is a piece of legislation ever passed without at least one point of

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view necessitating an amendment. While it's very frustrating for the proponent of a bill to have others seemingly pick it all apart, such is the path to good legislation. It has been said that the sign of a good compromise is that no one is happy, implying that everyone involved accepted changes for the greater good.

If a bill is to make it through the entire legislative process in order to become law, many people have to cooperate and come to agreement. As Virginia Burden, author of *The Process of Intuition*, asserts, "Cooperation is the thorough conviction that nobody can get there unless everybody gets there." Nothing is truer when it comes to passing legislation.

A perfect example is AB 804 (Hernandez), a bill that would require mandatory continuing education for court reporters. Not only will the industry associations have to come together to educate the legislators on the importance of the passage of this bill, but the Governor's Office as well will have to be brought into the loop. Only with the cooperation of all will the bill succeed.

Just like in all facets of our lives, the path of cooperation is not without controversy and dissension, but history has shown that if everyone works in good faith toward the shared goal, success is sure to follow.

Legislative Update

New Legislative Cycle Brings Bills to Watch

2015 is the beginning of a new two-year bill cycle, and this year is starting out with a bang. In addition to a handful of bills which would impact all boards and bureaus within the Department of Consumer Affairs, there are four bills that would specifically affect the Court Reporters Board or the court reporting industry. These are the four bills:

AB 749 (Bloom) – This bill would require court reporters in domestic violence cases and child custody proceedings.

AB 804 (Hernandez) – This bill would require mandatory continuing education for renewal of a CSR license.

AB 1197 (Bonilla) – This bill would require a deposition notice governed by this section to include a statement disclosing the existence of a contractual relationship, if any, between the deposition officer or entity providing the services of the deposition officer and the party noticing the deposition or a third party who is financing all or part of the action, as specified. This bill would also require the deposition notice to contain a statement disclosing that the party noticing the deposition directed his or her attorney to use a particular officer or entity to provide services for the deposition, if applicable. This bill would permit any other party to object to the use of an officer or entity if the party noticing the deposition makes such a disclosure.

SB 270 (Mendoza) – This bill would reinforce certain enforcement authority the Court Reporters Board has over firms that render court reporting services in California. It would also impose potential monetary fines and restitution as well as reinforcing criminal penalties for practicing without a license.

Best Practice Pointers Task Force Gets Underway

Saturday, April 11th, 2015, marked the inaugural meeting of the Best Practice Pointers Task Force, chaired by the CRB's vice chair, Davina Hurt. The appointed members – Diane Freeman, Stacy Gaskill, Melinda Nelson and Rachel Passarella – are tasked with developing content for best practice pointers for distribution to licensees.

In looking at the universe of all there is to know about court reporting, Task Force Chair Hurt spent a lot of time formulating a plan of attack. "Our goal is to get short, focused practice pointers out to the industry. But, with the breadth of the court reporting field, my main objective was to make sure the licensee members of our task force, our experts, were able to formulate, target and articulate the essential information without merely duplicating code language, whether it's news to the reporters or a simple reminder," explained Ms. Hurt.

With an ultimate goal of drafting the top 10 best practice pointers for 2015, the task force members Diane Freeman and Melinda Nelson were able to develop four pointers for presentation to the Board at the next board meeting. The pointers will take various forms, some short enough to be included in the renewal notices, while others may be suitable for tips sheets or even webinars.

As an attorney, Ms. Hurt represents the ultimate consumer

of court reporting services. "It's in everyone's best interest to have an informed court reporting workforce," she stated. "Many court reporters are like the Lone Ranger, out there working on their own, and it's always good to be reminded of a point of law or a best practice, especially when the reporter needs to stand strong against interests who are trying to gain tactical advantages at the expense of convincing reporters to do acts contrary to best practices."

Executive Officer Yvonne Fenner added that "a best practices document is simply that, a suggestion for how to handle certain topics. It is not a regulation, and the Board will not have authority to take enforcement action against anyone who chooses not to follow the suggested best practices." She added that it is hoped by disseminating this information to the licensees and stakeholders that it will help reduce the volume of "advice" phone calls the Board handles in any given week.

This is undoubtedly an exciting start to what could become a database of best practice pointers protecting the public and aiding to maintain a high standard of competency in the profession.

If anyone has a topic they would like to see the task force address, please contact Paula Bruning at Paula.Bruning@dca.ca.gov.

Strategic Plan Approved

At the February 6, 2015 Board meeting in Sacramento, the Board voted to approve the 2015-2018 Strategic Plan. In conjunction with our facilitator from SOLID, which is the training arm of the Department of Consumer Affairs, an action plan has been developed. "Having the goals broken down into specific steps assigned to a specific staff member and placed on a timeline will help us succeed in full implementation of the strategic plan," commented Toni O'Neill, CRB chairperson. "Staff will continue to update the Board at each of our meetings so we can adjust the plan as needed," she added.

Thanks to all of the members of the public who joined the Board for their underlying strategic planning session, as well as each and every person who completed and returned the stakeholder survey. Being well-informed helps the Board make the best decisions during the fulfillment of their consumer protection mandate.

MTFS Video

In January 2015, the Board launched a new presentation on the Minimum Transcript Format Standards (MTFS) via its Web site, which links to a YouTube video. During the 15-minute video, Executive Officer Yvonne Fenner walks viewers through the history of the law, a sample format, the consequences of violating the law, and where the MTFS applies.

In a routine review of publications, an inconsistency was found in the content of the webinar, so a revised version has been produced and is now available.

Having received many accolades on the video, Ms. Fenner stated, “We plan to continue using this type of technology to pass along helpful information for consumers, students, and licensees.”

By now the presentation has received more than 900 views on YouTube. If you would like to view or share the presentation, please go to <https://youtu.be/xAZB0uEcqNE>.

Examination Statistics

Written Exams				
November 1, 2014 - February 28, 2015		Total	Pass	Overall %
English	Overall	86	27	31.4%
	First Timers	47	21	44.7%
Professional Practice	Overall	66	31	47.0%
	First Timers	49	27	55.1%
July 1, 2014 - October 31, 2014				
English	Overall	70	26	37.1%
	First Timers	46	22	47.8%
Professional Practice	Overall	60	37	61.7%
	First Timers	47	34	72.3%

Dictation Exam			
March 2015*	Total	Pass	Overall %
Overall	122	28	23.0%
First Timers	48	22	45.8%
* Unofficial until appeals hearing			
November 2014	Total	Pass	Overall %
Overall	132	66	50.0%
First Timers	49	31	63.3%

Student Spotlight

After completing his education in business administration, Andy Hsiao searched for a way to be part of the legal system. “I’ve always had a profound respect and fascination for the legal system,” Hsiao said.

He then began his court reporting journey at Bryan University in Los Angeles. He stated, “Law is the most enjoyable course for me, although I would also enjoy a briefs class.” He knows it will take hard work and dedication to complete the self-paced program, which he hopes will come about by November 2015.

“I’d like to work in court after graduation. It’s the primary reason why I enrolled in the program,” he said. “I know how rewarding and prestigious a position is in this career.”

His advice to fellow students builds on his belief of working hard: “Keep going, even if you’ve passed a few tests and reached new heights. Challenge yourself to achieve a new goal each day.”



Newly Licensed Certified Shorthand Reporters

October 14, 2014 – May 11, 2015

The Court Reporters Board of California is pleased to welcome the following people to the rolls of licensed California court reporters:

Dannah Minnie Antonio, Gilroy, CA, CSR 13989
 Sharece Atkins, Lodi, CA, CSR 13988
 Michele E. Balmer, Yuma, AZ, CSR 14005
 Sophia Benedict, Temecula, CA, CSR 13981
 Crystal Brickner, Sacramento, CA, CSR 14020
 Ashleigh E. Button, Fresno, CA, CSR 14013
 Lauren Cadish, Poway, CA, CSR 14004
 Laura J. Callihan, Anaheim, CA, CSR 13999
 Robin N. Casillas, Anaheim, CA, CSR 14042
 Yadirah I. Caudana, Fresno, CA, CSR 14018
 Courtney Cohen, Hemet, CA, CSR 14029
 Shawna Cox, North Hollywood, CA, CSR 14038
 Christy Rachelle Curry, Fremont, CA, CSR 13982
 Maria Isabel Deluna, Downey, CA, CSR 13986
 Kristina L. Denapoli, Bellflower, CA, CSR 14002
 Cambria L. Denlinger, San Jose, CA, CSR 14009
 Jessica Dunlap, Napa, CA, CSR 13990
 Aimee Edwards-Altadonna, Modesto, CA, CSR 13979
 Natalie M. Fagan, Corona, CA, CSR 13993
 Sudny Gallardo, Paramount, CA, CSR 14023
 Carly Garton, San Bernardino, CA, CSR 13980
 Deja Levin Garver-Cole, Fresno, CA, CSR 14007
 Karly Greenshields, Folsom, CA, CSR 13991
 Amber Guthrie, Fresno, CA, CSR 13977
 Brittany Nichole Gutierrez, Riverside, CA, CSR 14037
 Alecia Hightower, Sacramento, CA, CSR 14012
 Caroline Hoyt, Burbank, CA, CSR 14015
 Vanessa Huestis, Citrus Heights, CA, CSR 13997
 Amber Ibarra, Victorville, CA, CSR 14034
 Sally Kimball, Huntington Beach, CA, CSR 14041
 Justin Alvin Ladhar, Pittsburg, CA, CSR 14036
 Lisa Landreth-Meinhardt, Newport Beach, CA, CSR 13998
 Valerie Alexis Lange, Yucaipa, CA, CSR 14027
 Rosalie Lincoln, Porterville, CA, CSR 14017

Kristi Anne Longnecker, Corona, CA, CSR 14006
 Lindsey Mann, Yucaipa, CA, CSR 14028
 Marie J. Martinez, Loma Linda, CA, CSR 14031
 Katie L. McAvoy, Big Bear City, CA, CSR 13996
 Alana Christine Miller, San Clemente, CA, CSR 14001
 Jennifer Min, Granada Hills, CA, CSR 14016
 Amanda Elizabeth Mitchell, Citrus Heights, CA, CSR 14035
 Denise M. Munguia, North Olmsted, OH, CSR 14033
 Mimi Murray, Lakewood, CA, CSR 13985
 Melody Nunez, Stockton, CA, CSR 14025
 Jennifer Ordonez, Van Nuys, CA, CSR 14039
 Liza Padilla, Whittier, CA, CSR 14014
 Stacie Marie Parsons, Vacaville, CA, CSR 13987
 Lourdes G. Perez, Huntington Park, CA, CSR 13995
 Amber Pilson, Playa Del Rey, CA, CSR 13992
 Athena Ponce, Concord, CA, CSR 14010
 Emily Elisabeth Richardson, Sacramento, CA, CSR 14043
 Kristiaan Ruiz, Whittier, CA, CSR 13984
 Jaime Rushworth, Brentwood, CA, CSR 14024
 Vanna Saavedra, Los Angeles, CA, CSR 14030
 Alison K. Saltonstall, Citrus Heights, CA, CSR 14003
 Jennifer Schuck, Scottsdale, AZ, CSR 14021
 Rhiannon Marie Souza, Riverside, CA, CSR 14032
 Christine E. Sperbeck, Santa Clarita, CA, CSR 14008
 Shivaneer Sujata, Ceres, CA, CSR 13983
 Neal Tanque, Irvine, CA, CSR 14000
 Leah Tommela, Thousand Oaks, CA, CSR 14011
 Catherine Ulricksen, Concord, CA, CSR 14040
 Siew Ung, Mill Valley, CA, CSR 13994
 Danielle Webber, Trabuco Canyon, CA, CSR 14019
 Ashley Whatley, Hughson, CA, CSR 14026
 Greta Yang, San Diego, CA, CSR 13978
 Sonya Marie Zuniga, Fresno, CA, CSR 14022

Frequently Asked Questions

Q Can you please tell me what information has to be included on my certification page for a deposition transcript?

A While there is no specific language that should be included in the certification page, Code of Civil Procedure section 2025.540(a) states:

“The deposition officer shall certify on the transcript of the deposition, or in a writing accompanying an audio or video record of deposition testimony, as described in Section 2025.530, that the deponent was duly sworn and that the transcript or recording is a true record of the testimony given.”

Q Recently a deponent came into my office to review the original transcript. She did not want to purchase a copy, but rather brought in a copier to copy the transcript. When I advised her that she could not do that, she demanded to know the statute that says she can’t copy the transcript. Can you help?

A The Code of Civil Procedure section 2025.510 deals with situations regarding deponents requesting a copy of the transcript. It states in relevant parts:

(b) The party noticing the deposition shall bear the cost of the transcription, unless the court, on motion and for good cause shown, orders that the cost be borne or shared by another party.

(c) Notwithstanding subdivision (b) of Section 2025.320, any other party or the deponent, at the expense of that party or deponent, may obtain a copy of the transcript.

(h)(1) The requesting attorney or party appearing in propria persona shall timely pay the deposition officer or the entity providing the services of the deposition officer for the transcription or copy of the transcription described in subdivision (b) or (c), and any other deposition product or service that is requested either orally or in writing.

(2) This subdivision shall apply unless responsibility for the payment is otherwise provided by law or unless the deposition officer or entity is notified in writing at the time the services

or products are requested that the party or another identified person will be responsible for payment.

Q I am a competent realtime reporter working in Superior Court and often provide rough drafts to my judge and the attorneys. Yesterday I had an extremely technical witness. Defense counsel requested a rough draft and was very upset with me when I informed him that it was not available because I needed a lot of time to look up the correct spellings of the technical terms. Do all reporters have to provide rough drafts?

A Code of Civil Procedure section 273(b) states:

*“The report of the official reporter, or official reporter pro tempore, of any court, duly appointed and sworn, when prepared as a rough draft transcript, shall not be certified and cannot be used, cited, distributed, or transcribed as the official certified transcript of the proceedings. A rough draft transcript shall not be cited or used in any way or at any time to rebut or contradict the official certified transcript of the proceedings as provided by the official reporter or official reporter pro tempore. **The production of a rough draft transcript shall not be required.**” (Emphasis added.)*

Q I am new to court and have a timing question for you. I know in a preliminary hearing if the defendant is held to answer, I have 10 days to get the transcript done. How do I know when to transcribe a felony case?

A To answer your question, we direct you to the Code of Civil Procedure, section 269 (c) which states:

“If a defendant is convicted of a felony, after a trial on the merits, the record on appeal shall be prepared immediately after the verdict or finding of guilt is announced unless the court determines that it is likely that no appeal from the decision will be made. The court’s determination of a likelihood of appeal shall be based upon standards and rules adopted by the Judicial Council.”

FAQs continued from page 6

Q I have been asked by an out-of-state agency to use 24 lines and 50 characters (with no time stamping) on deposition transcripts that are venued out of state but reported here in California. Am I in violation of California law if I comply with their request?

A A deposition taken in California must follow all of California’s laws and regulations, from the reading and signing requirements to the minimum transcript format standards (MTFS). California Code of Regulations section 2473 provides in relevant part:

“(a) A reporter licensed under Chapter 13, Division 3 of the Code shall comply with the following transcript format standards when producing a transcript in a legal proceeding. If a reporter is employed by a court either an official or pro tem official reporter, the transcript format set forth by state of local rules of court, or adopted by that jurisdiction, if any, will supersede. If there are no transcript format guidelines established within a jurisdiction, the following minimum transcript format standards shall apply:”

If the jurisdiction has not established transcript formal guidelines, then preparing a transcript using fewer than 25 typed text lines per page and/or preparing a transcript where a full line of text is less than 56 characters with no time stamping would be in violation of CCCR 2473.

Q I recently received a transcript request from a gentleman who is not an attorney, but merely attended the trial as an observer. I’m familiar with the notification rules for nonparties ordering depositions, but how does that work for court proceedings?

A Court proceedings are typically public proceedings for which transcripts may be provided. There are some things to keep in mind, however. If it was a civil proceeding, California Code of Regulations, Title 16, Division 24, Article 8, section 2475(b)(5) states:

“In addition to the requirements of Section 2025.220(a) (5) of the Code of Civil Procedure, promptly notify, when reasonably able to do so, all known parties in attendance at a deposition or civil court proceeding and/or their attorneys of a request for preparation of all or any part of a transcript, including a rough draft, in electronic or paper form. No such notification is necessary when the request is from the court.”

Also, if the proceeding was a juvenile matter, typically such proceedings are confidential. It is also possible that a judge has deemed all or a portion of the proceedings confidential, but if that were the case, there would be a court order sealing the transcripts.

*Do you have a question for the Board’s
FAQs? Write to us at:*

*Court Reporters Board
2535 Capitol Oaks Drive, Suite 230
Sacramento, CA 95833*

Voluntary Professional Oath

Last year the Court Reporters Board (CRB) approved the adoption of a voluntary professional oath to be administered to newly licensed court reporters. The CRB believes that the core ethical duties set out in statute and regulation to protect the consumer will be reinforced by reporters reciting the oath. The recitation of the oath is not limited to reporters who have recently passed the licensing examination. Experienced reporters are also invited to stand and recite the oath when present during the administration of the oath.

One of the first occasions when the oath was administered occurred at the California Court Reporters Association's Boot Camp in Burbank, California, in January of this year. "The underlying excitement of both the new licensees and experienced reporters was evident to me while they were reciting the oath, and it was gratifying to witness the obvious commitment each reporter was making during that recitation," Chair Toni O'Neill said of her experience in administering the oath at that time. O'Neill added, "The Board is appreciative of the eagerness expressed by new and seasoned reporters to take the oath and looks forward to when the administration of the voluntary professional oath is an automatic part of the process new licensees undergo when entering the profession of court reporting."

The voluntary oath adopted by the CRB is as follows:

Being admitted to the profession of court reporting, I solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of California and that I will faithfully discharge the duties of a court reporter, acting always as a neutral third party to protect the accuracy of the record of the proceeding I report. I will practice my profession conscientiously, with dignity, and in keeping with the professional standards of court reporting.

Speed Up Windows Boot Time

How many times a day do you boot up your computer, and how much time does it take? Have you developed a routine – dare I say ritual – where you turn your computer on and then go start the coffee because you have plenty of time to kill before your machine is up and running? Here are a few things you can do to cut down on that wasted boot time.

Tip No. 1: Free up disk space. Busy reporters tend to leave the data handy, even with an efficient backup routine in place. Although it's probably already on your "to do" list to remove old transcripts or old photographs that have already been archived to multiple sources, it's important to make time regularly to remove data that is no longer needed.

Tip No. 2: Defragment hard drive. This is another way of gaining additional space. Disk fragmentation happens over time as you save, change or delete files. These changes are often saved to a different part of the hard drive than the original file. This doesn't change where the file is stored, only where the bits and pieces of the information may be stored. As a file becomes fragmented, your computer requires more time to look for all the information required to load the complete file. Defragmentation may already be a part of your regular routine, unless you have upgraded to Windows 8, which performs this task for you automatically.

Tip No. 3: Disable start-up programs. If you have over five icons showing up in the notification of your task bar, that is an area you can manage to decrease your boot time. To see what you have automatically loading upon booting your computer, look in the System Configuration window at the Startup tab. Many programs can be disabled for startup. For instance, if you disable Adobe, you can still manually open it should you need to look at a pdf document.

CSR Spotlight

Monyeen L. Black

Monyeen Black knew she would become a deposition reporter at the age of 14. Her mother shared with her a newspaper article about three young siblings who were reporters in Fremont, California. “I was immediately drawn to the flexibility of being a freelance court reporter,” Black said. “Soon after, my mother brought home a typewriter and books so I could begin learning to type.”

Wasting no time, Ms. Black enrolled in West Valley College’s court reporting program in Saratoga right after high school. While attending the program, she worked at various jobs to support herself, including NAPA Auto Parts and Lucky Stores. She stated, “There were many nights of only a few hours of sleep, but it was so worth it.”

She admits that some of those first days of reporting were trying. At her first doctor’s deposition, several attorneys flew in from Chicago to take an ophthalmologist’s deposition regarding atopic keratoconjunctivitis. When asked, the doctor quickly spelled out the term and then continued his answer. As the proceedings sped ahead for two hours she began to feel incompetent. Luckily, a break was called so she could change her paper and excuse herself to wipe the tears away. After two more hours the deposition was finally complete. She called a court reporting friend who gave her a pep talk and advised her to translate the testimony immediately. To her surprise, her notes were cleaner than she expected, although it took her many hours to research spellings on the terms used that day.

Technology has made amazing changes during the course of Ms. Black’s career. She started with DOS on Cheetah Systems. After Windows was introduced, she switched to Eclipse CAT software. She feels the advancements, such as briefs, have made the job easier when utilizing the tools designed, although she misses the days of paper running out and having to request a recess. One technological tool she uses is a small microphone that she connects to her steno machine for live monitoring of testimony. She is able to listen through an ear bud with a volume control to easily hear soft-spoken speakers.

She sits on the board of directors for the Deposition Reporters Association to advocate and protect the court reporting profession. She feels it is important for reporters to continue their education and care about being a quality reporter.

“Licensing is important to the protection of the record,” Ms. Black asserts. “By ensuring qualified reporters are entrusted with making a verbatim record and following the many codes that set forth their duties and obligations, licensing holds reporters to a minimum standard which protect the attorneys and litigants who ultimately need our transcripts,” she notes. Her professional focus has heavily existed in construction defect litigation and other multiparty complex matters for more than a decade. She has spent years researching terms and building her dictionary so that she may thrive in a situation with 20 to 30 attorneys in a conference room instead of being intimidated as she was in her early days. The constant learning makes the job enjoyable for her.

She also appreciates the flexibility that comes with working as a freelance reporter, as she suspected it would when she was in high school. She and her husband have become long-distance riders on their Harley-Davidson motorcycles. “I enjoy getting away and off the grid to just take in the scenery of the beautiful back roads,” she said. “It’s my time to disconnect from the world and all its technology.”

Working with the TRF

Many of you know there are two programs which operate under the Transcript Reimbursement Fund (TRF): The Pro Bono Program and the Pro Per Program. Both programs assist indigent litigants in civil matters; however, they differ in who may apply and how much monetary assistance is available to individual cases and all cases overall.

For the most part, applications for the Pro Bono Program are accompanied by invoices from depositions. The Pro Per Program applications usually contain estimates from court proceedings. Although completion and submission of the TRF application is the responsibility of the applying party, there are some points for court reporters to consider.

Provisional Approval Letters

If you receive a provisional approval letter from the TRF, **do not ignore it**. The litigant has a right to his or her transcripts regardless of whether or not an appeal has been filed. You may find it helpful, however, to verify with the court if there is an appeal pending so that you provide the correct transcript format before preparing the requested transcript.

The provisional approval process was developed to work around the fact that court reporters typically get paid an estimate before production, but as a state agency, the Court Reporters Board (Board) cannot pay anything other than a final invoice. The provisional approval indicates that the Board will pay for transcripts for the dates listed on the letter. After the transcript has been prepared and distributed, submit an itemized invoice to the Board detailing the case information and work performed. Once the completed invoice is received, staff works diligently to reimburse the court reporter or firm as quickly as possible.

If you have not received a provisional approval letter, then there is no guarantee for payment from the TRF. Any question about whether a litigant's application has been approved should be directed to the Board.

Restrictions

There are certain maximums and restrictions in the Business and Professions Code pursuant to the amounts and types of things the TRF can and cannot pay for.

Reimbursable costs include:

- Transcript fee (Original, O&1 or 1 Copy)
 - For depositions: Whatever the market will bear. We can only pay for actual charges, not minimums. The number of pages and price per each must be annotated.
 - For court: Charges should be based on allowances under Government Code 69950. The number of pages or folios and price per each must be annotated.
- Exhibits – \$.35 per exhibit, up to a maximum of \$35 per transcript. Although more may be charged, these are the maximums the TRF can pay.
- Shipping – Actual charges. The TRF cannot pay shipping if grouped with processing or handling, etc.
- Expedite fee – Maximum of \$2,500 per the life of the case.
- Attendance fee/per diem – Maximum of \$75 for half day or \$125 for full day. More may be charged, however, these are the maximums the TRF can pay.

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The TRF is **not** able to pay for the following:

- Tabs
- Videography
- Parking or mileage
- Word index
- Wait time
- Rough draft
- Tax or service fees
- CD, ASCII, condensed, mini transcript, litigation support package, etc.
- COD
- Realtime
- Conference rooms
- Report covers
- Processing, handling, production fees
- Translator or translated testimony charges
- Expedited delivery of exhibits from CSR to firm
- Before/After hours fees, unless incorporated into attendance fee (maximums apply)

It is most helpful when all the fees charged to the party are clearly separated and labeled.

Payment

In order to reimburse an applicant directly, the TRF requires proof that the transcript fees were paid. This can be verified with a copy of a canceled check, a statement or zero balance invoice from the court reporter or deposition firm, or a signature from the court reporter on page 2 of the applicable TRF application form certifying payment had been received.

Once the invoice is approved, a letter is sent to the applicant confirming that payment will be made. If the litigant or attorney is to be reimbursed directly for transcript expenses already paid, the court reporter will not receive any further notice. However, if the court reporter or deposition firm will be reimbursed, the payee will be copied on the approval letter. Payment is made via the State Controller’s Office and may take six to eight weeks to be received.

With your assistance, the TRF can operate more effectively, which in turn assists indigent litigants more efficiently.

The BreZE Project and Release 3 Boards and Bureaus

Patience Needed for Implementation of New Software

In the wake of the severance of the design, development and implementation contract with software vendor Accenture, the Department of Consumer Affairs (DCA) is regrouping its time and resources to ensure that Release 2 Board and Bureaus have a successful rollout.

Upon completion of Release 2 and in line with the State Auditor’s recommendation, DCA has committed to conducting a thorough cost-benefit analysis for the Release 3 Boards and Bureaus, which includes the Court Reporters Board. At the current time it is the intention to bring Release 3 entities into BreZE. What remains to be seen after the analysis is the best approach to use.

No time estimates are available at this point, but the CRB will continue to monitor the situation and advise our stakeholders of the status of our integration into BreZE.

Proposed Change to the Scope of Practice Regulation

At the December 5, 2014 Board meeting, staff was directed to work with the industry on exploring a revision to the Scope of Practice regulation to clarify specifically CCR section 2403(b)(3). As a result of the collaboration between staff and industry associations, the following language was developed, which the Board voted to approve:

“Notifying all parties who attended a deposition of requests for expedited delivery made by other parties for either an original or copy of the transcript, or any portion thereof.”

The Board instructed staff to begin the regulatory process to make this change. The first step will be to submit the rulemaking package to the Office of Administrative Law. After the package is published, notice is issued and the public comment period begins. It is expected that the public hearing on this change will be June 18, 2015, at 1:00 p.m. at the Court Reporters Board, 2535 Capitol Oaks Drive, Third Floor Conference Room, Sacramento, CA 95833.

Court Reporters Board of California - Citations and Fines Issued October 2014 - March 2015

The Citations 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).

The following respondents' Citation and Fines that reflect “Satisfied” have been satisfactorily resolved. Payment of a fine is not an admission to the violation.

RESPONDENT NAME - COUNTY	LICENSE NO.	DATE ISSUED	VIOLATION	SATISFIED
Johnston, Jody – Orange County	8914	02/25/2015	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect. (late renewal)	No
Mattos, Bridget – Marin County	11410	11/20/2014	Business & Professions Code Section 8025 (d): Incompetence... unprofessional conduct... (failure to provide a licensed court reporter to report and transcribe legal proceedings)	Yes
Walker, Valerie – Humboldt County	7209	11/04/2014	Business & Professions Code Section 8025 (d): Unprofessional conduct; Section 8025 (f): Loss or destruction of stenographic notes. (failed to retain stenographic notes as required and unable to produce transcript)	No
Sisco, Melissa – Calaveras County	11329	10/08/2014	Business & Professions Code Section 8016: Engaging in the practice of shorthand reporting without a certificate of licensure in full force and effect. (late renewal)	Yes

Court Reporters Board of California - Disciplinary Actions Current as of March 31, 2015

To find out whether a licensee has had disciplinary action prior to March 2015, or to obtain further information on specific disciplinary action for a licensee listed below, please contact the Board office toll-free at 1-877-3-ASK-CRB (1-877-327-5272).

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 suspension or revocation and/or a probationary status with conditions.

RESPONDENT NAME - COUNTY	LICENSE NO.	ACTION	EFFECTIVE DATE	CHARGES
Biggs, Janene - Solano County	11307	Stipulated Settlement and Disciplinary Order; 4 years probation; pass Professional Practice portion of exam or take ethics course within first two years of probation.	01/05/2015	Business & Professions Code Section 8025 (d): Unprofessional conduct.
Callihan, Laura	13999	Stipulated Settlement and Disciplinary Order; 3 years probation	01/05/2015	Business & Professions Code Sections 480 (a)(2): Act involving dishonestly, fraud or deceit; (c): Making a false statement in the application for license; 8025 (c): Knowingly made false statements of fact.
Lewis, Stephanie - Riverside County	12746	Stipulated Settlement and Disciplinary Order; 3 years probation; \$2,185.00 cost recovery.	12/10/2014	Business and Professions Code Section 8025 (d): Incompetence in the practice of shorthand reporting; Section 8025 (j) in conjunction with CA Code of Regulations, Title 16, Section 2473 (a): Violation of minimum transcript format standards.
Pun, Wendy - San Francisco County	12891	Default Decision and Order; license revocation.	11/28/2014	Business & Professions Code Section 8025 (d): Unprofessional conduct; Section 8025 (e): Repeated unexcused failure to transcribe notes; Section 8025 (h): Failure to pay civil penalties.

Court Reporters Board Of California - Disciplinary Actions Pending Current as of March 31, 2015

RESPONDENT NAME - COUNTY	LICENSE NO.	ACTION	EFFECTIVE DATE	CHARGES
Tate, Suzanne - Riverside County	8120	Accusation	12/18/2014	Business and Professions Code Section 8025 (b): Failure to notify the Board of a conviction...; (c): Use of fraud or misrepresentation to obtain a license.
Simonov, Dynele - Gardnerville, NV	11211	Accusation/ Petition to Revoke Probation	12/09/2014	Accusation – Business & Professions Code Section 8025 (d): Unprofessional conduct-failure to file and retain stenographic notes; (f): Loss or destruction of stenographic notes. Petition to Revoke Probation – Failure to comply with conditions of probation.
Sepedjian, Karine - Los Angeles County	12515	Accusation	10/24/2014	Business and Professions Code Section 8025 (b): Failure to notify the Board of a conviction...; (d): Dishonesty... Unprofessional conduct.
McGwire, Francine - Riverside County	11404	Accusation	10/10/2014	Business & Professions Code Section 8025 (a): Conviction of a felony and of a misdemeanor substantially related to the functions and duties of a court reporter.
Hughes, Scott - Alameda County	12365	Accusation	07/29/2014	Business & Professions Code Section 8025 (d) and CA Code of Regulations, Title 16, Section 2475: Unprofessional conduct; Section 8025 (e) and CA Code of Regulations, Title 16, Section 2475: Repeated unexcused failure to transcribe notes; Section 8025 (h): Failure to pay civil penalties.



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