

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. COURT REPORTERS BOARD OF CALIFORNIA

PROPOSED REGULATORY LANGUAGE
Transcript Reimbursement Fund Application

Legend:	Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
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Article 6

Adopt section 2452 of Division 24 of Title 16 of the California Code of Regulations to read as follows:

§ 2452. Transcript Reimbursement Fund Application.

In accordance with Business and Professions Code (BPC) sections 8030.6 and 8030.8, applicants applying to receive funds from the Transcript Reimbursement Fund (TRF) established in BPC section 8030.2 shall submit a TRF application on a form created by the Board that shall include the information below and the related supporting documentation described below to the Board by mail to its mailing address listed on the Board's website, by email to the email address listed on the Board's website, or in person to the Board's street address listed on the Board's website.

- (a) A completed TRF application for litigants who are representing themselves shall include the following information:
- (1) Applicant's (litigant's) full legal name (last name) (first name) (middle name);
 - (2) Applicant's mailing address, city, state, and ZIP code;
 - (3) Applicant's telephone number;
 - (4) Applicant's fax number, if any;
 - (5) Applicant's email address;
 - (6) Affirmation that applicant's court-approved fee waiver is attached;
 - (7) Case name;
 - (8) County, court, and/or judicial district where filed;
 - (9) Court case file number;
 - (10) Whether an appeal is pending, and, if yes, the appeal number;

- (11) Whether the applicant has submitted a TRF request in this case previously;
- (12) Type of civil case;
- (13) Certified Shorthand Reporter (CSR) number;
- (14) CSR name;
- (15) Date of court or deposition proceeding;
- (16) Whether preparation was of original transcript, original and one copy, or copy only;
- (17) Whether per diem was included;
- (18) Whether the applicant has paid for the transcript and is seeking reimbursement and the cost as stated in an itemized invoice from the CSR, or the applicant has not paid and is seeking payment directly to the CSR and the cost as estimated by the CSR; and
- (19) A signed and dated statement by the applicant that all statements made in the application are true and correct.

(b) In addition to the TRF application information required under subdivision (a), a completed TRF application for those who are representing indigent litigants pro bono shall include the following information:

- (1) Pro bono entity's name;
- (2) Pro bono entity's mailing address, city, state, and ZIP code;
- (3) Pro bono entity's telephone number;
- (4) Pro bono entity's fax number;
- (5) Pro bono entity's email address;
- (6) Name of attorney handling case;
- (7) Attorney's mailing address, city, state, and ZIP code;
- (8) Attorney's telephone number;
- (9) Attorney's fax number;
- (10) Attorney's email address;
- (11) Whether the attorney is employed with, referred by, or has other relationship with the qualifying nonprofit entity;
- (12) By which section of the BPC the applicant is claiming eligibility;
- (13) Whether litigant is indigent as defined in BPC section 8030.4 (f);

- (14) Whether litigant is plaintiff, defendant, or other;
- (15) By which subparagraph(s) of BPC section 8030.4(e) the applicant is claiming the case is not fee-generating; and
- (16) Whether represented party entered into any contract that contains any type of contingency fee agreement or clause.

NOTE: Authority cited: Section 8007, Business and Professions Code. Reference: Sections 8030.2, 8030.4, 8030.6, and 8030.8, Business and Professions Code.