| NAME, ADDRESS, AND TELEPHONE NUMBER OF ATTORNEY OR PARTY WITHOUT ATTORNEY: | STATE BAR NUMBER | Reserved for Clerk's File Stamp |
|---|---|---|
| ATTORNEY FOR (Name): | | |
| **SUPERIOR COURT OF CALIFORNIA, COUNTY OF CONTRA COSTA** | | |
| COURTHOUSE ADDRESS: | | |
| PLAINTIFF: | | |
| DEFENDANT: | | |
| **ORDER TO USE CERTIFIED SHORTHAND REPORTER PRO TEMPORE AND REPORTER AGREEMENT** | | CASE NUMBER: |

**This Order Appointing the Court Reporter named herein in the above entitled matter applies only to the following date(s):**
**Day 1:** **Day 2:** **Day 3:** **Or Range:**

**1. Reporter Information:**

Name: _____ License No: _____
(PRINT)

Bus. Address: _____ Telephone: _____

_____ E-mail: _____

**2. Court Reporter Agreement: I, _____, CSR NO. _____ ,**
by signing this agreement, and accepting this appointment as an official Court reporter pro tempore in this matter, the Reporter confirms and agrees that there is no employment obligation by the Court by virtue of this appointment and: (1) to maintain a valid, current California Certified Shorthand Reporter License; provide and maintain current written contact information with the Court Reporter Manager by email at the address below and/or as directed by the Court's designees; (2) that appearance fees, including real time fees, all transcript fees including dailies or expedited fees, are the sole responsibility of the party or parties who arranged the reporter services, and may not be charged to the Court; (3) to comply with statutes and rules of the State of California, and Local Rules applicable to official reporters pro tempore, including the duty to timely prepare transcripts and the form of the appellate record; (4) to upload raw steno notes to the Court's ACORN server pursuant to Court's Procedure No. 38 and in accordance with Government Code Section 69955; including maintaining a separate electronic backup copy of the notes in accordance with that section;(5) to follow directions from the Court, and to be subject to the jurisdiction of the Court to the same extent as an official reporter; (6) to be available for reading of notes back to the jury if serving during a jury trial; and (7) to conduct themselves at all times in a professional manner; and (8) to comply with all of the Court's security protocols, policies and procedures. If the reporter has not made contact with the Court Reporter Manager with regard to this appointment, **The Court Reporter must also email the Court Reporter Manager to provide contact information, confirm appointment date(s) and receive required instructions by email at: courtreportercontact@contracosta.courts.ca.gov, or in person at 725 Court Street Room 103, in advance of the hearing if possible, but in any event, no later than the end of the first day of the appointment, between 7:45 a.m. and no later than 5:00 p.m.**

Date: _____ Signature: _____

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**Order Appointing Court Reporter Pro Tempore**

Pursuant to Government Code sections 68086, 70044, and California Rule of Court 2.956, the above identified certified shorthand reporter is appointed as an official Court reporter pro tempore in these proceedings on the dates as set forth above, and is ordered to comply with the terms of the Court Reporter Agreement set forth above. Any party who orders proceedings transcribed by the official Court reporter pro tempore may be ordered to lodge a copy of the transcript with the Court.

**Good Cause Appearing therefore, IT IS SO ORDERED**

Date: _____ _____
Judicial Officer