

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name & Address</i>): Telephone No.: _____ Fax No. (Optional): _____ E-Mail Address (Optional): _____ ATTORNEY FOR (<i>Name</i>): _____ Bar No: _____	<i>FOR COURT USE ONLY</i>
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO <input type="checkbox"/> San Bernardino Justice Center: 247 W. Third Street, San Bernardino, CA 92415	
PLAINTIFF: RESPONDENT:	
STIPULATION AND ORDER FOR APPOINTMENT OF OFFICIAL REPORTER PRO TEMPORE	CASE NUMBER: _____

1. All reporters secured for civil litigation matters must complete this stipulation in advance of the proceeding. Stipulations must be filed with the court at least 5 days prior to the hearing, though the reporter may wait until the day of the hearing to sign the Stipulation.

2. Reporter Information

Name _____ License No: _____ Expiration Date _____
 CAT Software _____ Bus. Address: _____
 Tel. No.: _____ Email: _____

3. Court Reporter Agreement

By signing this agreement and accepting the appointment as an official reporter pro tempore for this proceeding, I take and subscribe to the constitutional oath of office above, and confirm and agree that: (1) I have a valid, current California Certified Shorthand Reporter License and am in good standing with the Court Reporter’s Board of California. (2) I am not a current San Bernardino County Superior Court employee. (3) I will maintain current contact information with the Court Reporter Services Office of the court. (4) All fees for reporting services, including appearance, transcript, and real time fees, are the responsibility of the part(ies) who arranged for my services and may not be charged to the court. (5) I will comply with all statutes and rules applicable to official reporters pro tempore, including the duty to timely prepare transcripts, including those for appeal, in the required format. (6) I will demonstrate the highest standards of ethics and impartiality in the performance of my duties. (7) I will comply with the court’s requirements as stated in the *Court Reporter Availability Policy*, including those regarding uploading electronic notes within 48 hours of the date of the proceedings except in extenuating circumstances and as approved in advance by the Court Reporter manager. (8) I will follow directions from the court, and be subject to the jurisdiction of the court, to the same extent as an official reporter. (9) I will inform the court and parties prior to the use of an audio recording device. (10) I will be available for read-back of notes upon the Court’s request. (11) If I provide real time reporting and/or other litigation support (e.g. Live Note) services I am responsible for providing the cable connection or configuring the Bluetooth receiver. (12) I agree to allow the court to post my email address on the court website solely as a means for parties to contact me to request a transcript.

Date: _____

 Signature of Reporter

STIPULATION AND APPOINTMENT OF COURT REPORTER PRO TEMPORE

DEFENDANT(S) / RESPONDENT(S)	CASE NUMBER
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4. Stipulation of Parties

See appearing parties below and on the page(s) following this Order for Stipulation.

ORDER APPOINTING OFFICIAL REPORTER PRO TEMPORE

GRANTED. Pursuant to Gov. Code § 68086, California Rules of Court, rule 2.956, and the stipulation of the appearing parties set forth below, the above identified Certified Shorthand Reporter is appointed as an official Court Reporter Pro Tempore in these proceedings and is ordered to comply with the terms of the Court Reporter Agreement set forth above.

DENIED.

GOOD CAUSE APPEARING THEREFOR, IT IS SO ORDERED.

Date: _____

Judicial Officer

Stipulation of the Appearing Parties

The parties or their counsel appearing in this proceeding hereby stipulate to the court appointing an official court reporter pro tempore as set forth in the Agreement and Order herein.

Date: _____	Name: _____ <small style="text-align: center;">(PRINT)</small>	Attorney for: _____
Signature: _____		
Date: _____	Name: _____ <small style="text-align: center;">(PRINT)</small>	Attorney for: _____
Signature: _____		
Date: _____	Name: _____ <small style="text-align: center;">(PRINT)</small>	Attorney for: _____
Signature: _____		
Date: _____	Name: _____ <small style="text-align: center;">(PRINT)</small>	Attorney for: _____
Signature: _____		
Date: _____	Name: _____ <small style="text-align: center;">(PRINT)</small>	Attorney for: _____
Signature: _____		
Date: _____	Name: _____ <small style="text-align: center;">(PRINT)</small>	Attorney for: _____
Signature: _____		

Additional stipulations are attached to this document.

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