

Approved:   
David H. Yamasaki  
Court Executive Officer and  
Clerk of the Superior Court  
DATED: January 30, 2015  
REVISED: September 4, 2018

## **POLICY OF THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE**

**TITLE:**           **AVAILABILITY AND UNAVAILABILITY OF OFFICIAL COURT REPORTERS**

**PURPOSE:**   To set forth the availability of court reporters for hearings in the courtrooms of the Superior Court of California, County of Orange.

**POLICY:** In felony criminal cases, juvenile, and any other proceedings in which an official court reporter is mandated by law, official court reporters will be available from 8:15 AM to 4:45 PM. Effective May 15, 2017, official court reporters will not be available in certain specified unlimited civil departments for any matters. Official court reporters will be available in other specified unlimited civil departments only for trials and other matters in which oral evidence will be presented (“evidentiary hearings”). The Notice of Availability of Official Court Reporting Services identifies availability and unavailability of official court reporters for each department.

In unlimited civil proceedings, a party who has received a fee waiver pursuant to California Rules of Court rule 3.55 may request an official court reporter pursuant to California Rules of Court rule 2.956(b)(3) at least 10 calendar days prior to a trial or evidentiary hearing by submitting mandatory court form L-0790. The court, for good cause, may shorten or waive the 10-day requirement. The clerk will notify the party as soon as possible if no official court reporter will be available. Given the general unavailability of official court reporters, final notice of the availability of a court reporter may not be known until the day of the trial or evidentiary hearing.

Official court reporters will be available in probate and mental health cases only for trials, other evidentiary hearings, and conservatorship and guardianship hearings. Official court reporters will not be available for infraction, misdemeanor, and limited jurisdiction civil matters. The Orange County Superior Court may provide verbatim electronic recording services in infraction, misdemeanor, and limited jurisdiction civil matters. Limited civil proceedings will be electronically recorded by the court upon request at the hearing by a party who has received a fee waiver pursuant to California Rules of Court rule 3.55. The electronic recording will be the official verbatim record of proceedings as provided in Government Code section 69957.

A Court-Approved List of Official Reporters Pro Tempore (“List”), which includes names and contact information of reporters who can be privately retained and appointed as official court reporters pro tempore without stipulation of the parties, is posted on the court’s website. Alternatively, by stipulation, parties may privately retain a certified shorthand reporter not on the List to serve in a proceeding as an official court reporter pro tempore where an official court reporter is not available. In addition to the List, the court will also post on its public website the Policy for Inclusion on the List of Official Court Reporters Pro Tempore (“Policy for Inclusion on the List”). Parties will be responsible for all fees and costs related to pro tempore court reporter services arranged under the foregoing provisions. (Cal. Rules of Court, rule 2.956(c).)

The reporting notes of all certified shorthand reporters, including reporters who are privately retained, are the official records of the court and shall be kept by the reporter taking the notes in a place designated by the court, or, upon order of the court, delivered to the clerk of the court (Gov. Code, § 69955(a).) The court’s policy for providing the court with electronic notes will be posted on the court’s website.

All forms, policies, and additional information will be available on the court’s website at [www.occourts.org](http://www.occourts.org).