



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO**

FOR COURT USE ONLY

- Gordon D. Schaber Courthouse,  
720 9<sup>TH</sup> Street, Sacramento, CA 95814
- Hall of Justice Courthouse,  
813 6<sup>TH</sup> Street, Sacramento, CA 95814
- William R. Ridgeway Family Relations Courthouse  
3341 Power Inn Road, Sacramento, CA 95826

ATTORNEY OR PARTY WITHOUT ATTORNEY (*Name & Address*):

ATTORNEY FOR (*Name*): \_\_\_\_\_ Bar No.: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Fax No. (*Optional*): \_\_\_\_\_  
 E-Mail Address (*Optional*): \_\_\_\_\_

PLAINTIFF/PETITIONER:

CASE NUMBER:

DEFENDANT/RESPONDENT:

**STIPULATION AND APPOINTMENT OF OFFICIAL REPORTER PRO TEMPORE**

**1. All reporters must complete this stipulation in advance of the proceeding. Stipulations must be filed with the court 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: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Constitutional Oath of Office**

\_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

**4. Court Reporter Agreement**

1. 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:
2. I have a valid, current California Certified Shorthand Reporter License and I am in good standing with the Court Reporters Board of California.
3. I am not a current Sacramento County Superior Court employee.
4. I will maintain current contact information with the Court Reporter Services Office of the court.
5. All fees for reporting services, including appearance, transcript, and real-time fees, are the responsibility of the party(ies) who arranged for my services and may not be charged to the court.
6. 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 form.
7. I will demonstrate the highest standards of ethics and impartiality in the performance of my duties.
8. I will comply with the court's requirements as stated in the *Policy for Official Reporter Pro Tempore*, 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 Court Reporter management.
9. I will comply with the court's requirements regarding the uploading of transcripts to YesLaw.
10. I will follow directions from the court, and be subject to the jurisdiction of the court, to the same extent as an official reporter. I understand that failure to do so may result in an Order to Show Cause (OSC) to issue.
11. I will inform the court and parties prior to the use of an audio recording device.
12. I will be available for read-back of notes within 30 minutes of the Court's request.
13. If I provide real-time reporting services I am responsible for providing the cable connection.

Date: \_\_\_\_\_ Reporter's Signature: \_\_\_\_\_

DEFENDANT(S)/RESPONDENT(S)	CASE NUMBER
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**5. Stipulation of 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.

**Hearing/Trial Date:** \_\_\_\_\_ **Department (if known):** \_\_\_\_\_

Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
	Signature: _____	
Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
	Signature: _____	
Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
	Signature: _____	
Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
	Signature: _____	
Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
	Signature: _____	
Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
	Signature: _____	
Date: _____	Name: _____ <small>(PRINT)</small>	Attorney for: _____
	Signature: _____	

Additional stipulations are attached to this document.

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**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 reporter pro tempore in these proceedings and is ordered to comply with the terms of the Court Reporter Agreement set forth above.

**DENIED.**

**IT IS SO ORDERED.**

Date: \_\_\_\_\_  
\_\_\_\_\_  
Judicial Officer Signature