



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

POLICY REGARDING NORMAL AVAILABILITY AND UNAVAILABILITY OF OFFICIAL COURT REPORTERS

Effective November 30, 2021, official court reporters are normally available in felony criminal cases and juvenile matters during regular court hours. Official court reporters are not normally available in civil matters, family law matters (with the exception of Family Support Division [FSD] matters and Contempt Hearings), or in probate matters.

The San Diego Superior Court provides electronic recording services in infraction and misdemeanor proceedings. The court may electronically record limited civil proceedings, including unlawful detainers, collections, and small claims, *if* recording equipment is available.

A party who has been granted a waiver of court fees and costs may request the services of an official court reporter for a proceeding for which a reporter is not normally available and for which electronic recording is not provided (see above). Such a request should be made using the Request for Court Reporter by a Party with a Fee Waiver form (SDSC Form #ADM-379), available on the court's website, and must be filed with the clerk at least 10 days before the proceeding, or at the time the proceeding is scheduled if less than 10 days away. Failure to comply with this request procedure may result in the court being unable to provide a court reporter, or a continuance of the hearing. **Party(ies) to the case who do not qualify for a waiver of court fees and costs will be responsible for a pro rata share of the fees.**

Note: Unless otherwise required by law, the court is generally not obligated to provide court reporter transcripts free of charge to a party who has been granted a waiver of court fees and costs. (See *Rohnert Park v. Superior Court* (1983) 146 Cal.App.3d 420; *Mehdi v. Superior Court* (1989) 213 Cal.App.3d 1198.) Assistance may be available through the Transcript Reimbursement Fund. Further information is available on the California Court Reporters Board's website.

Parties may, without a stipulation, arrange for the appointment of a court-approved official court reporter pro tempore for any matter for which a reporter is not normally available. The Court-Approved List of Official Reporters Pro Tempore (SDSC Form #ADM-321) includes names and contact information of reporters who can be privately arranged and appointed as an official court reporter pro tempore without stipulation of the parties. This list, as well as the Policy for Court-Approved List of Official Reporters Pro Tempore (SDSC Form #ADM-313), which sets forth the policy for court reporters to be approved for the list, and the Official Reporter Pro Tempore Policy (SDSC Form #ADM-315), which includes information for arranging for the appointment of a reporter, may be found on the court's website.

Parties may, by stipulation, arrange for the appointment of a certified shorthand reporter who is not on the court-approved list to serve in a proceeding as an official court reporter pro tempore for any matter for which a reporter is not normally available. The court's Official Reporter Pro Tempore Policy (SDSC Form #ADM-315), and other necessary forms and information for arranging for a reporter, may be found on the court's website.

The reporting notes of all certified shorthand reporters 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 Official Reporter Pro Tempore Electronic Notes Upload/Archiving Policy (SDSC Form #ADM-319), which includes information for providing the court with electronic notes, may be found on the court's website.

All court forms, policies, and additional information may be found on the Court Reporter Information page on the court's website at sdcourt.ca.gov/CourtReporter.