

NAME, ADDRESS, AND TELEPHONE NUMBER OF PARTY WITHOUT ATTORNEY	STATE BAR NO.:	FOR COURT USE ONLY
ATTORNEY FOR: <i>(Name)</i> :		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SOLANO		
STREET ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
PLAINTIFF:		
DEFENDANT:		
REQUEST FOR APPOINTMENT OF OFFICIAL REPORTER PRO TEMPORE		CASE NUMBER:

Hearing/Trial Date: _____ Department *(if known)*: _____

1. Reporter Information

Name: _____ License No.: _____
(PRINT)

Business Address: _____
STREET CITY ZIP CODE

Email Address: _____ Telephone No.: _____

2. Court Reporter Agreement

I, _____, accept this appointment as an official reporter pro tempore in this matter and confirm and agree that:

- (1) I have a valid and current California Certified Shorthand Reporter License and I am in good standing with the Court Reporters Board of California;
- (2) I am not a current full-time employee of the court and appointment as an official reporter pro tempore will not interfere with my obligation as a court employee;
- (3) I will provide current contact information with the court as directed by the Court Reporter Coordinator;
- (4) All fees for reporting services, including appearance, transcript and real-time fees, are the responsibility of the party or parties who arrange for the reporter services and may not be charged to the court;
- (5) I will comply with statutes and rules applicable to official reporter pro tempore, including the duty to timely prepare transcripts, including those for appeals, in the proper form;
- (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 regarding uploading electronic archiving of notes within 48 hours of the date of the proceedings except in extenuating circumstances and as approved in advance by the Court Reporter Coordinator, or making other arrangements if the only notes are in paper form;

CASE NAME:	CASE NUMBER:
------------	--------------

- (8) I will comply with the court's requirements regarding uploading of transcripts to YesLaw. Instructions are on the court's website;
- (9) I will follow directions from the court and will be subject to the jurisdiction of the court to the same extent as an official reporter;
- (10) I will be available for read-back of notes taken during a jury trial within 30 minutes of the court's request;
- (11) If providing real-time reporting or other litigation support services, I am responsible for providing and connecting the necessary equipment. Instructions will be provided by the Court Reporter Coordinator.

Date: _____ Signature: _____

ORDER APPOINTING OFFICIAL REPORTER PRO TEMPORE

Pursuant to Government Code Sections 68086 and 70044 and rule 2.956 the California Rules of Court and the signature of at least one of the appearing parties set forth on the pages following this order, the above identified Certified Shorthand Reporter is appointed as an official reporter pro tempore for these proceedings to be transcribed by the official reporter pro tempore and may be ordered to lodge a copy of the transcript with the Court.

IT IS ORDERED.

Date: _____

 Judicial Officer

CASE NAME: _____	CASE NUMBER: _____
------------------	--------------------

Request for Appointment

The parties or their counsel listed below request that the Court appoint an official reporter pro tempore as set forth in the Court Reporter Agreement and Order Appointing Official Reporter Pro Tempore herein.

Date: _____	Name: _____ (PRINT)	Attorney for: _____
Signature _____		
Date: _____	Name: _____ (PRINT)	Attorney for: _____
Signature _____		
Date: _____	Name: _____ (PRINT)	Attorney for: _____
Signature _____		
Date: _____	Name: _____ (PRINT)	Attorney for: _____
Signature _____		
Date: _____	Name: _____ (PRINT)	Attorney for: _____
Signature _____		
Date: _____	Name: _____ (PRINT)	Attorney for: _____
Signature _____		
Date: _____	Name: _____ (PRINT)	Attorney for: _____
Signature _____		

☐ Additional Stipulations are attached to this document.

SOLANO COUNTY YESLAW TRANSCRIPT UPLOADING AND PUBLISHING INSTRUCTIONS

NAMING YOUR ASCII:

For Family Law cases:

Last name, First name vs. Last name, First name.RT.Date

Example: Smith, Jane vs. Smith, Doe.RT.010125 (month, date, year)

For Civil cases:

Plaintiff vs. Defendant.RT.Date

Example: John Smith vs. AB Company.RT.010125 (month, date, year)

UPLOADING TO YESLAW:

- 1- Open YesLaw.
- 2- Verify Case Name.
 - Family Law Case - Smith, Jane vs. Smith, Doe, 01/01/25
(last, first vs last, first, date)
 - Verify Case Name for Civil Case – John Smith vs. AB Company, 01/01/25
- 3 - Verify Case Number(s).
- 4 – Verify proceeding type.
- 5 - Mark if confidential or sealed.
- 6 - Fill in Job Reference – Enter parties you’re sending the transcript to.
- 7 - Verify stamp and signature placement.
- 8 - Verify "index start" and "index end" for each volume.
- 9 – Click Next and Click “Publish to.”

10- Enter emails of the parties requesting the transcript. **If it's a civil case**, follow the instructions below on what emails to publish the transcript to. **If it's a family law case**, follow the instructions below on what emails to publish the transcript to.

11- Click the “done” button.

12 – Click the green “Produce Files” button.

PUBLISHING:

CIVIL APPEALS, PUBLISH TO:

- 1st District Court of Appeals – 1DC-IntakeClerks@jud.ca.gov
- Civil Appeals – CivilAppeals@Solano.Courts.CA.gov
- Parties that deposited the required funds.

CIVIL MATTERS OTHER THAN APPEALS, PUBLISH TO:

- Civil Appeals - CivilAppeals@Solano.Courts.CA.gov
- Solano Judicial Officers – JudicialOfficers@Solano.Courts.CA.gov
- Requesting Parties

FAMILY LAW APPEALS, PUBLISH TO:

- 1st District Court of Appeals – 1DC-IntakeClerks@jud.ca.gov
- Family Law Probate Appeals – FamilyLawProbateAppeals@Solano.Courts.CA.gov
- Parties that deposited the required funds.
- FDAP- (Only if the appeal is a CA Family Code Section 7800 case) – Intake@fdap.org

FAMILY LAW MATTERS OTHER THAN APPEALS, PUBLISH TO:

- Family Law Probate Appeals - FamilyLawProbateAppeals@Solano.Courts.CA.gov
- Solano Judicial Officers – JudicialOfficers@Solano.Courts.CA.gov
- Requesting Parties