



PRO BONO GUIDELINES

The Texas Court Reporters Association, Inc. works with established pro bono programs recognized by the State Bar of Texas and/or local Bar associations. Pro bono reporting services do not include instances when an attorney is under a contingency or reduced rate agreement or arrangement with a client. Volunteer reporters should expect at all times to be treated courteously by all parties in the case. In turn, the volunteer reporters should treat all parties with equal courtesy. Strict adherence to these guidelines will be required by volunteer reporters and attorneys alike.

- ◆ It will be the responsibility of each Director to assist the TCRA Pro Bono Chair in locating a pro bono volunteer reporter in the Director's area.
- ◆ It will be the responsibility of the TCRA Pro Bono Chair to provide the pro bono attorney with an available volunteer reporter. The Chair will attempt to match the level of difficulty of the proceeding with the skill level of the volunteer reporter. It is the responsibility of the volunteer reporter to contact the scheduling attorney to confirm assignment. The attorney should then provide case information and identity of the parties to the volunteer reporter.
- ◆ The scheduling attorney will have to be flexible in scheduling the time of the pro bono assignment. A minimum of ten days' notice should be given to the volunteer reporter.
- ◆ An attorney requesting pro bono service will be explicit in time wanted for the assignment. In the extremely unusual event that an assignment is expected to last more than the amount of time the volunteer reporter is willing to provide, replacement reporters will be scheduled to take over for the first volunteer reporter. Responsibility for additional reporters lies with the initial volunteer reporter.
- ◆ The amount of time any one volunteer reporter shall report a pro bono deposition is limited to two and one-half (2-1/2) hours. If the proceedings are expected to extend beyond two and one-half (2-1/2) hours, at the time of scheduling the assignment the scheduling attorney will so advise the TCRA Pro Bono Chair and agree to change volunteer reporters at the end of the first two and one-half (2-1/2) hour segment. A volunteer reporter may elect to remain with the assignment even if it lasts longer than two and one-half (2-1/2) hours.
- ◆ The volunteer reporter shall disclose in advance to all parties that he/she is providing court reporting services on a pro bono basis to the scheduling party. All other parties will be expected to pay full and normal transcript copy prices.
- ◆ The volunteer reporter is required to comply with the Texas Rules of Civil Procedure or other applicable rules when providing court reporting services.
- ◆ Any agreement regarding exhibit reproduction will be made in advance between the volunteer reporter and scheduling attorney.
- ◆ Volunteer reporters are not required to provide ASCII disks or condensed transcripts on a pro bono basis. Ancillary services, such as subpoena preparation and service, videotape service, preparation of notice, and depositions on written questions will not be provided on a pro bono basis by the volunteer reporter unless said volunteer reporter agrees to provide said services in advance of the assignment. Otherwise, these services should be contracted directly with outside vendors.



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- ◆ Delivery of the pro bono transcript will be provided two weeks from the taking of the proceedings. Requests for expedited transcripts must be made in advance and agreed to by the volunteer reporter.
- ◆ Delivery of copies of the transcript to all pro bono attorneys will be provided by electronic means. Only the original transcript will be provided in paper format.
- ◆ Attorney must notify the volunteer reporter immediately when an assignment is canceled. The volunteer reporter will in turn notify the Chair.
- ◆ Any complaints by the parties regarding the pro bono assignment should be made in writing to the Chair.
- ◆ The volunteer reporter will be responsible for providing TCRA's follow-up information back to the Chair for record-keeping purposes.
- ◆ If any party abuses the pro bono guidelines, the proceedings will be recessed and the Chair notified.

(Revised December 2016)