

## GUIDE FOR APPRENTICE AND SUPERVISING COURT REPORTERS

APPRENTICE COURT REPORTER	SUPERVISING COURT REPORTER
<b>Application Process:</b>	<b>Prerequisites:</b>
Must pass any subpart of Part A (skills portion) during the 2-yr period immediately preceding application	Must be certified in good standing for at least 10 years
Must pass Part B (written knowledge portion)	
Must pass criminal history	
Must submit one of the following to Commission: (A) Letter from school verifying student is enrolled and can report at least 200 wpm; (B) Certificate of completion from court reporting school; or (C) References, work product, or other evidence of performing shorthand reporting services in a jurisdiction that does not license or certify shorthand reporters in a satisfactory manner for 3 yrs of the 5-yr period immediately preceding the date of application	
Must include proposed supervising reporter's name and CSR number on application	
Must file a statement of the supervising reporter attesting to the agreement to supervise the apprentice and assume responsibility for the work of the apprentice	Must prepare a statement attesting to the agreement to supervise the apprentice and assume responsibility for the work of the apprentice
\$200.00 application fee	
<b>Requirements:</b>	<b>Responsibilities:</b>
Must not report a hearing before a court	
May provide reporting and transcription services for other proceedings and depositions, other than depositions of an expert witness, provided that the apprentice provides the reporting and transcription services under the direct supervision of a certified shorthand reporter who has been certified in good standing for at least 10 years	Must prepare the transcript of a record taken by an apprentice under the supervising reporter's supervision after the conclusion of the apprenticeship if the apprentice is not certified as a shorthand reporter when the transcript is requested
May transcribe a record he or she reported as an apprentice after becoming fully certified	Certificate must include the supervising reporter's name, CSR number, and signature
Must create an audio backup of each deposition or other authorized proceeding that the apprentice reports	Must not supervise more than 2 apprentices at a time

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Must file steno notes, text files, and audio backup with supervising reporter no later than 5 days after the conclusion of the deposition or authorized proceeding	Must maintain for the duration of the apprenticeship a log of every transcript prepared by an apprentice and signed by the supervising reporter
Must take Part A of the examination at least 2 times per year during the apprenticeship and provide written proof to supervisor; failure may result in termination of apprenticeship by the Commission	Must inform the Commission if the apprentice does not comply with the examination requirement
Must provide written notice of the apprenticeship to the attorney who is taking the deposition or retaining court reporting services at another proceeding at least 5 days before the deposition or other proceeding or, if the apprentice receives the assignment within 5 days of the depositions or other proceeding, as soon as practicable before the deposition or other proceeding	Must not be related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood or adoption) to an apprentice the supervising shorthand reporter is supervising
Must use a full professional version of computer-aided transcription (CAT) software without page limitations in order to report a deposition or other authorized proceeding	Must not supervise any other person who has supervisory authority over the shorthand reporter in any employment or professional capacity nor supervise his or her employer as an apprentice
An apprenticeship must not last longer than 2 years, except an apprenticeship may be extended until the apprentice receives the results of Part A of the examination if the examination results are outstanding at the end of the 2-year apprenticeship period	If supervisor's certification expires, is revoked, or is suspended, or if supervisor voluntarily surrenders his or her certification, must not continue as a supervisor and must notify all apprentices under his or her supervision that he or she cannot continue as a supervisor
A period of disciplinary suspension does not prolong the 2-year period of the apprenticeship	Must inform the Commission if the apprenticeship should be further restricted, the apprenticeship should be terminated, or if the supervisor ceases to supervise the apprentice
An apprentice shorthand reporter is subject, as applicable, to the laws, rules, Code of Ethics, Uniform Format Manual, orders, and other requirements of the Commission and is subject to discipline by the Commission	Is responsible for the quality and timeliness of transcriptions performed under the supervising shorthand reporter's supervision and may be subject to disciplinary action for the conduct and work performance of an apprentice under their supervision

**JBCC Rule 6.4 - Effective September 1, 2020**  
**Authorized by Texas Government Code Section 154.1011**