



SUPERIOR COURT OF CALIFORNIA, COUNTY OF CONTRA COSTA

**NOTICE RE UNAVAILABILITY OF REPORTING SERVICES**

**EFFECTIVE JANUARY 1, 2014**

Consistent with California Rules of Court, Rule 2.956(b) and (c), Govt. Code 70044, Local Court Rules 5 and 24, and the Court's Notice of Availability of Court Reporting Services:

**Court reporters will not normally be available in CIVIL cases:**

<b>Department 9</b>	<b>Hon. Judith Craddick</b>
<b>Department 31</b>	<b>Hon. Laurel Brady</b>
<b>Department 33</b>	<b>Hon. Steven Austin</b>
<b>Department 34</b>	<b>Hon. George Spanos</b>

Parties may hire their own Certified Shorthand Reporter at their own cost to create an official record of their court proceedings<sup>1</sup>. The Court does not make referrals to outside Reporters.

**When hiring Pro Tempore Certified Shorthand Reporters, the parties must:**

- Make their own arrangements<sup>2</sup> (often available through a deposition or reporting firm)
- Pay all court reporter fees, including appearance and transcript fees
- Direct the outside court reporter to contact the court reporter manager before the hearing at: [courtreportercontact@contracosta.courts.ca.gov](mailto:courtreportercontact@contracosta.courts.ca.gov) to provide required contact information
- Get and read the court's requirements for use of private Reporters (CV-300):
  - Online [www.cc-courts.org/formpackets](http://www.cc-courts.org/formpackets)
  - At the Contra Costa County Law Library (fee applies)
  - From the assigned department when court is not in session
- Instruct the court reporter to appear in court no later than 15 minutes before the start of the court calendar, and submit a fully executed original of Form CV-310 Stipulation and Order to Use Certified Shorthand Reporter Pro Tempore and Reporter Agreement (available in the court information packet)

**For contested trials**, parties intending to provide their own court reporter must notify the department and all parties at least three (3) business days in advance of their hearing date.

<sup>1</sup> No Reporter fee will be collected by the Court pursuant to Government Code Section 68086.

<sup>2</sup> In accordance with California Rules of Court, Rule 2.950 and Local Court Rule 24.