

Office Use Only
Date Payment Received:

Office Use Only
T-Code:188 PCA: 99906 COBJ: 3770

COURT REPORTERS CERTIFICATION BOARD



ADMINISTRATIVE PENALTY REMITTANCE FORM

Payments must be remitted to this address:

Court Reporters Certification Board
205 W. 14th, Ste. 101, Tom Clark Bldg.
Austin, Texas 78701

THIS FORM MUST BE TYPED

Please complete all items below and return this form with the **administrative penalty fee** in the form of a MONEY ORDER, CASHIER'S CHECK OR BANK-CERTIFIED CHECK made payable to the STATE OF TEXAS or the COURT REPORTERS CERTIFICATION BOARD. **Cash or personal/business checks cannot be accepted.**

Respondent Name:	CSR/Firm Number:	Cause Number:

Mailing Address:	
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City:	State: (XX)	Zip Code + Four: (12345-1234)

Facsimile Number: (123-456-7890)	Phone Number: (123-456-7890)

E-mail: (Must have @ symbol and dot Example: abcdefg@hijk.com)	Effective date of Order: (mm/dd/yyyy)

Amount Due:	Due Date: (mm/dd/yyyy)
\$ _____	

Date (mm/dd/yyyy)

Signature