

COURT REPORTERS CERTIFICATION BOARD

A Division of the Office of Court Administration
Post Office Box 13131, Austin, Texas 78711-3131
(Contact Person: Ms. Michele L. Henricks)

OFFICIAL COMPLAINT FORM

COMPLAINANT INFORMATION:

Your Name

Address

City, State and ZIP

Business Telephone

Residence Telephone

RESPONDENT INFORMATION:

Certified Shorthand Reporter or Firm Against Whom this Complaint is Filed

Address

City, State and ZIP

Business Telephone

Residence Telephone

Please set out on the attached page(s) a detailed statement of the facts and grounds upon which your complaint is based: (Include information which will apprise the Board of the matter complained of; including, where appropriate, such matters as: dates involved, name and location of court and judge, style of case, specific errors in the record alleged, detailed description of action or non-action complained of, etc.

If more space is needed please insert and number additional pages immediately following Page 2. Also, attach any documents or exhibits supporting your complaint. Attach a list of names and addresses of any person who can verify the matters upon which your complaint is based.

The hearing will be conducted on the basis of the complaint. Therefore it is important that the exact nature of your complaint be fully and accurately stated with all pertinent facts in the complaint.

COURT REPORTERS CERTIFICATION BOARD
Official Complaint Form (continued)

COMPLAINT

I, _____, do solemnly swear to the following facts concerning the professional conduct of _____, a certified shorthand reporter and/or shorthand reporting firm under the provisions of Chapter 52 of the Government Code, V.T.C.A.

Page 2 of _____

Official Complaint Form (continued)

Page _____ of _____

Official Complaint Form (continued)

STATE OF TEXAS

COUNTY OF _____

I hereby certify the alleged violations contained within this complaint are true and correct and are within my personal knowledge.

Signature of Complainant

IMPORTANT NOTICE

(Please read carefully)

The Board carefully considers all complaints filed. In appropriate cases, the Board will set a public hearing to hear sworn testimony on such a complaint and you will be notified of the date of such hearing. If a hearing is set, you should furnish the Board with a verified list of witnesses, including their correct address and phone number, who can verify your complaint. You may either appear in person at the hearing or appear with an attorney to represent you. The hearing will be conducted under the rules of evidence used in the courts of the State of Texas. The certified shorthand reporter will have the same right as you to be heard at this hearing.

Page _____ of _____