



COURT REPORTERS CERTIFICATION BOARD

A Division of the Office of Court Administration

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The Texas Court Reporters Certification Board (the Board) has jurisdiction over individual certified shorthand reporters and shorthand reporting firms in Texas under the provisions of Chapter 52, Subchapter C, Texas Government Code, V.T.C.A. The Board's role of intervention is through the complaint process only, therefore, we do not act on behalf of any individual or entity.

Pursuant to Section 52.027 (a)(2), complaints must be filed upon the official complaint form provided by the administrative office of the Court Reporters Certification Board. If you wish to file a complaint against an individual certified shorthand reporter or a shorthand reporting firm, please complete the complaint form, and send the *original* to the Board Office. If the Board so decides, upon its consideration of the information provided, your Complaint will be set for a formal hearing, and we will notify all parties.

If your complaint alleges, in whole or in part, that a certified shorthand reporter or shorthand reporting firm omitted or altered testimony or other matters required to be a part of the Reporter's Record or transcript in a deposition, you are advised that it will be helpful to the Court Reporters Certification Board if you will accompany your complaint with an affidavit executed by a disinterested person who has knowledge of the facts of the omission or alteration or executed by an attorney who was involved in the proceeding. The affidavit should set out the matters about which your complaint is made. If you are unable to secure such an affidavit, then your complaint should reflect the reason or reasons why you cannot secure such a supporting affidavit.

The supporting affidavit is not necessary for the processing of your complaint but furnishing such an affidavit or the failure to furnish such an affidavit may have some bearing on the weight and credibility attributed to your complaint by the Court Reporters Certification Board.

You may view and/or print the following reference materials at our website www.crcb.state.tx.us listed under *Rules*:

- Chapter 52, Subchapter C, Texas Government Code
- Standards and Rules for Certification of Certified Shorthand Reporters as Promulgated by the Texas Supreme Court.
- Uniform Format Manual for Texas Court Reporters

- Penalty Matrix
- Code of Professional Conduct

For further information, please feel free to contact the Board office at 512/475-4368. Thank you.

Sincerely,

Michele L. Henricks, Director
Court Reporters Certification Board
A Division of the Office of Court Administration