



Transcript Reimbursement Fund Application and Guidance for Pro Per Litigants

This guidance is for litigants who are representing themselves (Pro Se, Pro Per, In Propria Persona) in civil court and are seeking financial assistance with the cost of a court or deposition transcript via the Court Reporters Board's Transcript Reimbursement Fund (TRF). In order to receive financial assistance from the TRF, you must submit a completed application and a copy of the approved court fee waiver to the Court Reporters Board.

How do I apply for the TRF?

To receive transcript financial assistance from the Transcript Reimbursement Fund, you must:

- Utilize the services of a certified shorthand reporter (CSR, commonly known as a court reporter) licensed by the Court Reporters Board of California (Board). It is your responsibility to contact the CSR directly for services and confirm the CSR is licensed by the Board;
- Receive a fee waiver from the court in the same matter;
- Not be a person whose name is on the Vexatious Litigant List maintained by the Judicial Council of California; and
- Submit a completed application to the Court Reporters Board to the address provided on the application. Your application must include the estimated cost of the transcript or proof of payment for a transcript and a copy of the court-approved fee waiver. When filling out your application, you must complete all fields unless marked as optional. An incomplete application may result in delayed reimbursement or non-reimbursement.
- The applicant must refund the full amount of all reimbursements from the TRF within 90 days of receipt of any award of or settlement for court costs or attorney's fees (California Business & Professions Code (BPC) section 8030.2(d)(1)).

What costs can be reimbursed through the TRF?

Reimbursement amounts are governed by BPC sections 8030.6–8030.8 and are limited to up to \$2,500 per case.

The TRF can reimburse for: regular/customary charges for original and one copy or a copy of transcripts, regular/customary expedite or daily fees, exhibits (\$.35 per exhibit/up to \$35 per transcript), shipping/delivery costs.

The TRF cannot reimburse for: notary fees, handling charges, or any electronic media (videography, ASCII, CD format, or real-time expenses).

What happens when my TRF application is approved/denied?

If the Board denies your application, then the Board will send you a letter explaining the reasons for the denial.

If the Board approves your application, and if you submitted proof of payment for a transcript, the Board will send to you a confirmation letter. The State Controller's Office will issue payment to you approximately six to eight weeks from the date of the Board's letter.

If the Board approves your application, and if you submitted an estimate of costs but have not paid for a transcript, the Board will send you a provisional approval letter with a courtesy copy to the court reporter you identified in your application. Once the Board receives a final invoice detailing the costs (i.e. number of pages, charge per page, expedite/daily or delivery fees) and proof of delivery, then the Board will authorize payment from the TRF to the court reporter. The Board will send you a confirmation letter when it approves the invoice for payment to the court reporter.

Who can I contact for additional assistance?

For additional information, call the Court Reporters Board at (877) 327-5272.

Notice on Collection of Personal Information

COLLECTION AND USE OF PERSONAL INFORMATION

The Court Reporters Board of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code, Division 3, Chapter 13, Article 4 and the Information Practices Act (IPA). The Court Reporters Board uses this information to identify and evaluate eligibility of applicants for the Transcript Reimbursement Fund set by law.

INFORMATION REQUESTED ON APPLICATION

The Court Reporters Board cannot consider your application for the Transcript Reimbursement Fund unless you provide all the requested information.

POSSIBLE DISCLOSURE OF PERSONAL INFORMATION

We make every effort to protect any personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code section 6250 and following) as allowed by the IPA (Civil Code section 1798 and following);
- To another government agency as required by state or federal law; or,
- In response to a court or administrative order, a subpoena, or a search warrant.

CONTACT INFORMATION

For questions about this notice or access to your records, you may contact the Court Reporters Board at 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833, or by phone at (877) 327-5272.

Transcript Reimbursement Fund Pro Per Litigant Application

This form is for litigants who are representing themselves (Pro Se, Pro Per, In Propria Persona) in civil court and are seeking financial assistance with the cost of a court or deposition transcript. Please complete all fields unless marked as optional. An incomplete application may result in delayed reimbursement or non-reimbursement.

Reimbursement is limited to up to \$2,500 per case 8030.6(a)(5).

Criminal matters are not eligible for the program (BPC § 8030.2(a)).

Note: Those who are representing indigent litigants should use the Pro Bono Application, found at www.courtreportersboard.ca.gov/TRF.

Part 1 Applicant Information

This section is about the party requesting reimbursement.

Name

Address

City

State

ZIP code

Telephone

Fax (optional)

Email address

FEE WAIVER: To receive reimbursement from the Transcript Reimbursement Fund, applicants must submit a copy of a court-approved Fee Waiver with this application. Failure to provide the Fee Waiver will result in the application being returned without processing.

My court-approved fee waiver is attached: Yes

Part 2 Case Information

Please complete this section so the Court Reporters Board can reference the case information.

Case name:

County, court, and/or judicial district where filed:

Court case file no.:

Is an appeal pending? Yes, and the appeal number is _____ No

Have you submitted a TRF request in this case previously? Yes No

Type of civil case (please check one): Family law Bankruptcy Probate Wrongful termination

Eviction/unlawful detainer Other _____

Part 3 Certified Shorthand Reporter (CSR) Information

This section is about the CSR (commonly known as a court reporter) providing transcript services. The CSR must be licensed by the Court Reporters Board for the transcript to qualify for reimbursement.

If you are using the services of more than one CSR, you may attach additional copies of this page as necessary.

Please complete all fields unless marked as optional.

CSR no.:	Name:
Address: (optional)	City/state/ZIP: (optional)
Phone: (optional)	Email (optional)

Date of court or deposition proceeding:

Preparation of: Original transcript Original and 1 copy Copy only

Per diem included: Yes No

Choose one of the following options:

<input type="checkbox"/> I have already paid for this transcript, and I am seeking reimbursement to be paid to me. Cost: \$ _____ This option requires a copy of the itemized invoice from the CSR including evidence of payment. I have attached the invoice and receipt: <input type="checkbox"/> Yes	<input type="checkbox"/> I have not paid for my transcript, and I am seeking payment be directed to the CSR. CSR's estimated cost: \$ _____ Note: The state of California cannot issue payment from an estimate; however, applications submitted with estimates for transcripts not yet completed may be eligible for a provisional approval.
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Part 4 Certification of Application

I certify under the laws of the state of California that the foregoing statements, information, and all supporting documents are true and correct.

As a condition for approval for reimbursement, I certify that any money received from the Transcript Reimbursement Fund will be repaid in full from any award of costs or provided in any settlement agreement. The refund shall be made within 90 days of receipt of the award or settlement (BPC § 8030.2(d)(1)).

I also certify that any money received from this fund will be repaid in full if the court orders the fee waiver withdrawn or denied retroactively (BPC § 8030.2(d)(2)).

_____ Signature of applicant _____ Date

Questions about this form? Visit www.courtreportersboard.ca.gov/TRF.

Mail your completed application to:
Court Reporters Board
2535 Capitol Oaks Drive, Suite 230
Sacramento, CA 95833

FOR CRB USE ONLY

Form complete:	Y	N	N/A	Approve:	Y	N	N/A	Payment to:	L	CSR
Fee Waiver:	Y	N	N/A	Deny:	Y	N	N/A	By:		
Vexatious:	Y	N	N/A	Provisional:	Y	N	N/A	Deficiencies/comments:		
Invoices:	Y	N	N/A							
Estimates:	Y	N	N/A							
Resolved:	Y	N	N/A							