

## Application for Certification

The attached form is for initial certification only. If you did not receive your renewal application packet or need another copy, please call the Office of the State Court Administrator at 503-986-5500 and request another copy. ***Do not use this form to apply for renewal.***

## Section 7: Code of Conduct

ORS 8.420(3)(h) requires the State Court Administrator to establish a Code of Conduct for CSRs. In line with the statute and to ensure that CSRs perform their duties consistently and with a high level of professionalism, the State Court Administrator adopts the following requirements.

### 7.1 Professionalism

Each CSR must do all of the following:

- (1) Refrain from both behavior that might adversely affect the CSR's ability to properly perform a CSR's duties and illegal activity related to a shorthand reporter's qualifications, functions, or duties.
- (2) Guard against the fact or the appearance of impropriety.
- (3) Maintain impartiality toward each participant in all proceedings.
- (4) Remain alert to the fact or appearance of a conflict of interest. Immediately notify all parties present at the proceedings if a conflict arises.
- (5) Preserve confidentiality of all parties in proceedings.
- (6) Accept only those assignments for which the CSR has the necessary skills to produce the verbatim record, and decline or withdraw from an assignment if the CSR does not have the necessary skills.
- (7) Notify the client if/when a substitute reporter is being assigned to the proceeding and assign only another CSR as a substitute.
- (8) Charge fees independently and equally to all parties unless set by statute.
- (9) Fulfill promised delivery dates, including extensions requested and granted.
- (10) Refrain from accepting or giving gifts, incentives, and rewards—directly or indirectly—that exceed \$150 in the aggregate per year per client or potential client.
- (11) Remain truthful and accurate when making verbal or written statements advertising CSR qualifications.
- (12) Maintain necessary skills and professionalism to perform the duties of a CSR.
- (13) Perform the duties of a CSR only in a reporting method (stenographic or voicewriting) for which the CSR holds current Oregon or national certification.

## **7.2 Signing Transcripts**

A CSR must sign each original transcript (and copy where applicable) and include the CSR's

- (1) Name.
- (2) Certification number.
- (3) Certification expiration date.
- (4) Certified reporting method (stenographic or voicewriting).

The required information and signature may be affixed by electronic means.

## **7.3 Keeping Notes and Transcripts**

- (1) For notes or transcripts of court proceedings, a shorthand reporter must keep, transfer, or destroy the notes or transcripts as directed by the Oregon Judicial Department or by court order.
- (2) Where otherwise not specified, a shorthand reporter must keep transcribed notes for five years and untranscribed notes for ten years.



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**QUALIFYING EXAM OR CERTIFICATION**

I qualify for certification on the following basis:

- I passed all skills segments of a qualifying exam in the last 24 months.

Exam \_\_\_\_\_ Date(s) \_\_\_\_\_

- I have never been Oregon certified but currently hold qualifying national certification.

Certification \_\_\_\_\_

***☞ Enclose proof of your exam dates and results or proof of qualifying certification***

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**CODE OF CONDUCT**

I have received a copy of the Code of Conduct for certified shorthand reporters and agree to abide by the code.

Initial here if you agree with the above statement \_\_\_\_\_

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**AFFIRMATION**

I certify and affirm that I have read the information contained in this form, that I personally completed this application or requested its completion, and that all the statements contained herein are true and complete.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

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Send your application, supporting documentation, and \$150 application fee (payable to the Oregon Judicial Department) to:

Certified Shorthand Reporters Program  
Office of the State Court Administrator  
Supreme Court Building  
1163 State Street  
Salem, OR 97301-2563