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| ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address) | Telephone Number | FOR COURT USE ONLY |
| ATTORNEY FOR (Name): SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA <input type="checkbox"/> 800 SOUTH VICTORIA AVE. VENTURA, CA 93009 <input type="checkbox"/> 4353 VINEYARD AVE, OXNARD, CA 93036 <input type="checkbox"/> 3855-F ALAMO STREET, SIMI VALLEY, CA 93063 | | |
| PLAINTIFF/PETITIONER DEFENDANT/RESPONDENT | | |
| IN THE MATTER OF: | | |
| AGREEMENT AND ORDER RE APPOINTMENT OF OFFICIAL REPORTER PRO TEMPORE | | CASE NUMBER: |

AGREEMENT AND ORDER

I, _____, CSR # _____ do hereby declare that by signing this order, I agree:

- To comply with the statutes and rules applicable to Official Reporters Pro Tempore
- To transcribe and prepare in proper form all transcript requests, including appeals, in a timely manner
- To be available for read back of notes
- To supply an electronic copy of my notes to the Court for archival to **courtreporting@ventura.courts.ca.gov**
- To maintain current contact information with the Court Reporting Services Office of the Court at **courtreporting@ventura.courts.ca.gov**
- That all fees for reporting services will be the responsibility of the parties and will not be charged to the Court
- That I am not currently an employee of the Court

ADDRESS:

PHONE:

E-MAIL:

Date: _____ Signature: _____

ORDER APPOINTING OFFICIAL REPORTER PRO TEMPORE

Pursuant to Government Code §70044, the above-identified certified shorthand reporter is appointed as an Official Reporter Pro Tempore in these proceedings, and is ordered to comply with the terms of this agreement.

Good cause appearing therefore, it is so ordered.

Date: _____ Signature: _____

Judicial Officer