

Easy Overview

Pro Per Applicant

Guidelines for TRF Reimbursement

1. In a qualifying civil case, a pro per litigant (pro per) is granted a fee waiver by the judge.
2. The pro per must request the transcript(s) from the court reporter (CSR). Once the pro per has been granted a fee waiver, it is his/her responsibility to contact the CSR directly for an estimate.
3. The pro per completes an application and submits it (along with a copy of his/her approved FEE WAIVER) to the CR Board. The address is provided on the application.
4. CR Board staff review the application package. A) If **denied**, a letter is sent to the pro per explaining why the request has been denied. B) If the application is **accepted**, the CR Board sends a “provisional approval” letter to the pro per, with a courtesy copy to the court reporter identified in the application.
5. The provisional approval letter will state that once a **final** invoice (detailing the costs; i.e. number of pages, charge per page, expedite/daily or delivery fees) and **proof of delivery** are received, all eligible costs will be reimbursed through the TRF.
6. Reimbursement amounts are governed by CA Business & Professions Code 8030.6-8 and limited in this pilot project to **\$1,500** per case. Included are: 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. Items **not included** are: notary fees, handling charges, or any electronic media (videography, ASCII, CD format or realtime expenses).
7. For additional information call the CR Board (toll free) at (877) 327-5272.