



Transcript Reimbursement Fund Application and Guidance for Pro Bono Entities

This guidance is for those who are representing indigent litigants in a civil court matter and are applying for financial assistance with the cost of a court or deposition transcript via the Court Reporters Board's Transcript Reimbursement Fund (TRF).

1. The applicant must be a qualified legal services project, qualified support center, other qualified project, or pro bono attorney (Business and Professions Code (BPC) § 8030.4(a)). If the applicant is a pro bono attorney, the case must have been referred to that attorney by a qualified legal services project, qualified support center, or other qualified project, or the attorney must have been appointed by the court. (Also see BPC § 8030.4(j)–(m).)
2. The litigant must be indigent as defined in BPC § 8030.4(f).
3. The litigant must be represented by legal counsel (BPC § 8030.4(a)). Persons representing themselves should use the Pro Per application form.
4. The case cannot be fee-generating (BPC § 8030.8(a)(3)).
5. 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 attorneys' fees (BPC § 8030.2(d)(1)).
6. The applicant must notify the court of the reimbursed sum. If the court includes that sum in any award of costs, the applicant must refund that sum to the TRF (BPC § 8030.6(f)).
7. The TRF pays for transcripts (either an original and one copy or a copy) of court or deposition proceedings. Other transcript costs, including expedite fees, are also covered. For a complete breakdown of reimbursable costs and maximums, please see BPC § 8030.6.
8. Reporters invoices must contain a breakdown of costs. Sample invoices can be found by visiting www.courtreportersboard.ca.gov/trf (BPC 8030.8(a)(7)).
9. The transcript must be prepared by a certified shorthand reporter (CSR, commonly known as a court reporter) licensed by the Court Reporters Board of California. It is the applicant's responsibility to contact the CSR directly for services and confirm the CSR is licensed by the Board (BPC 8030.8(a)(4)).

The law governing the TRF can be found at www.courtreportersboard.ca.gov/trf.

To minimize disruption or delay of payment, please indicate correct and complete case names on all correspondence pertaining to the TRF.

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 Bono Application

This form is for those who are representing indigent litigants in a civil court matter and are applying for financial assistance with the cost of a court or deposition transcript.

If you are a litigant representing yourself, please use the Transcript Reimbursement Fund (TRF) Application for Pro Per Litigants, found at www.courtreportersboard.ca.gov/TRF.

Part 1 Applicant Information

Qualified legal services project, qualified support center, or other qualified project. An eligibility letter is required with this application (BPC 8030.8(b)).

Name of entity

Address

City State ZIP code

Telephone Fax

Email address

Attorney Handling Case

Name of attorney

Address

City State ZIP code

Telephone Fax

Email address

This attorney is (please check one):

- An employed staff attorney with the qualifying nonprofit entity.
 A pro bono attorney referred by the qualifying nonprofit entity.
 Required letter of referral to pro bono attorney from nonprofit legal entity included:
 Other: Please explain the relationship of the attorney to the qualifying nonprofit entity:

Please indicate by which section of the BPC the applicant is claiming eligibility:

- 8030.4(l) 8030.4(m) 8030.4(j) 8030.4(k)

Part 2 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

Was a TRF application previously submitted in this case: Yes No

Type of civil case (please check one): Family law Bankruptcy Probate Wrongful termination
 Eviction/unlawful detainer Other _____

Represented party:

Name

Address

City State ZIP code

Part 2 Case Information Continued

The litigant that the applicant represents is indigent as defined in BPC § 8030.4 (f): Yes No

The litigant that the applicant represents is the: Plaintiff Defendant Other:

Please indicate by which subparagraph(s) of BPC § 8030.4(e) the applicant is claiming the case is not fee-generating (please check all applicable):

- 8030.4(e)(1)(A) 8030.4(e)(1)(B) 8030.4(e)(1)(C) 8030.4(e)(1)(D)
 8030.4(e)(2) 8030.4(e)(3) 8030.4(e)(4)

Has the litigant that the applicant represents entered into any contract that contains any type of contingency fee agreement or clause? Yes No

Part 3 Certified Shorthand Reporter (CSR) Information

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:

The applicant has already paid for this transcript and is seeking reimbursement to be paid to _____.

Cost: \$ _____

A copy of the itemized invoice provided by the CSR and showing evidence of payment is required. The invoice is attached: Yes

The applicant has not paid for this transcript and is seeking payment be directed to the CSR or deposition firm.

Cost: \$ _____

The applicant has already received this transcript. Yes No

If yes: A copy of the itemized invoice provided by the CSR is required. The invoice is attached: Yes

If no: This request may be eligible for a provisional approval pending the completion of the transcript and receipt of a final itemized invoice.

Reimbursement is limited to up to \$20,000 per case, per fiscal year (BPC §8030.6(c)).

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)).

Signature of Project or Center Director OR Pro Bono Attorney

Date

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

FOR CRB USE ONLY

Form complete:	Y	N	N/A	Approve:	Y	N	N/A	Payment to:	L	CSR
Qual./ref. letter:	Y	N	N/A	Deny:	Y	N	N/A	By:		
PB letter:	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							