



LOUISIANA BOARD OF EXAMINERS OF CERTIFIED SHORTHAND REPORTERS ETHICS ADVISORY NOTICE

Ethics Advisory Notice: The Louisiana Board of Examiners of Certified Shorthand Reporters (“CSR Board”) discussed at its October 15, 2008 meeting the need for enhanced ethics awareness among members of the court reporting profession. The CSR Board directed that this Ethics Advisory Notice be included with each renewal of license seal for a Certified Court Reporter (“CCR”) in Louisiana. The Board advises that all CCR’s should not only review this written advisory notice but should also familiarize themselves directly with the CSR Rules by accessing the Louisiana Administrative Code (“LAC”), Title 46, Part XXI: <http://doa.louisiana.gov/osr/lac/46v21/46v21.doc>. Chapters 11 and 13 of the CSR Rules have been promulgated by the CSR Board to protect the integrity of the record and to safeguard the public’s interest in fairness and comparable services, thereby also protecting the independence and impartiality of the court reporting profession.

Chapter 11 of the CSR Rules establishes uniform “Court Reporting Procedures” that must be observed by all CCR’s. The requirements of each section in Chapter 11 are summarized below, but all CCR’s are strongly advised to review the entire rule, available at the LAC website as noted above.

Section 1101 sets forth “Transcript Format Guidelines” that include detailed requirements regarding type size and margins (e.g., no fewer than 25 typed lines on a standard 8 ½ x 11 page exclusive of page numbers and footers, no fewer than 8 characters to the typed inch, no less than 6 3/8 inches between left and right margins); formats for Q&A, Colloquy, and quoted material; spacing of parentheticals and exhibit markings; and the numbering of lines on various pages.

Section 1103 provides with regard to “Certification of Transcript” that each CCR must execute a certification “containing substantially the following language,” which is then reproduced at length in the rule. Section 1103 also requires that each CCR must review and approve the accuracy of the transcript before executing the certification; the CSR Board emphasizes that this means the CCR must review a final, printed copy of the transcript to which the certification page will be attached.

Section 1105 requires “Disclosure” of the complete arrangement, financial or otherwise, between (1) the reporter or any person or entity making arrangements for the reporter’s services and (2) the attorney or other party making such arrangements with the reporter, person, or entity. This disclosure must be made in response to a request from any party present at a deposition. Rule 1105 also places direct responsibility on each CCR to inquire and discover such information before accepting an assignment.

Section 1107 requires that “Comparable Services” be delivered to everyone on an equal basis: “A reporter shall offer any work product to all parties and counsel at the same time as it is offered to any other party or counsel.”

Chapter 13 establishes a “Code of Ethics” for Louisiana court reporters and sets forth in Section 1301 detailed “Guidelines for Professional Practice.” Again, as noted above, all CCR’s are advised to review these requirements directly at the LAC website.