

The Louisiana Board of Examiners of Certified Shorthand Reporters

Inactive Status

A licensed reporter may, upon proper application and satisfactory proof, attain inactive status. Your license must be in Active status when the notarized affidavit is submitted. Any license that has not been renewed on or before December 31st will automatically become suspended at midnight by law. Once your license has become suspended the Inactive Status cannot be granted. A reporter on inactive status is prohibited from engaging in the practice of court reporting in Louisiana. A reporter on inactive status is not required to pay the annual renewal fee or to obtain continuing education credits.

The Board will consider as due proof of eligibility for inactive status any of the following:

1 An affidavit signed by the applicant and stating that the applicant has not taken or transcribed depositions, investigation, conventions, hearings, court proceedings, or other such matters within the State of Louisiana as a court reporter for a period of two or more years.

2 An affidavit signed by the applicant or by the applicant's physician stating that due to medical reasons the applicant will be unable to practice as a court reporter for a period of two or more years in the future. The board may request and the applicant must afford any medical records necessary to verify the representations of medical incapacity.

3 An affidavit signed by the applicant stating that the applicant will be absent from the State of Louisiana for a period of two or more years in the future. The board may request and the applicant must afford any requested proof of relocation (e.g., voter registration card) to verify the representations contained in the affidavit.

A reporter may reactivate the license that prevailed before attaining inactive status by making application to the board accompanied by payment of all fees in effect at that time for other similarly situated reporters engaged in active practice during the current calendar year. In deciding whether to permit the return to active status, the board shall consider the duration of the applicant's inactive status, the applicant's current medical condition, the applicant's current capability to perform proficiently the tasks required of a reporter, any continuing education credits obtained or any practice of shorthand reporting conducted in another state during the period while on inactive status, and such other matters as the board may deem appropriate. In making its evaluation of an applicant's request for a return to active status, the board may require copies of the applicant's medical records, may require the applicant to take a proficiency test, or may request such other information as it deems appropriate.

Please return information to:

Louisiana Board of Examiners, CSR
P. O. Box 1840
Walker, LA 7070085-1840
Phone: (225) 664-6868