

(b) Service of an administrative complaint or other process initiated by the Board, the Attorney General or the Division of Consumer Affairs at the certified practitioner's address on file with the Board shall be deemed adequate notice for the commencement of any inquiry or disciplinary proceeding against the certified practitioner.

New Rule, R.1985 d.289, effective June 3, 1985.
 See: 17 N.J.R. 801(b), 17 N.J.R. 1431(b).
 Amended by R.1993 d.471, effective September 20, 1993.
 See: 25 N.J.R. 3079(a), 25 N.J.R. 4499(a).
 Recodified from N.J.A.C. 13:43-3.5 and amended by R.1998 d.145, effective March 16, 1998.
 See: 29 N.J.R. 4383(a), 30 N.J.R. 1048(a).
 Rewrote the section.
 Amended by R.1998 d.466, effective September 8, 1998.
 See: 30 N.J.R. 2158(a), 30 N.J.R. 3251(b).
 In (a), substituted "certification holder" for "licensee" and "certification" for "license" in the first sentence; and in (b), substituted "certified" for "license" throughout.
 Amended by R.2008 d.78, effective April 7, 2008.
 See: 39 N.J.R. 3469(a), 40 N.J.R. 1894(b).
 In (a), substituted "Court" for "Shorthand" and "more" for "less".

13:43-5.4 Prohibited practices

(a) Certified court reporters shall not:

1. Provide incentives or rewards to attorneys, clients or their representatives or agents to use the services of a certified court reporter. Certified court reporters may distribute promotional items of nominal value, which advertise their business;
2. Provide or arrange to provide reporting services, in a judicial or quasi-judicial matter and/or a deposition, if he or she:
 - i. Is a party to the action;
 - ii. Is a relative, agent or employee of one of the parties;
 - iii. Has a financial interest in the action or its outcome; or
 - iv. Is related to an agent or is an employee of a person or entity with a financial interest in the action or its outcome; or
3. Enter into or arrange any contract or financial relationship that compromises the impartiality of the certified court reporter or that may result in the appearance that the impartiality of the certified court reporter has been compromised.

(b) A violation of any provisions in (a) above shall constitute professional misconduct and shall be grounds for disciplinary action, including suspension or revocation of certification as a certified court reporter in the State of New Jersey, by the Board pursuant to N.J.S.A. 45:1-21 et seq.

Recodified from N.J.A.C. 13:43-3.2 and amended by R.1998 d.145, effective March 16, 1998.
 See: 29 N.J.R. 4383(a), 30 N.J.R. 1048(a).

Substituted a reference to professional misconduct for a reference to unprofessional conduct.
 Repeal and New Rule, R.2002 d.77, effective March 18, 2002.
 See: 33 N.J.R. 2408(a), 34 N.J.R. 1270(a).

Section was "Professional misconduct".
 Amended by R.2008 d.78, effective April 7, 2008.
 See: 39 N.J.R. 3469(a), 40 N.J.R. 1894(b).

Substituted "court" for "shorthand" throughout; in the introductory paragraph of (a), substituted "Certified court reporters" for "A certified shorthand reporter"; in (a)2iv, inserted "or" at the end; deleted former (a)3; and recodified former (a)4 as (a)3.

13:43-5.5 Disclosure of title and certification number; the use of misleading titles and abbreviations

(a) A certified court reporter, or a certified realtime court reporter shall indicate his or her title in the form of an abbreviation "C.C.R." (certified court reporter) or "C.R.C.R." (certified realtime court reporter), respectively, on all official documents he or she has prepared including, but not limited to, all transcripts, invoices, business cards, advertising and any other document containing reported and/or recorded information.

(b) A person who is not a certified court reporter or certified realtime court reporter of New Jersey shall not use misleading titles or abbreviations such as C.C.R., C.R.C.R., Court Reporter of the State of New Jersey, Realtime Reporter of the State of New Jersey, Court Reporter or C.R.

R.1983 d.122, effective April 18, 1983.
 See: 15 N.J.R. 80(a), 15 N.J.R. 626(b).
 Recodified from N.J.A.C. 13:43-3.3 and amended by R.1998 d.145, effective March 16, 1998.
 See: 29 N.J.R. 4383(a), 30 N.J.R. 1048(a).
 Rewrote the section.
 Amended by R.1998 d.466, effective September 8, 1998.
 See: 30 N.J.R. 2158(a), 30 N.J.R. 3251(b).
 In (a) and (b), inserted "shorthand" following "certified" throughout.
 Amended by R.2008 d.78, effective April 7, 2008.
 See: 39 N.J.R. 3469(a), 40 N.J.R. 1894(b).
 Rewrote the section.

13:43-5.6 Note and transcript retention policy

(a) All certified court reporters shall retain all notes in civil matters for no less than five years unless a full transcript has been prepared of the matter, in which case the electronic notes and the transcript shall be retained for at least five years, but the paper notes may be discarded after two years.

(b) In all criminal matters and any other matter heard in the Superior Court of New Jersey, in a Federal District Court, or any other court of competent jurisdiction, a certified court reporter shall retain all notes in accordance with the procedures established by such court.

Amended by R.2008 d.78, effective April 7, 2008.
 See: 39 N.J.R. 3469(a), 40 N.J.R. 1894(b).

Substituted "court" for "shorthand" throughout; in (a), substituted "All" for "A" and "reporters" for "reporter".

13:43-5.7 Validity of rules if any portion declared invalid

If any rule, sentence, paragraph or section of these rules, or the application thereof to any persons or circumstances, shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any rule shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of these rules.

New Rule, R.1993 d.471, effective September 20, 1993.
 See: 25 N.J.R. 3079(a), 25 N.J.R. 4499(a).
 Recodified from N.J.A.C. 13:43-3.8 by R.1998 d.145, effective March 16, 1998.
 See: 29 N.J.R. 4383(a), 30 N.J.R. 1048(a).

13:43-5.8 Standards of practice

(a) Certified court reporters shall:

1. Produce an accurate verbatim transcript of the recorded proceeding;
2. Produce a complete transcript of the recorded proceedings, unless an excerpt of a transcript is authorized by court order, agreement of the parties or request of a party;
3. Attach a certification page to all transcripts attesting that the certified court reporter is unrelated to the parties involved in the action; has no financial interest and is not related to an agent of or employed by anyone with a financial interest in the outcome of the action; is a certified court reporter; the transcript is a verbatim record of the testimony provided under oath before any court, referee, board, commission or other body created by statute of the State of New Jersey; and includes the notary number, expiration date and certified court reporter certificate number;
4. Deliver a transcript to a client or court in a timely manner as determined by law, court rules or by agreement of the parties; and
5. Charge all parties and/or their attorneys in an action the same price for an original transcript and charge all parties and/or their attorneys the same price for a copy of a transcript or for like services performed in an action.

New Rule, R.2002 d.77, effective March 18, 2002.
 See: 33 N.J.R. 2408(a), 34 N.J.R. 1270(a).
 Amended by R.2008 d.78, effective April 7, 2008.
 See: 39 N.J.R. 3469(a), 40 N.J.R. 1894(b).
 In the introductory paragraph of (a), substituted "Certified court reporters" for "A certified shorthand reporter"; and in (a)3, substituted "court" for "shorthand" three times and substituted "includes" for "including".

13:43-5.9 Transcript format

(a) A certified court reporter shall follow the following transcript format:

1. No fewer than 25 typed lines of transcript shall be on a standard 8½ inch by 11 inch paper not inclusive of the header or footer of a page;

2. Each line shall contain no fewer than nine letters and/or spaces per typed inch, and no less than 52 letters and/or spaces per line;
3. Each question and answer shall begin on a separate line;
4. Each question shall begin no more than seven spaces from the left hand margin with no more than seven spaces from the "Q" and "A" to the text;
5. The carry over "Q" and "A" text shall begin at the left hand margin;
6. The colloquy material shall begin no more than 15 spaces from the left hand margin with the carry over colloquy to begin at the left hand margin;
7. Quoted material shall begin no more than 15 spaces from the left hand margin, and carry over lines shall begin no more than 10 spaces from the left hand margin; and
8. Parentheticals and exhibit markings shall begin no more than 15 spaces from the left hand margin, with the carry over lines beginning no more than 10 spaces from the left hand margin.

New Rule, R.2002 d.77, effective March 18, 2002.
 See: 33 N.J.R. 2408(a), 34 N.J.R. 1270(a).
 Amended by R.2008 d.78, effective April 7, 2008.
 See: 39 N.J.R. 3469(a), 40 N.J.R. 1894(b).
 In the introductory paragraph of (a), substituted "court" for "shorthand".

SUBCHAPTER 6. FEES

13:43-6.1 Fee schedule

(a) The following fees shall be charged by the Board:

1. Application fee:
 - i. Certified court reporter \$150.00
 - ii. Certified realtime court reporter 150.00
2. Examination fee
 - i. Certified realtime court reporter 100.00
3. Initial certification fee (certified court reporter only):
 - i. During the first year of a biennial renewal period..... 250.00
 - ii. During the second year of a biennial renewal period..... 125.00
4. Initial certification fee (certified realtime court reporter only):
 - i. During the first year of a biennial renewal period..... 100.00
 - ii. During the second year of a biennial renewal period..... 50.00
5. Biennial renewal fee:
 - i. Certified court reporter 250.00
 - ii. Certified realtime court reporter 100.00
6. Late renewal fee 100.00
7. Reinstatement fee..... 150.00
8. Duplicate certification fee 20.00
9. Replacement wall certificate 40.00

10. Continuing education program review fee.. 100.00
 11. Inactive license fee..... (to be determined by the Director by rule)

R.1983 d.414, effective October 3, 1983.
 See: 15 N.J.R. 873(a), 15 N.J.R. 1667(b).
 Amended by R.1992 d.275, effective July 6, 1992.
 See: 24 N.J.R. 1232(a), 24 N.J.R. 2460(b).
 Amended by R.1998 d.145, effective March 16, 1998.
 See: 29 N.J.R. 4383(a), 30 N.J.R. 1048(a).
 Rewrote the section.
 Amended by R.1998 d.225, effective May 4, 1998.
 See: 29 N.J.R. 5053(a), 30 N.J.R. 1619(a).
 Inserted a new (a)4 and recodified former 4 as 5; inserted new (a)5i and ii; and recodified former (a)5 through 8 as 6 through 9.
 Amended by R.1998 d.466, effective September 8, 1998.
 See: 30 N.J.R. 2158(a), 30 N.J.R. 3251(b).
 Inserted "shorthand" following "certified" and substituted "certification" for "license" throughout the section.
 Amended by R.2001 d.93, effective March 19, 2001.
 See: 32 N.J.R. 3259(a), 33 N.J.R. 1012(a).
 Added (a)10.
 Amended by R.2004 d.83, effective March 1, 2004.
 See: 35 N.J.R. 4040(b), 36 N.J.R. 1196(a).
 Added (a)11.
 Amended by R.2006 d.187, effective May 15, 2006.
 See: 37 N.J.R. 4875(a), 38 N.J.R. 2175(a).
 Increased the fees in (a)1 through (a)7.
 Amended by R.2008 d.78, effective April 7, 2008.
 See: 39 N.J.R. 3469(a), 40 N.J.R. 1894(b).
 In (a)1i, the introductory paragraph of (a)3 and (a)5i, substituted "court" for "shorthand"; deleted former (a)2i; recodified former (a)2ii as (a)2i; and in (a)1ii, (a)2i, the introductory paragraph of (a)4 and (a)5ii, deleted "shorthand" preceding "realtime" and inserted "court".

SUBCHAPTER 7. CONTINUING EDUCATION

13:43-7.1 Certificate renewal: continuing education requirement

(a) A certified court reporter applying for biennial certificate renewal shall complete, during the preceding biennial period, continuing education in the continuing education (CE) credits specified in N.J.A.C. 13:43-7.2. Certificate holders are exempt from the continuing education requirements of this subchapter for the initial period of certification.

(b) Each certificate holder shall confirm on the application for biennial certificate renewal that he or she has completed the required number of continuing education credits as provided for in N.J.A.C. 13:43-7.2 and 7.3. Falsification of any information submitted with the renewal application may result in penalties and/or suspension of the certificate pursuant to the Uniform Enforcement Act, N.J.S.A. 45:1-21.

Amended by R.2008 d.78, effective April 7, 2008.
 See: 39 N.J.R. 3469(a), 40 N.J.R. 1894(b).

In (a), substituted "court" for "shorthand", and deleted the quotation marks around "CE".

13:43-7.2 Credit-hour requirements

(a) An applicant for a biennial certificate renewal shall complete, during the preceding biennial period, a minimum of 15 credits of continuing education in the following manner:

1. At least 10 credits shall be in core areas relating to court reporting, such as:

- i. Computer assisted technology, including computer-aided transcription (CAT), communication access realtime translation (CART) and captioning;
- ii. Speed/accuracy;
- iii. Grammar;
- iv. Real time technology and proficiency;
- v. Ethics;
- vi. Transcript preparation and production; or
- vii. Business practices; and

2. Subjects other than those listed in (a) above may be acceptable for continuing education credit if the certificate holder can demonstrate to the satisfaction of the Board that such subject or specific program contributes to the maintenance of the certificate holder's professional competence.

(b) A certificate holder who completes more than the 15 minimum continuing education credits in any biennial registration period may carry over no more than five of the additional credits into a succeeding biennial period only if the additional credits were earned in the last six months of the preceding biennial period.

(c) A certificate holder whose certificate has been suspended pursuant to N.J.A.C. 13:43-3A.1(d) for a period of two to five years shall complete 15 credits of continuing education within two years prior to reinstatement.

(d) A certificate holder who is required to complete continuing education pursuant to Board disciplinary action shall not receive credit for such Board imposed continuing education toward the mandatory 15 credits of biennial continuing education.

(e) The Board may direct a certificate holder to complete continuing education credits to correct a deficiency in the certificate holder's continuing education requirement.

Amended by R.2008 d.78, effective April 7, 2008.
 See: 39 N.J.R. 3469(a), 40 N.J.R. 1894(b).

In the introductory paragraph of (a), substituted "in the following manner:" for a period at the end; rewrote (a)1; added (a)2; in (b), inserted "15" and deleted "set forth in (a) above" following the first occurrence of "credits"; and in (c), substituted "been suspended pursuant to N.J.A.C. 13:43-3A.1(d)" for "lapsed", inserted "a period of" and "to five" and deleted "or more" following the first occurrence of "years".

13:43-7.3 Continuing education programs, courses and seminars

(a) A certificate holder may obtain continuing education credits from the following:

1. Successful completion of any course, program or seminar, which has been approved by the National Court Reporters Association and is in one of the core areas listed under N.J.A.C. 13:43-7.2(a)1;

2. Successful completion of continuing education programs, courses or seminars approved by the Board pursuant to N.J.A.C. 13:43-7.7. The Board shall approve only such continuing education programs, courses or seminars as are available and advertised on a nondiscriminatory basis to all persons granted certificates by the New Jersey State Board of Court Reporting. The Board shall maintain a list of approved programs, courses and seminars at the Board office and shall furnish this information to certificate holders upon request;

3. Post-secondary course work, transcripts of which shall be furnished to the Board, in areas relating to court reporting, such as:

- i. English composition;
- ii. English grammar;
- iii. Computer training;
- iv. Business practices; and
- v. Specialty courses relating to the certificate holder's area of practice;

4. Participation, other than as a student, in educational programs such as:

- i. Teaching and research appointments; and
- ii. Program development;

5. Authorship of textbooks, articles or manuals, as they specifically relate to court reporting;

6. Correspondence, televised, videotaped, teleconference and internet courses upon verification by the course provider that the course was monitored and successfully completed by the certificate holder;

7. Successful completion of each of the following National Court Reporters Association examinations:

- i. National or State Certified Realtime Reporter (CRR) Examination;
- ii. National Certified Broadcast Captioner (CBC) Examination;
- iii. National Certified CART Provider (CCP) Examination;
- iv. National Registered Merit Reporter (RMR) Examination; and

v. Registered Diplomate Reporter (RDR) Examination;

8. Successful completion of the National Certified Manager of Reporting Services (CMRS) course in part or whole; or

9. Successful completion of pro bono events that each required at least one hour of the certified court reporter's time and required the certified court reporter's specific skills and knowledge. A pro bono event shall include, but shall not be limited to, providing services free of charge that result in the completion of a transcript, such as for indigent legal services and moot court.

Amended by R.2008 d.78, effective April 7, 2008.

See: 39 N.J.R. 3469(a), 40 N.J.R. 1894(b).

Section was "Continuing education programs and courses". Added new (a)1; recodified former (a)1 through (a)5 as (a)2 through (a)6; in (a)2, substituted "Court" for "Shorthand"; in the introductory paragraph of (a)3, substituted "court" for "shorthand" and inserted a comma following "reporting"; in (a)3iv, substituted "practices" for "record-keeping and/or accounting and/or marketing"; in (a)5, substituted "court" for "shorthand" and deleted "and" from the end; in (a)6, substituted a semicolon for a period at the end; and added (a)7 through (a)9.

13:43-7.4 Credit hour calculations

(a) Credit for continuing education shall be granted as follows for each biennial certification period:

1. Successful completion of any course, program or seminar, which has been approved by the National Court Reporters Association and is in one of the core areas listed in N.J.A.C. 13:43-7.2(a): one continuing education credit for each hour of attendance at an approved course. Credit shall not be granted for courses that are less than one instructional-hour long. An entire course or segment of course instruction shall be completed in order to receive any continuing education credit;

2. Attendance at programs, courses or seminars approved by the Board pursuant to N.J.A.C. 13:43-7.7: one continuing education credit for each hour of attendance at an approved course. Credit shall not be granted for courses, which are less than one instructional-hour long. An entire course or segment of course instruction shall be completed in order to receive any continuing education credit;

3. Successful completion of post-secondary course work pursuant to N.J.A.C. 13:43-7.3(a)3: one continuing education credit for each course credit awarded;

4. Publication in a professional journal of an article related to the practice of court reporting of not less than 500 words: three continuing education credits per article with a maximum of six credits per biennial certification period;

5. Authorship of a textbook or manual of not less than 7,500 words related to the practice of court reporting: five continuing education credits for each textbook or manual with a maximum of 10 credits per biennial certification period;