

1. Provide incentives or rewards to attorneys, clients or their representatives or agents to use the services of a certified shorthand reporter. Certified shorthand 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;

3. (Reserved); or

4. Enter into or arrange any contract or financial relationship that compromises the impartiality of the certified shorthand reporter or that may result in the appearance that the impartiality of the certified shorthand 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 shorthand 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".

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

(a) A certified shorthand reporter or a certified shorthand realtime reporter shall indicate his or her title in the form of the abbreviation "C.S.R." (certified shorthand reporter) or "C.S.R.R." (certified shorthand realtime reporter) 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 shorthand reporter or certified shorthand realtime reporter of New Jersey shall not use misleading titles or abbreviations such as C.S.R., C.S.R.R., Shorthand Reporter of the State of New Jersey, Realtime Reporter of the State of New Jersey, Court Reporter or S.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.

#### 13:43-5.6 Note and transcript retention policy

(a) A certified shorthand reporter 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 shorthand reporter shall retain all notes in accordance with the procedures established by such court.

#### 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) A certified shorthand reporter 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 shorthand 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 shorthand 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 including the notary number, expiration date and certified shorthand 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).

**13:43-5.9 Transcript format**

(a) A certified shorthand 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).

**SUBCHAPTER 6. FEES**

**13:43-6.1 Fee schedule**

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

1. Application fee:
  - i. Certified shorthand reporter ..... \$75.00
  - ii. Certified shorthand realtime reporter ..... 75.00
2. Examination fee:

- i. Certified shorthand reporter ..... 75.00
- ii. Certified shorthand realtime reporter ..... 75.00
3. Initial certification fee (certified shorthand reporter only):
  - i. During the first year of a biennial renewal period ..... 110.00
  - ii. During the second year of a biennial renewal period ..... 55.00
4. Initial certification fee (certified shorthand realtime reporter only):
  - i. During the first year of a biennial renewal period ..... 40.00
  - ii. During the second year of a biennial renewal period ..... 20.00
5. Biennial renewal fee:
  - i. Certified shorthand reporter ..... 110.00
  - ii. Certified shorthand realtime reporter ..... 40.00
6. Late renewal fee ..... 50.00
7. Reinstatement fee ..... 125.00
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.

**SUBCHAPTER 7. CONTINUING EDUCATION**

**13:43-7.1 Certificate renewal: continuing education requirement**

(a) A certified shorthand 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.