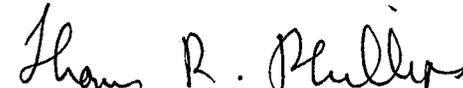


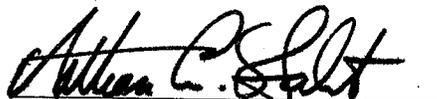
**ORDER OF THE SUPREME COURT
Of TEXAS**

IT IS ORDERED by the Supreme Court of Texas that applicants who file for certification with the Court Reporters Certification Board that are not in compliance by the thirty (30) day exam deadline may be considered as follows:

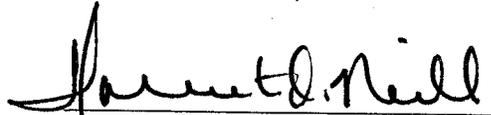
Each applicant for certification that files an application with the Board not later than the 30th day before the date fixed for the examination but whose application is rejected for insufficiency or failure to comply with the requirements for the exam, may be considered past the deadline if the applicant complies within seven (7) days from receipt of the rejection notice by providing the following to the Board; 1) correction of insufficiencies, and 2) late fee of twenty-five (25) dollars per application.

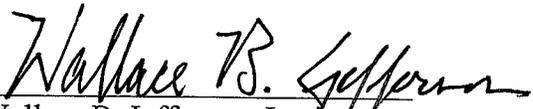
SIGNED this 8th day of June, 2004.


Thomas R. Phillips, Chief Justice

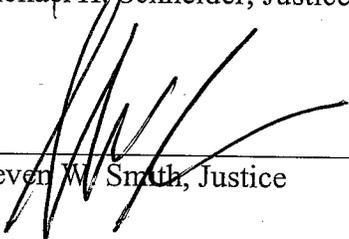

Nathan L. Hecht, Justice

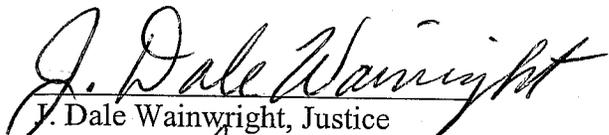

Priscilla R. Owen, Justice


Harriet O'Neill, Justice


Wallace B. Jefferson, Justice


Michael H. Schneider, Justice


Steven W. Smith, Justice


J. Dale Wainwright, Justice


Scott A. Bristel, Justice

Miscellaneous Docket No. 04- **9112**

MEMORANDUM

To: Justice Dale Wainwright
Supreme Court of Texas

From: Michele L. Henricks - Director, Court Reporters Certification Board 
A Division of the Office of Court Administration

CC: Alicia Key - Administrative Director, OCA

Subject: **PROPOSED MISCELLANEOUS ORDER**
Request for Approval – Late Exam Fee - \$25

Date: May 25, 2004

Dear Justice Wainwright:

The Board requests consideration by the Supreme Court of the following proposed rule:

Each applicant for certification that files an application with the Board not later than the 30th day before the date fixed for the examination but whose application is rejected for insufficiency or failure to comply with the requirements for the exam, may be considered past the deadline if the applicant complies within seven (7) days from receipt of the rejection notice by providing the following to the Board; 1) correction of insufficiencies, and 2) late fee of twenty-five (25) dollars per application.

Currently, there is not a provision in rule or statute that allows for an insufficient application to be brought into compliance. Section V. (D) in the Supreme Court Rules, **Filing Timeliness** states:

“The completed application, ...shall be submitted to the Board not later than midnight on the date established by the Board. For the purpose of determining filing timeliness, the required forms and fees shall be deemed submitted when actually delivered at the office of the Board or when postmarked as having been mailed prior to midnight on the date established by the Board.”

The Board determines timeliness by the postmark date. This rule would only apply to those applications that are postmarked timely but brought into compliance *after* the deadline, not new applications submitted after the deadline.

The Board has approved and is proposing this rule that once adopted, will become part of the Standards and Rules for Certification of Certified Shorthand Reporters as Promulgated by the Supreme Court of Texas.

We respectfully request the Court's consideration as soon as possible so that the Board may operate under this rule for the October 2004 examination.

If I may be of further assistance, please do not hesitate to contact me by phone at (512)463-1747, or by e-mail at: **Michele.henricks@crcb.state.tx.us**

Thank you very much for the Court's kind assistance in this matter.

Attachment(s): Miscellaneous Order