

May 12, 2017

**Request for Comments on Proposed Code of Ethics
for
Certified Shorthand Reporters and Court Reporting Firms
(formerly known as Code of Professional Conduct)**

The Judicial Branch Certification Commission (JBCC) requests comments on the following proposed Code of Ethics for Certified Shorthand Reporters and Court Reporting Firms. An outline of major changes prefaces the Code of Ethics.

The adoption of a Code of Ethics for each profession regulated by the JBCC, including court reporters and court reporting firms, is required by Section 152.151(a)(3) of the Government Code.

Comments must be submitted in writing by 5:00 p.m. on June 11, 2017 to the Judicial Branch Certification Commission, c/o Office of Court Administration, P.O. Box 12066, Austin, Texas 78711-2066, or by email to jbcc@txcourts.gov. Comments received will be publicly available and may be posted to the JBCC website.

The JBCC will consider the proposed amendments and any comments received at its next regularly scheduled quarterly meeting. Currently, that meeting is set for August 4, 2017 at 10:00 a.m.

Code of Ethics

Outline of Major Changes

- Organized with numbering and system of subsections and other subparts;
- Eliminates fee restrictions imposed on the sale of copies of transcripts (Strikes §17(e)) – The Court Reporters Advisory Board will meet again to consider Rule 6.5(a)(8)(M) – a corresponding rule which designates a charge of more than 1/3 the cost of the original for a copy of a transcript as “unprofessional conduct” by a court reporter, subject to sanction;
- Prohibits a court reporting firm from changing a reporter’s record, except on title page, appearance page, or index page and only with reporter’s permission (§3);
- Specifies continuing duty of a court reporter to prepare a reporter’s record even after retirement, resignation, or otherwise no longer practicing (§6);
- Prohibits a court reporter from providing other services, including CART and videography services, in a legal proceeding when acting as court reporter in the legal proceeding (§7(f));
- Prohibits a court reporter from selling or providing a deposition transcript to anyone other than the deponent, a party to the proceeding, or an attorney of a party without leave of court (§9);
- Requires a court reporter or reporting firm to disclose a conflict of interest within 5 days after being booked to report a deposition but not later than 3 days before the deposition; or immediately if booked within 3 days of the deposition (§11(d));
- Requires disclosure of certain relationships that may create or appear to be a conflict of interest (§11(e));
- Restricts the application of a prohibition on discriminatory activities to legal proceedings involving court reporting (§19); (Other laws address discrimination in hiring, employment, and business practices.)

CODE OF ETHICS
FOR CERTIFIED SHORTHAND REPORTERS
AND COURT REPORTING FIRMS

INDEX

- 1. APPLICABILITY AND DEFINITIONS**
- 2. LICENSE AND REGISTRATION REQUIREMENTS**
- 3. PROFESSIONAL JUDGMENT**
- 4. HONESTY, INTEGRITY AND FAIR DEALING**
- 5. BEHAVIOR**
- 6. RETENTION OF NOTES**
- 7. COMPETENCY**
- 8. DUTY TO NOTIFY**
- 9. OBSERVANCE OF CONFIDENTIALITY**
- 10. MISCONDUCT**
- 11. AVOID CONFLICTS OF INTEREST**
- 12. EXPOSE CORRUPT OR DISHONEST CONDUCT OF CERTIFIED SHORTHAND REPORTERS AND COURT REPORTING FIRMS**
- 13. SUPERVISORY RESPONSIBILITIES**
- 14. CONTACT INFORMATION**
- 15. DISPLAY OF LICENSE; COMPLAINT INFORMATION AND NOTICE TO CLIENTS**
- 16. ADVERTISING**
- 17. FEES**
- 18. CONTINUING EDUCATION**
- 19. PROHIBITED DISCRIMINATORY ACTIVITIES**

PREAMBLE

The Code of Conduct is updated and revised pursuant to §152.205, Texas Government Code, which requires the Judicial Branch Certification Commission to adopt a code of ethics for each profession it regulates. The Code of Conduct includes ethics standards, such as prohibitions upon conflicts of interest, cheating on certification and continuing education examinations, and advertising or making other statements which are false, deceptive or misleading. The Code of Conduct is adopted by the Texas Supreme Court as a rule. If there is a conflict between the Code of Conduct, in whole or part, and a statute, the statute prevails to the extent of the conflict.

This revision is also intended to make updates and revisions to aid in using and citing to the Code. To that end, paragraphs, subparagraphs and smaller subdivisions are numbered or otherwise designated by letters or numbers. Longer paragraphs and sentences are subdivided to make more detailed sections of the Code easier to understand. Sentences are rewritten in the active and present tense instead of the passive, past, or past perfect tense to attain greater clarity. Sentences were restructured to place the subject before the verb and the object (if any) after the verb. And the verb "shall" is usually replaced by "must" and less often by "will," "is," or "has." Many of these changes are recommended by Guidelines for Drafting and Editing Court Rules, by Bryan A. Garner.

1

APPLICABILITY AND DEFINITIONS

1
2
3 The Code of Professional Conduct applies to all Certified Shorthand Reporters and Court Reporting Firms
4 engaged in the practice of court reporting or offering the services of a Certified Shorthand Reporter. For
5 purposes of the Code, the following terms are defined as follows:
6

- 7 (a) "Judicial Branch Certification Commission" - the Commission created by Section 152.051,
8 Government Code, to oversee the regulation of the practice of shorthand court reporting, also
9 referred to as "JBCC" or "Commission."
10
11 (b) "Certified Shorthand Reporter (CSR)," "shorthand reporter," "court reporter, or "reporter - a
12 person who is issued certification by the Texas Supreme Court on the recommendation of the
13 Commission to engage in the practice of court reporting or shorthand reporting.
14
15 (c) "Shorthand reporting" and "court reporting" - the practice of shorthand reporting for use in
16 litigation in the courts of this state by making a verbatim record of an oral court proceeding,
17 deposition, or proceeding before a grand jury, referee, or court commissioner using written
18 symbols in shorthand, machine shorthand, or oral stenography.
19
20 (d) "Court Reporting Firm," "firm," or "CRF" - an entity wholly or partly in the business of providing
21 court reporting or other related services in this state as described by Section 154.001(6)(b) of the
22 Texas Government Code. The term includes officers, directors, managerial employees, and agents
23 of a firm or its affiliate offices.
24

- 1 (e) "Official Court Reporter" - the shorthand reporter appointed by a judge under section 52.041 of
2 the Government Code as the official court reporter for a particular court.
3
4 (f) "Code of Professional Conduct" or "Code" – the set of rules, adopted by Supreme Court which
5 specifies standards of ethics and practice in offering or rendering shorthand reporting and court
6 reporting.
7
8 (g) "Reporter's Record" – a freelance reporter's record as defined by section 1.1(j) of the Uniform
9 Format Manual or an official reporter's record as defined by section 1.1(r) of the Uniform Format
10 Manual.
11
12 (h) "Transcript" – the written record produced by the reduction into writing of an oral deposition or
13 any legal proceeding, specified in paragraph (c).
14
15 (i) "Must" – unless context indicates otherwise, the term "must" means "is required to" or is otherwise
16 mandatory.
17

18 2

19 LICENSE AND REGISTRATION REQUIREMENTS

- 20
21 (a) A person must obtain certification by the Texas Supreme Court to offer or engage in court reporting
22 in this state, unless otherwise authorized by rule or statute. A person who is not a certified
23 shorthand reporter is prohibited from offering or engaging in court reporting in this state, except
24 as otherwise authorized by rule or statute.
25
26 (b) A certified shorthand reporter must not offer or engage in court reporting unless the reporter's
27 certification is current and in good standing.
28
29 (c) A court reporting firm must not offer or engage in court reporting unless the firm's registration is
30 current and in good standing.
31
32 (d) For purposes of this section, the term "good standing" means the condition of the certification of
33 a reporter or the registration of a firm which is not revoked, suspended, or expired and which is
34 eligible for renewal.
35
36 (e) A certified shorthand reporter whose license has been suspended or revoked by another state or
37 federal jurisdiction is subject to review, disciplinary action, or both, by the Commission.
38

39 3

40 PROFESSIONAL JUDGMENT

- 41
42 (a) A certified shorthand reporter or a court reporting firm must not take any action or attempt to
43 influence, directly or indirectly, the sound professional judgment of another certified shorthand
44 reporter or cause a certified shorthand reporter or a court reporting firm to violate the Code.
45

- 1 (b) A certified shorthand reporter must not allow an uncertified person or unregistered entity to
2 interfere with or intervene in the reporter's practice of court reporting.
3
- 4 (c) A court reporting firm must not change the record of a certified shorthand reporter. The certified
5 shorthand reporter may grant permission to the court reporting firm to correct identified errors on
6 the title page, appearance page, or index page of the specific reporter's record.
7
- 8 (d) A certified shorthand reporter must avoid all relationships which could result in an uncertified
9 reporter's or an unregistered entity's interfering with or intervening in the reporter's practice.
10
- 11 (e) A certified shorthand reporter is responsible for the reporter's actions while offering or rendering
12 court reporting. A certified shorthand reporter is directly responsible to the parties, the Court, or
13 both, in carrying out court reporting duties in accordance with the Code.
14
- 15 (f) A court reporting firm is responsible for the actions of the firm and is directly responsible to the
16 parties, the Court, or both, in carrying out court reporting duties in accordance with the Code.
17

18 4

19 **HONESTY, INTEGRITY AND FAIR DEALING**
20

- 21 (a) Each certified shorthand reporter and court reporting firm must offer and render court reporting
22 services with honesty, integrity, and fair dealing to all parties.
23
- 24 (b) The term "honesty, integrity, and fair dealing" includes the following, without limitation:
25 (1) Delivery of transcripts and reporter's records to a client, court, or a court reporting firm in a
26 timely manner as determined by statute, court order, or agreement.
27 (2) Production of complete, not partial, transcripts and reporter's records, except when an order of
28 a court, agreement of the parties, or a request of a party allows for the production of a partial
29 transcript or a partial reporter's record.
30 (3) Providing notice of a request for a transcript or a reporter's record to all parties, or, if
31 applicable, their attorneys on behalf of the parties in a timely manner which allows for the
32 delivery of copies when the original is delivered.
33
- 34 (c) A certified shorthand reporter must report continuously during a deposition and must not go "off
35 the record" unless all parties or their attorneys agree to do so or unless ordered by the Court.
36
- 37 (d) A certified shorthand reporter must go "on the record", or resume court reporting, during a
38 deposition at the request of any party or the party's attorney.
39
- 40 (e) A certified shorthand reporter or a court reporting firm must not give, directly or indirectly, an
41 incentive, reward, cash, negotiable instrument, or anything else of value to attorneys, clients,
42 witnesses, insurance companies or any other person or entity involved in, associated with, or
43 otherwise interested in litigation for which the reporter or firm offers or renders court reporting
44 services. This prohibition does not apply to:
45 (1) Nominal items that do not exceed \$100 in the aggregate for each recipient each year;

- 1 (2) Value-added business services, including long-term volume discounts on the price of products
2 and services; and
3 (3) Gifts made to family or friends which are made for reasons unrelated to the litigation.
4

5
6 **5**
7 **BEHAVIOR**

- 8 (a) A certified shorthand reporter or a court reporting firm must treat lawyers and members of the
9 judiciary with respect.
10
11 (b) A certified shorthand reporter or a court reporting firm must act in a professional manner and
12 demonstrate respect for the Court and the law in each legal proceeding.
13
14 (c) A certified shorthand reporter must not engage in any conduct that offends the dignity and decorum
15 of any legal proceeding.
16

17
18 **6**
19 **RETENTION OF NOTES**

- 20 (a) A certified shorthand reporter must preserve the shorthand notes for a period of three (3)
21 years unless a statute or court order specifies a longer retention period or unless a litigant
22 requests in writing a longer retention period. The reporter must preserve the shorthand
23 notes by storing the original paper notes or by maintaining an electronic copy of either the
24 shorthand notes or the English transcript of the notes on computer disks, cassettes, backup
25 tape systems, optical or laser disc systems, or any other reliable storage media.
26
27 (b) A certified shorthand reporter has a continuing duty to prepare a Reporter's Record for
28 proceedings conducted while serving as an official court reporter, deputy official court
29 reporter, or freelance court reporter, even after he or she has resigned or has retired or is
30 no longer providing court reporting services.
31

32
33 **7**
34 **COMPETENCY**

- 35 (a) A certified shorthand reporter must produce an accurate transcript or reporter's record.
36
37 (b) A certified shorthand reporter must engage in the practice of shorthand reporting by using only the
38 method for which the reporter was certified.
39
40 (c) A certified shorthand reporter must prepare all Reporter's Records for use in litigation in the courts
41 of this state in accordance with the Uniform Format Manual for Texas Court Reporters.
42

- 1 (d) A certified shorthand reporter must not knowingly accept any shorthand reporting assignment that
2 is beyond the reporter's competence.
3
4 (e) A certified shorthand reporter and court reporting firm must meet promised delivery dates
5 whenever possible, make timely delivery of transcripts when no date is specified, and provide
6 immediate notification of delays.
7
8 (f) A certified shorthand reporter providing court reporting services in a legal proceeding must not
9 provide any other services or serve in any other capacity, including but not limited to CART and
10 videography, during that legal proceeding.
11

12 8

13 **DUTY TO NOTIFY**
14

- 15 (a) A certified shorthand reporter has a duty to exercise professional judgment and immediately notify
16 the parties, attorneys, or the Court if the requested court reporting duties are beyond the court
17 reporter's expertise.
18
19 (b) A certified shorthand reporter and court reporting firm have a duty to notify the parties, attorneys,
20 or the Court, if the reporter is not able to meet court-imposed or reasonable client deadlines for
21 delivery of transcripts.
22

23 9

24 **OBSERVANCE OF CONFIDENTIALITY**
25

26 Each certified shorthand reporter and court reporting firm must preserve the confidentiality and ensure the
27 security of information, oral or written, entrusted to the reporter or the firm by any of the parties in a
28 proceeding. A certified shorthand reporter or a court reporting firm must not sell or otherwise provide a
29 copy of a deposition transcript to any person or entity other than a deponent, a party to the proceeding or
30 a party's attorney without leave of court.

31 10

32 **MISCONDUCT**
33

- 34 (a) Each certified shorthand reporter and court reporting firm must not violate this Code, knowingly
35 assist or induce another person to do so, or violate this Code through the acts of another.
36
37 (b) A person must not engage in fraud or deceit in obtaining a certificate as a certified shorthand
38 reporter or in obtaining registration as a court reporting firm.
39
40 (c) A certified shorthand reporter must not misrepresent the reporter's certification, credentials,
41 education, or professional or business titles.
42
43 (d) Certified shorthand reporters and court reporting firms must not engage in any conduct involving
44 dishonesty, fraud, deceit, or misrepresentation.

- 1
2 (e) Certified shorthand reporters and court reporting firms must not engage in conduct constituting
3 obstruction of justice.
4
5 (f) The Commission may investigate and discipline a certified shorthand reporter or court reporting
6 firm that is held in contempt by a state or federal court.
7
8 (g) With regard to a complaint or disciplinary proceeding, a certified shorthand reporter or court
9 reporting firm must:
10 (1) furnish to the Commission a response or other information within the timeframe requested; or
11 (2) timely assert in good faith a privilege or other legal ground for failure to do so.
12
13 (h) Certified shorthand reporters and court reporting firms must not offer or render court reporting
14 under the following circumstances:
15 (1) The reporter or firm is on inactive status;
16 (2) The certification or registration, respectively, to practice court reporting is suspended or
17 terminated;
18 (3) The certification or registration, respectively, to practice court reporting is administratively
19 suspended for failure to pay required fees; or
20 (4) The reporter's certification is suspended for failure to comply with continuing education rules
21 adopted by the Supreme Court.
22
23 (i) A court reporting firm must not engage the services of a certified shorthand reporter who is on
24 inactive status or whose certification is suspended or terminated.
25
26 (j) A certified shorthand reporter must not work for a court reporting firm that is on inactive status or
27 that has a suspended or terminated registration.
28
29 (k) A certified shorthand reporter or a court reporting firm which violates a Commission order or
30 negotiated settlement with the Commission to resolve a complaint against the reporter or the firm
31 commits a separate act of misconduct subject to additional disciplinary action, unless the
32 Commission order or negotiated settlement was lawfully stayed at the time in question.
33
34 (l) Certified shorthand reporters and court reporting firms are subject to disciplinary action in
35 accordance with Sections 154.110 and 154.111, Texas Government Code, for criminal offenses
36 which demonstrate a lack of honesty, trustworthiness, or integrity. The Commission will evaluate
37 criminal offenses and determine appropriate action in accordance with Rule 3.5 and the
38 Commission's Criminal Conviction Guidelines for certified shorthand reporters and court
39 reporting firms. The Commission will evaluate the criminal offense for which deferred
40 adjudication is imposed upon a certified shorthand reporter or a court reporting firm in accordance
41 with the Criminal Conviction Guidelines and may suspend or revoke the reporter's certification or
42 the firm's registration in accordance with the Guidelines.
43
44 (m) Certified shorthand reporters and court reporting firms must respond to a party's inquiry within a
45 reasonable time. Repeated failure to respond without good cause is misconduct.
46

- 1 (p) Certified shorthand reporters and court reporting firms must not misrepresent facts, qualifications,
2 or make misleading or deceitful statements to parties.
3
4 (q) Certified shorthand reporters and court reporting firms must not falsely swear or commit perjury
5 in any communication regarding court reporting to the Commission or to any court or other
6 governmental entity before which the reporter or firm renders court reporting.
7
8 (r) Certified shorthand reporters and court reporting firms must not threaten, assault, or retaliate
9 against parties; make libelous or slanderous statements; or make false public allegations that a
10 party lacks mental capacity.
11
12 (s) A certified shorthand reporter must not cause or be party to, directly or indirectly, a breach in the
13 security of the court reporter certification examination or any court proceeding.
14
15 (t) Certified shorthand reporters and court reporting firms must not enter into, or provide services
16 under, a prohibited contract described by Section 154.115 of the Texas Government Code.
17

18 11

19 **AVOID CONFLICTS OF INTEREST**

- 20
21 (a) A certified shorthand reporter or court reporting firm must disclose to all parties or their attorneys
22 existing or past financial, business, professional, family or social relationships, including contracts
23 for court reporting services which might reasonably create an appearance of partiality.
24
25 (b) A certified shorthand reporter who works for a court reporting firm must immediately disclose to
26 the court reporting firm existing or past financial, business, professional, family or social
27 relationships, including contracts for court reporting services which might reasonably create an
28 appearance of partiality. A court reporting firm has the same duty to immediately disclose to a
29 certified shorthand reporter upon assignment, existing or past financial, business, professional,
30 family or social relationships, including contracts for court reporting services which might
31 reasonably create an appearance of partiality.
32
33 (c) A court reporting firm or a certified shorthand reporter working independently from a court
34 reporting firm must disclose a conflict within 5 days after the deposition or other reporting
35 assignment is booked, but no later than 3 days before such deposition or other reporting assignment
36 is held. The firm or reporter must disclose a conflict immediately if the deposition or other
37 reporting assignment is booked less than 3 days before it is to be held.
38
39 (d) A certified shorthand reporter who is to render court reporting of a legal proceeding and who is
40 related within the second degree by affinity or consanguinity to a party or to an attorney for a party
41 to the proceeding shall disclose the relationship in writing to all parties and to the Court as soon
42 as practicable. The reporter must not provide court reporting of the legal proceeding, unless:
43 (1) There is no objection to using the reporter from a party or the court due
44 to the relationship; or

1 (2) The Court enters an order finding that the relationship does not
2 affirmatively create an apparent or actual partiality and good cause
3 exists to permit the use of the reporter.
4

- 5 (e) A certified shorthand reporter must not render court reporting of a legal proceeding in which the
6 reporter has a financial interest. A certified shorthand reporter must not render court reporting of
7 a legal proceeding in which a firm or entity with which the reporter is associated has a financial
8 interest.
9
- 10 (f) A certified shorthand reporter or a court reporting firm must be fair and impartial toward each
11 participant in a legal proceeding.
12
- 13 (g) A certified shorthand reporter working as an official reporter or deputy official reporter must
14 refrain from freelance court reporting which interferes with official duties and obligations.
15

16 12

17 **EXPOSE CORRUPT OR DISHONEST CONDUCT OF CERTIFIED SHORTHAND**
18 **REPORTERS AND COURT REPORTING FIRMS**
19

- 20 (a) Certified shorthand reporters and court reporting firms must report to the Commission any factual
21 evidence or circumstances which create a reasonable belief that a certified shorthand reporter or
22 court reporting firm violated this Code.
23
- 24 (b) Certified shorthand reporters and court reporting firms must not, without good cause, attribute bad
25 motives or unethical conduct to another reporter or firm. A reporter or a firm must not bring the
26 profession into disrepute by making unfounded accusations of impropriety.
27
- 28 (c) Certified shorthand reporters and court reporting firms must not file a frivolous complaint with the
29 Commission.
30

31 13

32 **SUPERVISORY RESPONSIBILITIES**
33

- 34 (a) A certified shorthand reporter or court reporting firm who employs or supervises an unlicensed
35 person to assist in the preparation of a transcript or reporter's record is responsible for any acts of
36 the unlicensed person relating to court reporting.
37
- 38 (b) A certified shorthand reporter must take reasonable remedial action to avoid or mitigate the
39 consequences of a violation of the Code by a person under the reporter's direct supervisory
40 authority. A reporter is subject to disciplinary action if the reporter knows or reasonably should
41 have known of the supervisee's violation but fails to take reasonable remedial action.
42
- 43 (c) A court reporting firm must take reasonable remedial action to avoid or mitigate the consequences
44 of a violation of the Code by an employee or independent contractor of the firm. A firm is subject

1 to disciplinary action if the firm knows or reasonably should have known of the employee's or
2 independent contractor's violation but fails to take reasonable remedial action.
3

4 14

5 **CONTACT INFORMATION**
6

- 7 (a) Each applicant for certification as a certified shorthand reporter or registration as a court reporting
8 firm shall record a current mailing address on the application form. Each certified shorthand
9 reporter and court reporting firm must maintain a current mailing address on file with the
10 Commission by recording it on the form filed for renewal of certification or registration,
11 respectively. Each reporter and firm must also report a change of address within 30 days after the
12 effective date of the address change.
13
- 14 (b) Upon initial registration and each renewal of registration, a court reporting firm must also provide
15 written notice to the Commission of the name, mailing address, phone number, fax number and e-
16 mail address of an officer, director, or managerial employee designated to receive any request for
17 information or other correspondence from the Commission. The firm shall provide the
18 Commission written notice of any change of this information within 30 days after the effective
19 date of the change.
20
- 21 (c) The Commission publishes the public addresses of certified shorthand reporters and court
22 reporting firms on its Web site. There is a presumption that the most recent information on file
23 with the Commission is correct for purposes of disseminating information to the public and
24 providing renewal notices and other information to reporters and firms. The Commission is not
25 obligated to contact reporters or firms to update contact information in certification and registration
26 files.
27

28 15

29 **DISPLAY OF LICENSE; COMPLAINT INFORMATION AND NOTICE TO CLIENTS**
30

- 31 (a) A court reporting firm in good standing must display its registration certificate at each place of
32 business in the area most frequented by the public, such as a waiting room or lobby. If the affiliate
33 office is a virtual office, registrations must be displayed at the primary place of business. A court
34 reporting firm must provide proof of registration upon request.
35
- 36 (b) A certified shorthand reporter may display a certificate only if the reporter's certification is current
37 and in good standing. A reporter must provide proof of certification upon request by the Court or
38 parties to an action or assignment.
39
- 40 (c) A certified shorthand reporter must provide upon request information necessary to file complaints
41 about the reporter's services with the Commission. The contact information must include the
42 current mailing address, phone number, and email address of the Commission.
43

- 1 (d) A court reporting firm must provide upon request information necessary to file complaints about
2 the firm's services with the Commission. The contact information must include the current mailing
3 address, phone number, and email address of the Commission.
4

5 16

6 **ADVERTISING**
7

- 8 (a) Certified shorthand reporters and court reporting firms must not advertise in a manner which is
9 false, fraudulent, misleading, or deceptive.
10
11 (b) Certified shorthand reporters and court reporting firms must not advertise falsely or otherwise
12 misrepresent the qualifications of another reporter or firm, including the reporter's or firm's
13 professional designations or membership in professional organizations.
14

15 17

16 **FEES**
17

- 18 (a) Certified shorthand reporters and court reporting firms must not provide court reporting services
19 on a contingent fee basis under any circumstances.
20
21 (b) Certified shorthand reporters and court reporting firms must charge all parties to an action the same
22 price for an original transcript or reporter's record.
23
24 (c) Certified shorthand reporters and court reporting firms must charge all parties to an action the same
25 price for a copy of a transcript or reporter's record or for like services performed in an action.
26
27 (d) A certified shorthand reporter or a court reporting firm must disclose in writing to all parties or
28 their attorneys upon request at any time an itemization of all rates and charges.
29

30 18

31 **CONTINUING EDUCATION**
32

- 33 (a) Certified shorthand reporters must comply with the continuing education requirements as set out
34 in the Continuing Education Rules for Court Reporters adopted by the Supreme Court of Texas.
35
36 (b) A certified shorthand reporter must not file a document with the Commission which includes false,
37 misleading, or deceptive statements regarding the reporter's compliance with continuing education
38 requirements. A reporter who falsely reports compliance with continuing education requirements
39 may be subject to disciplinary action by the Commission.
40
41 (c) A certified shorthand reporter must not obtain or accept a certificate of completion or certificate
42 of attendance from a continuing education provider unless the reporter completed or attended the
43 continuing education activity. A reporter who obtains or receives an inaccurate certificate of
44 completion or certificate of attendance is subject to disciplinary action by the Commission.
45

1 (d) A certified shorthand reporter who cheats, uses unauthorized materials, or receives unauthorized
2 assistance during an exam to complete continuing education requirements is subject to disciplinary
3 action by the Commission.
4

5 19

6 **PROHIBITED DISCRIMINATORY ACTIVITIES**
7

8 Certified shorthand reporters and court reporting firms must not willfully manifest bias or prejudice based
9 on race, color, national origin, religion, disability, age, sex, or sexual orientation towards any person
10 involved in an action or proceeding.