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SCRU-15-0000567

IN THE SUPREME COURT OF THE STATE OF HAWAI‘I

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In the Matter of the  
RULES GOVERNING COURT REPORTING IN THE STATE OF HAWAI‘I

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ORDER AMENDING THE RULES GOVERNING  
COURT REPORTING IN THE STATE OF HAWAI‘I

(By: Recktenwald, C.J., Nakayama, McKenna, Wilson, and Eddins, JJ.)

IT IS HEREBY ORDERED that Rules 9.1, 13, and 16 of the Rules Governing Court Reporting in the State of Hawai‘i are amended, effective July 1, 2022, as follows (deleted material is bracketed and stricken; new material is underscored):

**Rule 9. CERTIFICATION PROCEDURES.**

**Rule 9.1. APPLICATION FOR CERTIFICATION; RENEWAL OF CERTIFICATION; RECIPROCITY; CHANGE OF ADDRESS.**

**(a) Form.** The form of application for certification shall be as shown by Form 1 appended to these Rules. No other form of application shall be accepted by the board.

**(b) Qualifications.** Prior to the issuance of a certificate as a Hawai‘i reporter, an applicant must meet the following minimum qualifications:

(1) Be of good moral character;

~~[(2) Possess a certificate or diploma evidencing graduation from high school, GED certificate or equivalent;]~~

~~[(3)]~~(2) Demonstrate reasonable proficiency in making verbatim records of judicial or related proceedings. For the purpose of this [r]Rule, the applicant's demonstration of reasonable proficiency shall be determined by ~~[either]~~

(i) the applicant's ability to pass an examination for certification given by the board ~~[or]~~; and

(ii) proof the reporter earned the designation "Registered Professional Reporter [Tested] (RPR)" from the National Court Reporters<sup>[1]</sup> Association~~[-]~~;

~~[(4)]~~(3) Be in compliance with these Rules Governing Court Reporting in the State of Hawai'i; and

~~[(5)]~~(4) Pay the appropriate application fee established by the board.

**(c) Certificate and number.** Once the applicant has met and satisfied the above qualifications, the board shall issue the applicant a certificate as a Hawai'i reporter and an identifying number.

**(d) Restriction.** No examinee for certification shall be allowed to use or utilize any auxiliary or secondary sound-recording device during any examination. This provision does not prohibit the use of hearing aides or similar technology designed to amplify sound as a necessary accommodation as long as the device does not record.

**(e) Renewal.** All persons holding a certificate as a Hawai'i certified shorthand reporter shall be responsible for applying for a renewal of that certificate and submitting the application on forms approved by the board to the board office prior to the expiration date of the certificate if that person desires to continue to engage in court reporting within the State of Hawai'i. Upon receipt of the appropriate application, together with the renewal fee, and proof that continuing education requirements have been met, the board shall issue a new certificate or other appropriate document evidencing that the applicant is certified as a Hawai'i certified shorthand reporter for an additional term of one year (unless the applicant is found by the board to be or to have been in violation of these rules, or in violation of any rules or regulations of the board). Any denial of renewal of certification shall be made in accordance with Rule 10.1 of these Rules.

**(f) Maintenance.** Maintenance of certification shall be dependent upon the reporter meeting continuing education requirements as set forth by the board in Rule 9.2 of these Rules.

**(g) Change of address.** Each reporter shall notify the board of any change of address within 30 days of the change.

### **Rule 13. FEES.**

**(a)** The fee for application for certification and administering the written knowledge test is \$125.

**(b)** The fee for machine skills testing is determined by National Court Reporters' Association and payable to that entity. ~~[The board administers the test for National Court Reporters' Association in May and November of each year.]~~

**(c)** Annual renewal fees are \$50.

**Rule 16. BACKGROUND INFORMATION ON NEW APPLICANTS.**

To determine the applicant is of good moral character, every applicant must set forth the applicant's name, last place of residence, the term of the applicant's schooling, the name of each reporting institution the applicant attended or graduated from, and with what degree. The applicant shall set forth the names of all licensing authorities that the applicant has received certification from and the dates the applicant was admitted to practice as a certified shorthand reporter, registered professional reporter, or other recognized certification. The applicant shall also set forth ~~[any and all]~~ court and freelance firms with whom the applicant has been associated and the dates of association, for the 5 years preceding the application. The application shall set forth whether the applicant has been the subject of any investigation or proceeding for professional misconduct or whether the applicant has ever been rejected upon application to practice reporting before any court or other reporting entity. The cost of a character report or investigation, if required, shall be borne by the applicant.

IT IS FURTHER ORDERED that the attached Forms 1, 2 and 3 are amended and shall be appended to the Rules Governing Court Reporting in the State of Hawai'i effective July 1, 2022. The forms replace the prior forms bearing the same Form number.

DATED: Honolulu, Hawai'i, March 10, 2022.

/s/ Mark E. Recktenwald

/s/ Paula A. Nakayama

/s/ Sabrina S. McKenna

/s/ Michael D. Wilson

/s/ Todd W. Eddins



**FORM 1**

**APPLICATION FOR CERTIFICATION**

HAWAI'I BOARD OF CERTIFIED SHORTHAND REPORTERS  
777 Punchbowl Street  
Honolulu, HI 96813

**Examination and Certification Fees**

In order to qualify as a Hawai'i Certified Shorthand Reporter, the applicant must provide proof that the applicant has obtained the designation "Registered Professional Reporter (RPR)" from the National Court Reporters Association (NCRA) and has passed the Hawai'i Written Knowledge Test covering regional terminology. A passing score is 70 or better for the NCRA Written Knowledge Test, an accuracy rate of 95 percent for the NCRA Skills Test, and 70 percent for the Hawai'i Written Knowledge Test.

Each applicant for certification must also complete the following application. Appropriate fees must be included in order for your application to be processed. Make the check payable to the Hawai'i Board of Certified Shorthand Reporters and remit to the above address.

Application Fee \$125.00

Name \_\_\_\_\_  
Residence Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Workplace Name and Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone Numbers: Office ( ) \_\_\_\_\_ Residence ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Please use [ ] residence or [ ] workplace address for correspondence. **(Please note that your mailing address is public information and, as such, may be provided to members of the public.)**

1. Please list educational and professional training institutions attended, graduated from, and degrees earned beginning with high school (or GED certification). Include names of institutions and dates.

2. System of shorthand:  Machine  Other (Explain): \_\_\_\_\_

3. Are you an (check all that apply):  Official Reporter  Freelance Reporter  Student  
 Other (Explain): \_\_\_\_\_

4. Do you hold any of the following certifications:  
 Certified Shorthand Reporter certificate by state-mandated examination.  
State \_\_\_\_\_  
 Registered Professional Reporter certificate by examination.

5. Please list the names of all licensing authorities to which you have made application to practice and the dates you were admitted to practice as a Certified Shorthand Reporter or Registered Professional Reporter, or obtained other recognized certification. Include proof of certification(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please list up to 5 court and freelance firms with which you have been associated in the past 5 years, and the dates of association. Include addresses and telephone numbers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Have you been the subject of any investigation or proceeding for professional misconduct within the past 5 years?  Yes  No If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Have you ever been rejected, upon application, to practice reporting before any court or other entity?  
 Yes  No If yes, please explain.

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9. Have you ever had a CSR license suspended or revoked?  Yes  No  
Was it reinstated?  Yes  No If yes, please explain.

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NOTICE: The cost of a character report or investigation, if required, shall be borne by the applicant.  
Please attach copies of all current certificates and licenses.

**ATTESTATION**

I attest under penalty of perjury that the above information is true and correct, and, upon certification, I affirm that I will uphold all of the provisions of the Rules Governing Court Reporting in the State of Hawai'i and any rules and regulations adopted by the Hawai'i Board of Certified Shorthand Reporters.

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Applicant's Signature

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Date

**FORM 2**

**RESERVED.**

**FORM 3**

**RESERVED.**