

**NOTICE FROM SUPERIOR COURT
REGARDING GR 35**

If you would like to be approved to prepare official transcripts from proceedings in Spokane Superior Court, you must fulfill the requirements of GR 35.

This means that you must either:

- a) Be a court reporter as defined in RCW 18.145.080, or
- b) Have a certification from AAERT (American Association of Electronic Reporters and Transcriptionists), or
- c) Have proof of one year of supervised mentorship with a certified court reporter.

Please send your certifications to the Spokane County Superior Court Administrator for consideration.

If you are beginning a supervised mentorship with a certified court reporter and would like to be added to the transcriptionist list preliminarily, please complete the Application for Preliminary Approval form and send it to the Spokane County Superior Court Administrator for consideration. If approved, you will be added to the transcriptionist list on a probationary status. Once the one-year mentorship has concluded, you must send in the Mentorship Certification for Transcriptionists form to have the probationary status lifted.

A GR 35 certification must be attached to each transcript, and it must be the same form as below. Any transcripts without this certification will be rejected.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the following is true and correct:

- 1. That I am a certified court reporter or authorized transcriptionist;***
- 2. I received the electronic recording directly from the trial court and/or clerk's office conducting the hearing;***
- 3. This transcript is a true and correct record of the proceedings to the best of my ability, including any changes made by the judicial officer reviewing the transcript;***
- 4. I am in no way related to or employed by any party in this matter, nor any counsel in the matter; and***
- 5. I have no financial interest in the litigation.***

Date & Place Signed

Signature

#2 requires you get the recording directly from the court. **#4** and **#5** means if you are doing transcripts for your employer/attorney in the litigation, you are no longer able to do them.

Any questions about this notice, please contact Court Administrator Ashley Callan.