



## ***Alabama Board of Court Reporting***

*P. O. Box 241565, Montgomery, AL 36124-0066*

*Phone: 334.215.7232 Fax: 334.215.7231*

*Web Site: [www.abcr.alabama.gov](http://www.abcr.alabama.gov)*

### **General Statement:**

The ABCR desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process **complete applications only**. Complete applications will be the Board's first priority. Incomplete applications will be returned to have deficiencies addressed. Read all instructions carefully. The Board will not act as your agent in gathering information or in providing supporting documents necessary for the consideration of your application. **Make all checks payable to ABCR and send with application to: P.O. Box 241565; Montgomery, AL 36124-0066.**

You should carefully read the ABCR Licensure Law and the Rules and Regulations (also available at [www.abcr.alabama.gov](http://www.abcr.alabama.gov)) to familiarize yourself with them prior to beginning to complete the application. Please copy all forms submitted to the ABCR for your records, as you may need some pages for future reference.

The ABCR has been given the responsibility of protecting the public safety and welfare by regulating court reporting in the State of Alabama, which is our first concern. In addition, we are striving to meet the needs of professional court reporters who provide court reporting services to the public. Therefore, we have attempted to make the rules and regulations and the application process as "user friendly" as possible. However, as you progress through the application process and, in time, the renewal process, you may have specific recommendations for improvement. We welcome suggestions and request that you mail them to our office in Montgomery.

**Checklists:** Checklists have been created to assist you in completing your application. Locate the checklist for the method by which you are applying for a license. The checklists will direct you to the appropriate forms to complete. The following is a list of ABCR checklists from which you should choose:

- Application for Inactive Status
- Application for Restoration of Licensure

**Application:** Applications must be typewritten or printed in ink and must be legible. Complete the entire application. **Leave no space blank.** If a particular question or request for information does not apply to you, put a short line in the blank space or cross out the entire section to indicate the question or section has received your attention. Failure to supply necessary information may result in denial of application.

Your full name, social security number, and date of birth are essential for identification purposes. This information will be for confidential Board use only. Please supply this key information. The preferred contact information, name, and license number may be used for publication of a roster of licensees on the Board's web site.

**Application Process:** Once your **complete application** with payment has been received, your application will be reviewed by the Board. You will then be notified of your status by letter.

### **257-X-2-.05 Inactive Status**

A person not actively engaged in the practice of court reporting may place their license on inactive status by filing an Application for Inactive Status with required fee.

### **257-X-2-.06 Restoration**

A person seeking restoration of a license after it has been placed on inactive status for up to five (5) years shall file an application with the Board together with the required fees. After, September 30, 2008, in order to restore a license, a person shall submit proof of fifteen (15) hours of continuing education completed within one (1) year before restoration. The applicant shall also submit either:

- (a) Certification of current licensure from another jurisdiction completed by the appropriate board or licensure authority; or
- (b) Affidavits from two (2) members of the bench or bar attesting to the applicant's active practice of court reporting in a state that does not require licensure for at least one (1) year immediately prior to the date of application; or
- (c) An affidavit attesting to military service; or
- (d) Other proof acceptable to the Board of the applicant's fitness to have the license restored.

**Author: Alabama Board of Court Reporting**

**Statutory Authority: Code of Alabama, 1975, § 34-8B-1 thru § 34-8B-18**

**Effective Date: June 19, 2012**

### **Forms Checklists:**

Checklist to be completed when applying.

### **Applications for Inactive Status complete and submit:**

- ( ) Application
- ( ) Reason for Application
- ( ) \$10.00 Inactive status Fee

### **Applications for Restoration of Licensure complete and submit:**

### **257-X-2-.06 Restoration**

A person seeking restoration of a license after it has been placed on inactive status for up to five (5) years shall file an application with the Board together with the required fees. After, September 30, 2008, in order to restore a license, a person shall submit proof of fifteen (15) hours of continuing education completed within one (1) year before restoration. The applicant shall also submit either:

- (a) Certification of current licensure from another jurisdiction completed by the appropriate board or licensure authority; or
- (b) Affidavits from two (2) members of the bench or bar attesting to the applicant's active practice of court reporting in a state that does not require licensure for at least one (1) year immediately prior to the date of application; or
- (c) An affidavit attesting to military service; or
- (d) Other proof acceptable to the Board of the applicant's fitness to have the license restored.

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