



# STATE OF ALABAMA

## Alabama Board of Court Reporting

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### IMPORTANT NOTICE

TO: Alabama Certified Court Reporters

FROM: Paula McCaleb, *Executive Director* 

Date: May 23, 2017

RE: Requirement for Transcripts/Certificate Page

It has recently come to the attention of the Alabama Board of Court Reporting (ABCR), that transcripts are being produced in Alabama without meeting the below requirement:

#### **257-X-4-.01 Standards of Professional Conduct**

In order to establish and maintain a high standard of integrity in the practice of court reporting, the following Standards of Professional Conduct shall be binding on every person holding a CCR (Certified Court Reporter) or a Temporary License from the Board:

- (j) A licensee's signature, license number, and expiration date, and the date the transcript was certified shall be affixed to a transcript of his/her stenographic notes to certify to its correctness if the transcript has been prepared by him/her or under his/her direct supervision.

In addition to this reminder, please find attached a sample certificate page for your convenience in complying with the above ABCR Administrative Code.

If you have any questions or comments regarding this matter, please contact the ABCR office at [abcr@leadership-alliance.org](mailto:abcr@leadership-alliance.org) or 334.215.7232. Thank you very much for your attention to this matter.

enclosure: Example of Certificate Page

cc: Administrative Office of the Courts  
Alabama State Bar

## C E R T I F I C A T E

STATE OF ALABAMA )

JEFFERSON COUNTY)

I hereby certify that the above and foregoing proceedings were taken down by me in stenotype, and the questions and answers thereto were reduced to computer print under my supervision, and that the foregoing represents a true and correct transcript of the testimony given by said witness upon said proceedings.

I further certify that I am neither of counsel nor of kin to the parties to the action, nor am I anywise interested in the result of said cause.

Signed the 14th day of February, 2017.

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JANE SMITH, RPR

Alabama ACCR #999 - Expires 9/30/17