



## **Alabama Board of Court Reporting**

*P. O. Box 241565, Montgomery, AL 36124-1565*

*Phone: 334.328.7708*

*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 36124-1565.**

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 Reinstatement

**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-5-.11 Reinstatement of a Revoked License**

#### **1. Revocation due to violations of the statute or rules and regulations:**

- a. Application for reinstatement:
  - i. May be made twelve (12) months after the effective date of revocation unless otherwise specified in Order or Agreement;
  - ii. Shall be made according to forms and guidelines provided by the Board.

- b. Applications for reinstatement of a revoked license may be resolved informally or through the formal hearing process.
- c. In considering reinstatement of a revoked license, the Board may evaluate factors that include but are not limited to:
  - i. Severity of the act(s) that resulted in revocation of the license;
  - ii. Conduct of the applicant subsequent to the revocation of license;
  - iii. Lapse of time since revocation;
  - iv. Compliance with all reinstatement requirements stipulated by the Board;
  - v. Rehabilitation attained by the applicant as evidenced by statements provided directly to the Board from qualified individuals who have professional knowledge of the applicant;
  - vi. Whether the applicant is in violation of any applicable statute or rule;
  - vii. Directly or by implication represent in any way that the person is a licensed court reporter.

**2. Revocation due to a failure to renew during the grace period:**

- a. Application for reinstatement:
  - i. May be made at any time after the license has been revoked due to a failure to renew during the grace period;
  - ii. Shall be made according to forms and guidelines provided by the Board.
- b. Applications for reinstatement may be approved by the Executive Director or by a vote of the Board at a scheduled board meeting.
- c. In considering reinstatement of a revoked license, the Board or its Executive Director may evaluate factors that include but are not limited to:
  - i. Whether the individual has continued to practice court reporting without a license;
  - ii. Whether the individual responded to Board correspondence;
  - iii. Whether the individual provided the Board's administrative office with updated addresses and telephone numbers.

3. Must pay a reinstatement fee

Must complete .5 CEUs for each renewal year the applicant has failed to renew the license.

**Forms Checklists:**

Checklist to be completed when applying.

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

**(1) Reinstatement of a Revoked License due to violations of the statute or rules and regulations**

- ( ) Application with current picture attached (made or taken within last 6 months)  
(May be made twelve (12) months after the effective date of revocation unless otherwise specified in Order or Agreement)

( ) Shall be made according to forms and guidelines provided by the Board.

( ) In considering reinstatement of a revoked license, the Board may evaluate factors that include but are not limited to:

- (1) Severity of the act(s) that resulted in revocation of the license;
- (2) Conduct of the applicant subsequent to the revocation of license;
- (3) Lapse of time since revocation;
- (4) Compliance with all reinstatement requirements stipulated by the Board.
- (5) Rehabilitation attained by the applicant as evidenced by statements provided directly to the Board from qualified individuals who have professional knowledge of the applicant;
- (6) Whether the applicant is in violation of any applicable statute or rule;

(7) Directly or by implication represent in any way that the person is a licensed court reporter.

**(2) Revocation due to a failure to renew during the grace period:**

- ( ) Application with current picture attached (made or taken within last 6 months)
- ( ) Must complete .5 CEUs for each renewal year the applicant has failed to renew the license.
- ( ) Reason for not renewing on time.
- ( ) Proof of Continuing Education points.
- ( ) \$50.00 application Fee
- ( ) \$300.00 Reinstatement Fee