

SUPREME COURT OF ARKANSAS
BOARD OF CERTIFIED COURT REPORTER EXAMINERS
Office of the Supreme Court Clerk
Justice Building, 625 Marshall Street, Little Rock, Arkansas 72201-1022
(501) 425-5995

GRIEVANCE FORM INSTRUCTIONS - PLEASE READ CAREFULLY

ALL INFORMATION YOU SUBMIT TO US AND THAT WE SUBMIT TO YOU ON ANY GRIEVANCE/COMPLAINT YOU FILE AGAINST A COURT REPORTER IS CONFIDENTIAL UNDER ARKANSAS SUPREME COURT RULE. IF YOU SUBMIT A GRIEVANCE/COMPLAINT, YOU ARE DEEMED TO HAVE AGREED TO THIS CONDITION OF CONFIDENTIALITY AND TO BE BOUND BY IT.

The Board of Certified Court Reporter Examiners has the authority to discipline court reporters for violation of the Rule Providing for Certification of Court Reporters and the Regulations of the Board of Certified Court Reporter Examiners adopted by the Supreme Court. The Board can issue letters of warning, caution, or reprimand, and can suspend or revoke the court reporter's license.

If you feel that a court reporter has acted in a manner that violates the standards of professional conduct, fill out, as completely as possible, the attached grievance form and return it to this office. **Include photocopies of any documents, letters, agreements, or other papers that are relevant and material to your complaint. Please do not mark, write, underline, make notations, or comments on any records, transcripts, letters, documents or other written material that you attach to your grievance form as supporting documentation.** If sufficient cause is found to file a formal complaint, some or all of your supporting documentation may be included as exhibits. If you wish to specifically point out some part of a particular document, you may refer to it in the narrative portion of your grievance form. Please insure that the narrative account of the court reporter's actions of which you complain is FACTUAL. Conclusory statements such as "She's a liar," "She didn't do me right," etc., have no evidentiary value and do not assist in the evaluation of your complaint.

We will review the information in your complaint form, conduct any necessary investigation, and advise you as to whether your concerns fall within the Board's authority. If a formal complaint is warranted, we will assist you in the preparation of an affidavit to be used in the formal Complaint that will be prepared here. The formal Complaint and a copy of your affidavit will be sent to the court reporter, who may submit a response. You will get a copy of any response and have the opportunity for rebuttal, if appropriate. All these documents will then be forwarded to the Board for its review and action. You will be advised in writing of the Board's final action. In some instances, the Board will conduct a public hearing on a complaint. If that should occur, you will have the opportunity to appear and testify at the hearing.

**ARKANSAS SUPREME COURT
BOARD OF CERTIFIED COURT REPORTER EXAMINERS
GRIEVANCE FORM**

PART A: YOUR INFORMATION (please PRINT, keep current & notify us immediately of any changes)

Your name: _____

Mailing address: _____

City: _____ County: _____ State: _____

Zip: _____ Home Tel: _____

Work Tel: _____ Cell Tel. _____

Fax # _____ E-mail _____

Employer: _____ Address: _____

Are you represented by an attorney? If so, please provide:

Attorney's Full Name: _____

Address: _____ Tel: _____

PART B: INFORMATION ABOUT COURT REPORTER ABOUT WHOM YOU ARE COMPLAINING:

Court Reporter's Full Name:

Address:

Employed by:

PART C: INFORMATION ABOUT YOUR GRIEVANCE

State in detail and in chronological order the circumstances involved. Include dates or approximate dates. Attach additional sheets of paper if you do not have room below to fully explain your grievance. Also, attach **photocopies** of any documents you feel are relevant to your grievance. **PLEASE DO NOT SEND ORIGINAL DOCUMENTS; WE CANNOT BE RESPONSIBLE FOR THEIR SAFE KEEPING AND RETURN TO YOU.**

Return completed form to: Board of Certified Court Reporter Examiners, Supreme Court Clerk's Office, Justice Building, 625 Marshall Street, Little Rock, AR 72201-1022. You may want to retain a copy of this form for your records.

IF BLANKS ARE LEFT ON THIS FORM OR ALL QUESTIONS ARE NOT ANSWERED THE PROCESSING OF YOUR GRIEVANCE MAY BE DELAYED.

GRIEVANCES CANNOT BE FILED ON-LINE. YOU MUST MAIL IT TO THE CLERK'S OFFICE.

I request that the above complaint, supported by the Statement of Facts, be investigated by the Supreme Court of Arkansas Board of Certified Court Reporter Examiners and that appropriate action be taken.

I hereby swear or affirm that the above information is true and correct.

Signature: _____ Date: _____