

Certified Court Reporters' Board of Nevada

Nevada Revised Statutes (NRS) Chapter 656

Board members (NRS 656.040 through NRS 656.070)—The Board consists of five members appointed by the Governor, as follows:

- One member who is an active member of the State Bar of Nevada;
- Three members who are holders of certificates and have been actively engaged as court reporters in Nevada for at least five years immediately preceding their appointment; and
- One member who represents the general public and is not a court reporter or a relative of a court reporter.

Members may receive a salary, per diem, and travel expenses while engaged in the business of the Board.

Powers and duties of the Board—The Board shall administer the provisions of Chapter 656, including:

- Adopt a seal and collect all fees (NRS 656.120);
- Deposit and use all money coming into possession of the Board pursuant to statute (NRS 656.125);
- Examine applicants for certification (NRS 656.160);
- Issue licenses to conduct business as a court reporting firm (NRS 656.185);
- Fix the fees for issuance of a certificate pursuant to statute (NRS 656.220);
- Deny, suspend, or revoke a certificate or license (NRS 656.240 through 656.253); and
- May place a court reporter or licensee on probation or impose a fine (NRS 656.257).

Operations of the Board—The Board:

- Shall designate a Chair and Vice Chair (NRS 656.080);
- Shall submit annually to the Governor a report of its transactions (NRS 656.100);
- May employ an Executive Secretary (NRS 656.110);

- Shall provide aid in all matters pertaining to the advancement of the practice of court reporting (NRS 656.140); and
- May develop continuing education relating to court reporting (NRS 656.205);

NOTE: Senate Bill 406 (Chapter 361, *Statutes of Nevada 2017*) made numerous revisions throughout Chapter 656.

Background

Legislation:

- 1973—Assembly Bill 929 (Chapter 698, *Statutes of Nevada*)—Created the Certified Shorthand Reporters Board of Nevada, consisting of three members.
- 1993—S.B. (Chapter 437, *Statutes of Nevada*)—Revised the name to Certified Court Reporters’ Board of Nevada.
- 2007—A.B. 32 (Chapter 8, *Statutes of Nevada*)—Increased the Board membership to five, including an additional holder of a certificate and one member of the general public.

Legislative history—No legislative histories of measures relating to the Board have been compiled.

Reports to the Legislature—No reports to the Legislature are required pursuant to Chapter 656.

- NRS 656.100 requires the Board to submit annually to the Governor a report of its transactions.
- NRS 622.100 requires a report to the Director of the Legislative Counsel Bureau (LCB) including information relating to licensing and disciplinary actions. (S.B. 69 [Chapter 518, *Statutes of Nevada 2017*] revised the reporting provisions.)

Records held by LCB—None

Current contact—Debbie Uehara, Executive Secretary

Website—<http://crptr.nv.gov/>

CERTIFIED COURT REPORTERS' BOARD OF NEVADA

NRS 656.040 Creation. The Certified Court Reporters' Board of Nevada, consisting of five members, is hereby created.

(Added to NRS by [1973, 1315](#); A [1993, 1405](#); [2007, 17](#))

NRS 656.050 Appointment and qualifications of members. The members of the Board must be appointed by the Governor as follows:

1. One member of the Board must be an active member of the State Bar of Nevada.
2. Three members of the Board must be holders of certificates and must have been actively engaged as court reporters within this State for at least 5 years immediately preceding their appointment.
3. One member of the Board must be a representative of the general public. This member must not be:
 - (a) A court reporter; or
 - (b) The spouse or the parent or child, by blood, marriage or adoption, of a court reporter.

(Added to NRS by [1973, 1315](#); A [1993, 1405](#); [2007, 17](#))

NRS CROSS REFERENCES.

Representative of general public, conditions and limitations, [NRS 232A.020, 622.205](#)
Terms of members, vacancies, [NRS 232A.020](#)

REVISER'S NOTE.

Ch. 8, Stats. 2007, which amended this section, contains the following provisions not included in NRS:

- “1. As soon as practicable on or after July 1, 2007, the Governor shall appoint to the Certified Court Reporters' Board of Nevada pursuant to:
- (a) Subsection 2 of [NRS 656.050](#), one member whose term expires on October 31, 2008.
 - (b) Subsection 3 of [NRS 656.050](#), one member whose term expires on October 31, 2009.
2. The amendatory provisions of this act do not abrogate or affect the current term of office of any member of the Certified Court Reporters' Board of Nevada who is serving in the term on July 1, 2007.”

NRS 656.070 Salary of members; per diem allowance and travel expenses of members and employees; payment of expenses.

1. Each member of the Board is entitled to receive:
 - (a) A salary of not more than \$150 per day, as fixed by the Board, while engaged in the business of the Board; and
 - (b) A per diem allowance and travel expenses at a rate fixed by the Board, while engaged in the business of the Board. The rate must not exceed the rate provided for state officers and employees generally.
2. While engaged in the business of the Board, each employee of the Board is entitled to receive a per diem allowance and travel expenses at a rate fixed by the Board. The rate must not exceed the rate provided for state officers and employees generally.
3. The expenses of the members and employees of the Board and the expenses of the Board must be paid from the fees collected pursuant to the provisions of this chapter, and the expenses must not exceed the amount so collected.

(Added to NRS by [1973, 1315](#); A [1985, 446, 1882](#); [1989, 1707](#); [2007, 2959](#))

NRS 656.080 Officers; meetings; quorum.

1. Annually the Board shall designate a Chair and a Vice Chair from its membership.
2. The Board shall hold such meetings as may be necessary for the purpose of transacting its business.
3. Three members of the Board constitute a quorum to transact all business, and a majority of those present must concur on any decision.

(Added to NRS by [1973, 1316](#); A [2007, 18](#))

NRS 656.100 Records of Board; report to Governor.

1. The Board shall keep a full and accurate record of its official actions and all proceedings, and of all resolutions, regulations and orders issued or adopted.
2. Except as otherwise provided by law, the records of the Board shall be open to inspection by the public.
3. The Board shall, on or before December 1 of each year, submit to the Governor a full and true report of its transactions during the preceding year. The report shall include a complete statement of the receipts and expenditures of the Board during the period.

(Added to NRS by [1973, 1316](#))

NRS 656.105 Confidentiality of certain records of Board; exceptions.

1. Except as otherwise provided in this section and [NRS 239.0115](#), a complaint filed with the Board, all documents and other information filed with the complaint and all documents and other information compiled as a result of an investigation conducted to determine whether to initiate disciplinary action against a person are confidential, unless the person submits a written statement to the Board requesting that such documents and information be made public records.
2. The charging documents filed with the Board to initiate disciplinary action pursuant to [chapter 622A](#) of NRS and all documents and information considered by the Board when determining whether to impose discipline are public records.
3. An order that imposes discipline and the findings of fact and conclusions of law supporting that order are public records.
4. The provisions of this section do not prohibit the Board from communicating or cooperating with or providing any documents or other information to any other licensing board or any other agency that is investigating a person, including, without limitation, a law enforcement agency.

(Added to NRS by [2003, 3477](#); A [2005, 806](#); [2007, 2151](#))

NRS CROSS REFERENCES.

Administrative procedure, contested cases, [NRS ch. 622A](#)
Investigatory proceedings, Open Meeting Law inapplicable, [NRS 622.320](#)
Records open to public inspection, exception, [NRS 239.001-239.030, 622.310](#)

NRS 656.110 Duty to administer chapter; power to appoint committees and employ Executive Secretary and other persons; expenditures.

1. The Board shall administer the provisions of this chapter.
2. The Board may appoint such committees as it considers necessary or proper, and may employ, prescribe the duties of and fix the salary of an Executive Secretary who may be employed on a part-time or full-time basis, and may also employ such other persons as may be necessary.
3. All expenditures described in this section must be paid from the fees collected under this chapter.

(Added to NRS by [1973, 1316](#); A [2003, 439](#))

NRS CROSS REFERENCES.

Contracts for services to be in writing and approved, [NRS 284.013](#)
Executive Secretary, conditions and limitations of employment, [NRS 622.220](#)

NRS 656.120 Seal of Board; collection of fees. The Board shall:

1. Adopt a seal which must be affixed to all licenses and certificates issued by the Board.

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2. Charge and collect from all applicants for licenses and certificates the fees provided for in this chapter.
 3. Charge and collect from all persons renewing licenses and certificates the renewal fees provided for in this chapter.

(Added to NRS by [1973, 1316](#); A [2001, 1009](#))

NRS 656.125 Deposit and use of money received by Board. All money coming into the possession of the Board must be kept or deposited by the Executive Secretary of the Board in banks, credit unions or savings and loan institutions in the State of Nevada to be expended for payment of compensation and expenses of Board members and for other necessary or proper purposes in the administration of this chapter.

(Added to NRS by [1973, 1318](#); A [1975, 182](#); [1999, 1542](#))—(Substituted in revision for NRS 656.230)

NRS 656.130 Issuance of subpoenas; adoption of regulations.

1. The Board may issue subpoenas for the attendance of witnesses and the production of relevant books and papers.
2. The Board may adopt such regulations as are necessary to carry out the provisions of this chapter.

(Added to NRS by [1973, 1316](#); A [1981, 103](#); [2001, 1009](#); [2003, 439](#))

NRS 656.140 Board to aid profession. The Board may aid in all matters pertaining to the advancement of the practice of court reporting, including but not limited to all matters that may advance the professional interests of certified court reporters and such matters as concern their relations with the public.

(Added to NRS by [1973, 1316](#); A [1993, 1405](#))

CHAPTER.....

AN ACT relating to court reporters; revising the qualifications for a certificate of registration as a court reporter; authorizing the Certified Court Reporters’ Board of Nevada to take additional actions against certain unlicensed practices; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law provides that willfully altering a transcript of stenographic notes taken at any proceedings is a grounds for disciplinary action against a court reporter or court reporting firm. (NRS 656.250) **Section 4** of this bill further prohibits, with limited exceptions, a court reporter or a court reporting firm from altering the record of a proceeding after the transcript of the proceeding has been certified.

Sections 15, 20, 21, 24, 25, 29, 33 and 35 of this bill require licensed court reporting firms to comply with certain existing laws which apply to certified court reporters.

Existing law prohibits any person from putting out a sign or card or other device which indicates to members of the public that the person is entitled to engage in the practice of court reporting or conduct business as a court reporting firm. (NRS 656.145, 656.185) **Sections 10 and 15** of this bill prohibit the use of any identifying term by a natural person or business entity that may indicate to the public that the natural person or business entity is entitled to: (1) practice as a court reporter; or (2) conduct business as a court reporting firm.

Existing law requires an applicant for a certificate of registration as a court reporter to pass an examination administered by the Certified Court Reporters’ Board of Nevada that includes a practical demonstration portion. (NRS 656.160, 656.180) **Sections 12-14** of this bill: (1) eliminate the requirement for that portion of the examination and instead require such an applicant to receive a passing grade on one of two enumerated national examinations; (2) revise the requirements for admission to the examination administered by the Board; and (3) revise the qualifications of an applicant for a certificate of registration as a certified court reporter.

Existing law authorizes the Attorney General of the State of Nevada, the district attorney of any county in the State or any resident to maintain an action in the name of the State of Nevada to enjoin any person from unlawfully engaging in the practice of court reporting or unlawfully conducting business as a court reporting firm without first obtaining a certificate or license or with a suspended or revoked certificate or license. (NRS 656.300) **Section 29** of this bill instead authorizes the Board to impose administrative fines against, issue citations to, and issue and serve orders to cease and desist on natural persons who and business entities that engage in such unlicensed practices or conduct.

Existing law provides that a person who violates any law or regulation governing court reporters and court reporting firms is subject to a civil penalty of not more than \$5,000 for each violation. (NRS 656.360) **Section 35** of this bill removes that provision and instead authorizes the Board, after notice and hearing, to impose upon a natural person or business entity who violates any law or regulation governing certified court reporters and court reporting firms an administrative fine of not more than \$5,000 for each violation for which the administrative fine is imposed.



- (a) Digitally translating the words into text; or
- (b) Making a tape or digital recording of those words.

↳ The term includes, without limitation, stenomasking, verbatim reporting and other similar titles.

Sec. 7. NRS 656.050 is hereby amended to read as follows:

656.050 The members of the Board must be appointed by the Governor as follows:

1. One member of the Board must be an active member of the State Bar of Nevada.

2. Three members of the Board must be holders of certificates and must have been actively engaged as *certified* court reporters within this State for at least 5 years immediately preceding their appointment.

3. One member of the Board must be a representative of the general public. This member must not be:

(a) A *certified* court reporter; or

(b) The spouse or the parent or child, by blood, marriage or adoption, of a *certified* court reporter.

Sec. 8. NRS 656.105 is hereby amended to read as follows:

656.105 1. Except as otherwise provided in this section and NRS 239.0115, a complaint filed with the Board, all documents and other information filed with the complaint and all documents and other information compiled as a result of an investigation conducted to determine whether to initiate disciplinary action against a *natural* person *or business entity* are confidential, unless the *natural* person *or business entity* submits a written statement to the Board requesting that such documents and information be made public records.

2. The charging documents filed with the Board to initiate disciplinary action pursuant to chapter 622A of NRS and all documents and information considered by the Board when determining whether to impose discipline are public records.

3. An order that imposes discipline and the findings of fact and conclusions of law supporting that order are public records.

4. The provisions of this section do not prohibit the Board from communicating or cooperating with or providing any documents or other information to any other licensing board or any other agency that is investigating a *natural* person *or business entity*, including, without limitation, a law enforcement agency.

Sec. 9. NRS 656.140 is hereby amended to read as follows:

656.140 The Board may aid in all matters pertaining to the advancement of the practice of court reporting, including but not limited to all matters that may advance the professional interests of



Follow these instructions when filling out the form:

1. Download the form to your personal computer.
2. Complete the downloaded form using Adobe Reader.
3. Save the completed form to your personal computer.
4. Then send the saved form and any additional documents in PDF format to cstonefield@lcb.state.nv.us

Information Concerning Board or Commission Subject to Review by the Sunset Subcommittee of the Legislative Commission

as required by *Nevada Revised Statutes* 232B.230



Board or commission name:

State of Nevada Certified Court Reporters Board

Members' names with expiration date of term, and indicate the number of vacancies:

Chairperson Peggy Elias - Court Reporter Board Member - Term ends on 10/31/20
Vice Chairperson Heidi Konsten - Court Reporter Board Member - Term ends on 10/31/20
Lori Judd - Court Reporter Board Member - Term ends on 10/31/18
Christine Alaimo - Public Board Member - Term ends on 10/31/18
Dan Waite - Attorney Board Member - Term ends on 10/31/19

Physical address:

5135 Camino Al Norte, Suite 270 North Las Vegas, Nevada 89031

Mailing address:

5135 Camino Al Norte, Suite 270 North Las Vegas, Nevada 89031

Web site address (if any):

www.crptr.nv.gov

Web site developer (if not EITS, please indicate if EITS approved the web site):

EITS

Executive director's name and contact information:

Debbie Uehara
Executive Secretary
State of Nevada Certified Court Reporters Board
5135 Camino Al Norte, Suite 270

Staff members' names including titles and status as full-time or part-time (attach additional pages as necessary):

Total Number of Employees: 1
Debbie Uehara - Executive Secretary - Full Time

Days and hours of operation:

Monday through Friday 8:00am - 3:00pm

Created by what authority:

Nevada Revised Statutes Chapter 656

Authority to adopt regulations (NRS) and citation to regulations (NAC), if applicable:

Pursuant to NRS 656.130(2), the Board may adopt such regulations as are necessary to carry out the provisions of this chapter. The Board is governed by Nevada Administrative Code Chapter 656.

**Information Concerning Board or Commission
Subject to Review by the
Sunset Subcommittee of the Legislative Commission**

List by LCB File No. and date of adoption the five regulations most recently adopted by the board or commission, with any applicable deadline for the adoption of any such regulation:

R112-17 Adopted by the Board on December 28, 2017
R099-16 Adopted by the Board on March 8, 2017
R072-12 Adopted by the Board on January 8, 2013
R005-11 Adopted by the Board on December 1, 2011
R020-10 Adopted by the Board on June 14, 2010

List any required regulations that have not been adopted, with any applicable deadline for the adoption of any such regulation. Please identify each such regulation by LCB File No., if available, or by reference to the provision of NRS or Statutes of Nevada requiring adoption of the regulation:

All proposed regulations were adopted by the State of Nevada Certified Court Reporters Board.

Governing structure of the board or commission pursuant to statute:

Pursuant to NRS 656.040; the Board consists of 5 members. NRS 656.080(1) requires the Board to annually designate a Chair and a Vice Chair from its membership. NRS 656.050 requires the members of the Board to be appointed by the Governor. 1 member must be an active member of the State Bar of Nevada, 3 members must be a

Duties of the board or commission:

Pursuant to NRS 656.020, the legislative declaration encourages proficiency in the practice of court reporting as a profession; promote efficiency in court and general reporting; and to protect the public health, safety and welfare in the public interest.

Statement of the objectives and programs of the board or commission:

Legislative Regulations Committee - the committee is charged to review and recommend amendments to regulations.

Exam Committee - the committee is charged to review the exam questions and format to ensure the Board is administering an exam that is valid and a fair method to test the applicant's skills and knowledge and that the persons or firms whom the Board certifies and licenses possess the standard of competence and integrity in the practice of court reporting that is required to protect the public interest.

**Information Concerning Board or Commission
Subject to Review by the
Sunset Subcommittee of the Legislative Commission**

Itemized list of services offered by the board or commission:

- * Oversee certificate and license registration, renewal and continuing education requirements.
- * Oversee the creation of continuing education programs on the subject matter of Nevada law governing court reporting.
- * Investigate complaints and administering discipline when applicable.
- * Administer open meetings, committee meetings and workshops.
- * Administer the certification exam for certificate holders at least 4 times a year.
- * Administer the exam for firm owners who are non-certificate holders at least 4 times a year.

Dates of the immediately preceding six meetings:

- * December 28, 2017
- * December 14, 2017
- * November 1, 2017

Statutory tax exemptions, abatements, or money set aside for the board or commission:

We are not aware of any statutory tax exemptions, abatements, or money set aside for the Board at this time.

Description of the manner in which the board or commission is funded, including all funding sources:

The State of Nevada Certified Court Reporters Board is funded from fees collected from licensees and exam applicants. The State of Nevada Certified Court Reporters Board does not receive funds from the State General Fund.

Please identify any forms required by the board or commission to be used by members of the public which are not available for downloading from the web site of the board or commission:

All forms utilized by the State of Nevada Certified Court Reporters Board are available on our website at www.crptr.nv.gov

**Information Concerning Board or Commission
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Does the board or commission have any recommendations for consolidation with another board or commission? If so, which one(s) could be revised to include the charge to the board or commission that is the subject of this review?

The State of Nevada Certified Court Reporters Board does not have a recommendation at this time.

Does the board or commission believe that its objectives and programs have been effective in accomplishing the purposes for which the board or commission was created? Please explain the response with any information the board or commission believes is relevant:

The practice of court reporting in the state of Nevada is declared to affect the public health, safety and welfare and is subject to regulation and control in the public interest. The Board ensures that its certificate and license holders possess a basic understanding and knowledge of applicable laws, regulations and court and procedural rules governing the practice of court reporting in this state.

Any recommendations for statutory changes which are necessary for the board or commission to carry out its objectives and programs:

To define the definition of "officer" in a deposition to be a certified court reporter or certified voice writer to protect the public from noncertified persons reporting legal proceedings to be in compliance with AB 722 passed in 1995.

If additional space is necessary, please attach additional pages and refer to the attachments on the form.

Please include with this form:

1. The operating budget of the board or commission.
2. A statement setting forth the income and expenses of the board or commission for at least 3 years immediately preceding the date on which the board or commission submits this form, including the balances of any fund or account maintained by or on behalf of the board or commission.
3. The most recent legislative audit or other audit of the board or commission, and any efficiency studies or constituent or staff surveys conducted in the past 3 years.
4. Any reports required to be filed with the Legislative or Executive Branch over the past 3 years. Please indicate if any reports were filed late or have not been filed.
5. Copies of the minutes of the immediately preceding six meetings of the board or commission.
6. A copy of the organizational chart showing the governing structure of the board or commission and its staff.
7. A copy of the most recent strategic plan of the board or commission.

Please submit this form and any additional documents electronically in PDF format to: cstonefield@lcb.state.nv.us.

Certified Court Reporters' Board of Nevada (attachment to the Review Form)

Page 1, Members' names with expiration date of term, and indicate the number of vacancies:

Chairperson Peggy Elias - Court Reporter Board Member - Term ends on 10/31/20
Vice Chairperson Heidi Konsten - Court Reporter Board Member - Term ends on 10/31/20
Lori Judd - Court Reporter Board Member - Term ends on 10/31/18
Christine Alaimo - Public Board Member - Term ends on 10/31/18
Dan Waite - Attorney Board Member - Term ends on 10/31/19
No Vacancies.

Page 1, Executive director's name and contact information:

Debbie Uehara
Executive Secretary
State of Nevada Certified Court Reporters Board
5135 Camino Al Norte, Suite 270
North Las Vegas, Nevada 89031
Phone: 702-489-8787
Fax: 702-489-8788
Email: Reporting@NVCCRB.nv.gov

Page 2, Governing structure of the board or commission pursuant to statute

Pursuant to NRS 656.040; the Board consists of 5 members. NRS 656.080(1) requires the Board to annually designate a Chair and a Vice Chair from its membership. NRS 656.050 requires the members of the Board to be appointed by the Governor. 1 member must be an active member of the State Bar of Nevada, 3 members must be holders of a certificate and 1 member must be a representative of the general public. NRS 656.110(2) allows the Board to employ a person to serve as the Executive Secretary on a full time basis.

Page 3, Dates of the immediately preceding six meetings

*December 28, 2017
*December 14, 2017
*November 1, 2017
*October 14, 2017
*September 20, 2017
*September 6, 2017