

**ADOPTED REGULATION OF THE
CERTIFIED COURT REPORTERS' BOARD OF NEVADA**

LCB File No. R075-10

Effective June 30, 2010

EXPLANATION – Matter in *italics* is new; matter in brackets ~~[omitted material]~~ is material to be omitted.

AUTHORITY: §1, NRS 656.130.

A REGULATION relating to court reporters; revising provisions relating to the examination for certification administered by the Certified Court Reporters' Board of Nevada; and providing other matters properly relating thereto.

Section 1. NAC 656.100 is hereby amended to read as follows:

656.100 1. The Board will consider applications for certificates for the immediately succeeding examination. The Executive Secretary of the Board shall establish a deadline for submission of applications at least 30 days before the examination for certification is administered. If an application is postmarked after the deadline, the Executive Secretary of the Board shall return the application to the applicant and the applicant is ineligible to take the examination.

2. An application must be submitted to the Board in its original form. If an applicant submits an application that is photocopied, the Executive Secretary of the Board shall return the application to the applicant and the applicant is ineligible to take the examination.

3. All questions on the application must be completed. If an application is incomplete, the Executive Secretary of the Board shall return the application to the applicant. An applicant whose application is returned because it is incomplete may resubmit his application if the application that is resubmitted is postmarked on or before the date of the deadline.

4. All evidence required by NRS 656.170 must be included with the application. The Board will not accept an application without the evidence unless the applicant receives approval from the Board before he submits his application.

5. An application must include a photocopy of a picture identification of the applicant.

6. If the fee accompanying the application is in the form of a check and the check is returned by the bank, the applicant must immediately submit a money order to the Board. If the applicant does not submit a money order in a timely manner, the Executive Secretary of the Board may deny the applicant:

(a) Admission to the examination;

(b) The results of his examination; or

(c) A certificate.

7. An application must be signed by the applicant under penalty of perjury and include an acknowledgment by the applicant that a misrepresentation or omission in the application may constitute a ground for denial, suspension or revocation of a certificate pursuant to NRS 656.240. The signature of the applicant attests to the accuracy of all information provided by the applicant, including, but not limited to, the information contained in the application and all other evidence and information accompanying the application.

8. If the Board rejects an application, the Board will include a letter that explains the reason for the rejection.

9. If the Board approves an application, the Executive Secretary of the Board shall mail to the applicant a letter of admission to the examination.

10. An applicant may cancel his or her submission of an application and request a refund of the examination fee by submitting a written request to the Board on or before the deadline

for submission of applications established by the Executive Secretary of the Board pursuant to subsection 1. If the request is submitted on or before the deadline for submission of applications, the Executive Secretary of the Board shall cancel the applicant's application and refund the examination fee to the applicant. The Executive Secretary of the Board shall not refund an examination fee if the request for a refund is submitted after the deadline for submission of applications.

11. An applicant may cancel his or her submission of an application and request that the Board apply the applicant's examination fee to the immediately succeeding examination by submitting a written request to the Board after the deadline for submission of applications established by the Executive Secretary of the Board pursuant to subsection 1 but before the date of the examination. If the request is submitted after the deadline for submission of applications but before the date of the examination, the Executive Secretary of the Board shall cancel the applicant's application and apply the applicant's examination fee to the immediately succeeding examination.

12. An applicant who is unable to take the examination because of an emergency may submit a written request to the Board not later than 15 days after the date of the examination requesting that the Board apply the applicant's examination fee to the immediately succeeding examination. The request must include documented proof of the emergency. If the Board grants the applicant's request, the Executive Secretary of the Board shall apply the applicant's examination fee to the immediately succeeding examination.

13. As used in this section, "emergency" means a sudden or unforeseen circumstance that makes it impractical or impossible for the applicant to take the examination and includes,

without limitation, an illness or injury to the applicant or an injury to or the illness or death of a family member of the applicant.



**State of Nevada
Certified Court Reporters Board**

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SEVERIN CARLSON, Esq. – Chairman
LORI JUDD – Vice Chairperson
DENISE PHIPPS – Board Member
SHERRILL GROTHEER – Board Member
MARY CAMERON – Board Member

Informational Statement

Date: Monday, June 14, 2010
Start Time: 3:42pm
End Time: 4:08pm

Las Vegas Location: Esquire Solutions – An Alexander Gallo Company
2300 West Sahara Avenue, Suite 770
Las Vegas, Nevada 89102

Reno Location: Aevos Office Suites
10775 Double R Boulevard
Las Vegas, NV 89521

Present in Las Vegas: Lori Judd Sherrill Grotheer Gloria Perry Alycia Hansen
Debbie Uehara Debbie Hines

Present in Reno: Mary Cameron Severin Carlson Denise Phipps

The adoption hearing on proposed permanent regulations was called to order by Legislative Committee Chairperson, Mary Cameron.

Board member roll call:

Severin Carlson – Present
Lori Judd – Not Present
Denise Phipps – Present
Sherrill Grotheer – Present
Mary Cameron - Present

1. Description of how public comment was solicited, a summary of public response and an explanation of how other interested persons may obtain a copy of the summary.

Notice of public hearing for adoption of permanent regulations for the state of Nevada Certified Court Reporters Board was noticed on May 14, 2010 at the following locations:

Certified Court Reporters Board 6628 Sky Pointe Drive, Suite 104 Las Vegas, NV 89131	8th Judicial District Court 200 Lewis Avenue Las Vegas, NV 89155	2nd Judicial District Court 75 Court Street Reno, NV 89520
Office of the Attorney General 885 East Musser Street, #2030 Carson City, NV 89701	Grant Sawyer Building 555 E. Washington Avenue Las Vegas, NV 89101	Carson City Library 900 N Roop Street Carson City, NV 89702
Churchill County Library 553 South Main Street Fallon, NV 89406	Clark County District Library 833 Las Vegas Boulevard Las Vegas, NV 89101	Douglas County Library 1625 Library Lane Minden, NV 89423
Elko County Library 720 Court Street Elko, NV 89801	Esmeralda County Library Corner of Crook & 4th Streets Goldfield, NV 89013	Humboldt County Library 85 East 5th Street Winnemucca, NV 89445
Lander County Library 625 S Broad Street Battle Mountain, NV 89820	Lincoln County Library 63 Main Street Pioche, NV 89043	Lyon County Library 20 Nevin Way Yerington, NV 89447
Mineral County Public Library Library 110 1st Street Hawthorne, NV 89415	Pershing County Library 1125 Central Avenue Lovelock, NV 89419	Storey County Public Library 95 South R Street Virginia City, NV 89440
Tonopah Public Library 167 Central Street Tonopah, NV 89049	Washoe County Library 301 South Center Street Reno, NV 89501	White Pine County Library 950 Campton Street Ely, NV 89301

Notice of the workshop and adoption hearings instructed interested persons of the public to contact Debbie Uehara at the Nevada Certified Court Reporters Board at 702-489-8787 to obtain copies of the comment summaries.

2. A statement indicating the number of persons who attended each meeting or workshop, testified at each hearing, and submitted written statements regarding the proposed permanent regulations.

Workshop – Wednesday, April 14, 2010

Number of persons who attended Las Vegas location: 8
Number of persons who attended Reno location: 4 (2 via teleconference)
Number of persons who testified: 0
Number of written comments: 1

Adoption Hearing – Monday, June 14, 2010

Number of persons who attended Las Vegas location: 5
Number of persons who attended Reno location: 3
Number of persons who testified: 0
Number of written comments: 0

3. **A description of how comment was solicited from affected businesses, a summary of their response, and an explanation of how interested persons may obtain a copy of the summary.**

Notices of the workshop and adoption hearing to solicit comments were sent out to each active and inactive court reporter and designated firm representative registered with the Nevada Certified Court Reporters Board. Notice of the workshop and adoption hearing instructed interested persons of the public to contact Debbie Uehara at the Nevada Certified Court Reporters Board at 702-489-8787 to obtain copies of the comment summaries.

4. **If the permanent regulations were adopted without changing any part of the proposed permanent regulation, a summary of the reasons for adopting the permanent regulation without change. The statement should also explain the reasons for making any changes to the permanent regulation as proposed.**

The introduction of new language and general housekeeping amendments will keep NAC Chapter 656 consistent with NRS Chapter 656 and will provide clarification regarding certification exam fee refunds and court reporting practices in this state. A copy of the permanent regulations as adopted with corrections is attached.

5. **The estimated economic effect of the permanent regulations on the business which it is to regulate and on the public. These must be stated separately, and in each case must include:**

- a) **Both adverse and beneficial effects.**

The Board does not anticipate any adverse economic effect on the proposed permanent regulations.

- b) **Both immediate and long-term effects.**

The effects of the proposed permanent language will keep NAC Chapter 656 consistent with NRS Chapter 656 and provide clarification regarding court reporting practices in the state of Nevada to better safeguard the public.

6. **The estimated cost to the agency for enforcement of the proposed permanent regulation.**

None anticipated at the time of this posting.

7. **A description of any regulations of other state or government agencies which the proposed permanent regulations overlaps or duplicates and a statement explaining why the duplication or overlapping is necessary. If the permanent regulations overlaps or duplicates a federal regulation, the name of the regulating federal agency.**

None known at the time of this posting.

- 8. If the permanent regulations includes provisions that are more stringent than a federal regulation which regulates the same activity, a summary of those provisions.**

None known at the time of this posting.

- 9. If the permanent regulations establishes a new fee or increases an existing fee, a statement indicating the total annual amount the agency expects to collect and the manner in which the money will be used.**

No new fees established.

MOTION by Mary Cameron: That the Board move to adopt the proposed NAC language identified as LCB File #R020-10 with corrections made to Section 1 and 2. Motion seconded by Denise Phipps, all in favor, motion moves forward. (A copy of the language in its entirety is attached)

MOTION by Mary Cameron: That the Board move to adopt the proposed NAC language identified as LCB File #R021-10 with corrections made to Section 2 and 3. Motion seconded by Denise Phipps, all in favor, motion moves forward. (A copy of the language in its entirety is attached)

MOTION by Mary Cameron: That the Board move to adopt the proposed NAC language identified as LCB File #R075-10 with a correction made to Section 4. Motion seconded by Denise Phipps, all in favor, motion moves forward. (A copy of the language in its entirety is attached)

MOTION by Severin Carlson: To adjourn at 4:08pm.