



**Supreme Court Administrative Office  
Payroll Division**



This form must be completed and returned to:  
Supreme Court of Appeals  
Administrative Office - Payroll Division  
State Capitol – Room E-100  
1900 Kanawha Blvd., East  
Charleston, WV 25305

(Copy of court reporter's national certification certificate must be attached to this request.)

Request for 2-Step pay increase for certified court reporters:

1. who have attained realtime certification,
2. possess the skill and equipment to do realtime, and
3. agree to be available to do realtime court reporting statewide.

**Approval and Signature of Circuit Judge**

My court reporter, whose name is \_\_\_\_\_ possesses the skill and  
Print or Type Name

equipment to do realtime court reporting; she/he has attained realtime certification (*copy of realtime certification certificate must be attached to this request*); and she/he agrees to be available to do realtime court reporting statewide. Therefore, I request that she/he be allowed to receive the two-step pay increase that is set forth in the Personal Manual, and the Manual for Official Court Reporters of the West Virginia Judiciary. I fully understand that a prerequisite to this two-step increase is that my court reporter must be available to do realtime court reporting statewide.\*

My court reporter was certified as a "Registered Realtime Reporter" on: \_\_\_\_\_  
Date of Certification (*Please print or type*)

Copy of certification is attached.

Certified by: \_\_\_\_\_  
Name of Organization (*Please print or type*)

\_\_\_\_\_  
Signature of Court Reporter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print or type the court reporters name above.

\_\_\_\_\_  
Signature of Circuit Judge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print or Judge's name above

\_\_\_\_\_  
County

\_\_\_\_\_  
Circuit

\*If a party in a circuit court proceeding has a disability that necessitates a realtime court reporter, your court reporter may be asked to report the proceedings. This Court will approve payment of a substitute court reporter for your courtroom. There are usually 6 to 8 court reporters participating in this program, and every attempt will be made not to disrupt your courtroom schedule.