



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 1-Step pay increase for certified court reporters:

who ATTAIN and MAINTAIN **certification by the NCRA or an approved national association** as a
Registered Professional Reporter.

If national certification is not maintained, 1-step increase will be taken away.

Approval and Signature of Circuit Judge

My court reporter, whose name is _____ has earned the status of
Print or Type Name

Registered Professional Reporter by successfully completing the exam given by the National Court Reporters Association (or an approved national association) (Copy of national certificate must be attached to this request). Therefore, I request that she/he be allowed to receive the one-step pay increase that is set forth in the Personnel Manual, and the Manual for Official Court Reporters of the West Virginia Judiciary. I fully understand that my court reporter must participate in the continuing education program to maintain the national certification, and if my court reporter ceases to be a member in good standing, she/he will immediately notify the Supreme Court Administrative Office and lose the one-step increase.

My court reporter was certified as a "Registered Professional Reporter" on: _____

Copy of certification is attached.

Date of Certification (Please print or type)

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