



**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.