



**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 the **Certificate of Merit** or certification as a Registered Merit Reporter by the NCRA
or an approved national association.

Approval and Signature of Circuit Judge

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

of Merit or certification as a Registered Merit Reporter 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.

My court reporter was certified as a "Registered Merit 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