

**BOARD OF COURT REPORTING
CODE OF PROFESSIONAL ETHICS
AND
GUIDELINES FOR PROFESSIONAL PRACTICE**

On April 17, 1994, the Board of Court Reporting adopted The Board of Court Reporting Code of Professional Ethics, based on the National Court Reporters Association Code of Professional Ethics and the Code of Professional Conduct and Standards of Practice proposed by the Georgia Certified Court Reporters Association. The Judicial Council favorably reviewed the amendments to the rules necessary to implement enforcement in June of 1994.

The mandatory Code of Professional Ethics defines the ethical relationship the public, the bench, and the bar have a right to expect from a reporter. They set out the conduct of the reporter when dealing with the user of reporting services and acquaint the user, as well as the reporter, with guidelines established for professional behavior.

The Guidelines for Professional Practice are goals toward which every reporter should strive. Reporters are urged to comply with the Guidelines, which do not exhaust the moral and ethical considerations with which the reporter should conform, but provide the framework for the practice of reporting. Not every situation a reporter may encounter can be foreseen, but fundamental ethical principles are always present.

By complying with the Code of Professional Ethics and Guidelines for Professional Practice, reporters maintain their profession at the highest level.

PART I: CODE OF PROFESSIONAL ETHICS

A Georgia Certified Court Reporter Shall:

- A. Be fair and impartial toward each participant in all aspects of reported proceedings.
- B. Be alert to situations that are conflicts of interest or that may give the appearance of a conflict of interest. If a conflict or a potential conflict arises, the reporter shall disclose that conflict or potential conflict.
- C. Guard against not only the fact but the appearance of impropriety.
- D. Preserve the confidentiality and ensure the security of information, oral or written, entrusted to the reporter by any of the parties in a proceeding.
- E. Be truthful and accurate when making public statements or when advertising the reporter's qualifications or the services provided.
- F. Refrain, as an official reporter, from freelance reporting activities that interfere with official duties and obligations.
- G. Determine fees independently, except when established by statute, court order, or applicable fee schedules, entering into no unlawful agreements on the fees to any user.

- H. Refrain from giving, directly or indirectly, any gift, incentive, reward or anything of value to attorneys, clients, or their representatives or agents, except for nominal items that do not exceed \$50.00 in the aggregate per recipient each year.
- I. Refrain from reporting in any method other than the method in which the reporter is certified.
- J. Abide by the Rules and Regulations of the Board of Court Reporting.

PART II: GUIDELINES FOR PROFESSIONAL PRACTICE

Common sense and professional courtesy should guide the reporter in applying the following Guidelines. At all times the reporter should maintain the integrity of the reporting profession.

A Georgia Certified Court Reporter Should:

- A. Accept only those assignments when the reporter's level of competence will result in the preparation of an accurate transcript. The reporter should withdraw from an assignment when the reporter believes his/her abilities are inadequate, and should recommend or assign another reporter who has the competence required for such assignment.
- B. Prepare the record in accordance with the transcript format guidelines established by rule, statute, or court order.
- C. Notify, whenever possible, the parties engaging the reporter if a substitute reporter, equally qualified, will be assigned to report the proceedings.
- D. Preserve the notes/recordings in accordance with statute, court order, or retention schedules, or for a period of no less than five (5) years through storage of the original paper notes/recordings or an electronic copy of either the notes/recordings or the transcript on computer disks, cassettes, backup tape systems, optical or laser disk systems, or other retrieval systems.
- E. Meet promised delivery dates whenever possible, make timely delivery of transcripts when no date is specified, and provide immediate notification of delays.
- F. Strive to become and remain proficient in the reporter's professional skills.
- G. Keep abreast of current literature, technological advances and developments, and participate in continuing-education programs.
- H. Assist in improving the reporting profession by participating in national, state, and local association activities that advance the quality and standards of the reporting profession.
- I. Cooperate with the bench and bar for the improvement of the administration of justice.