

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of:	)	
	)	
AMENDING ARIZONA CODE OF	)	Administrative Order
JUDICIAL ADMINISTRATION §	)	No. 2025 - <u>185</u>
7-206: CERTIFIED REPORTER	)	(Affecting Administrative Order
	)	No. 2023-226)
_____	)	

Proposed amendments to the above-captioned section of the Arizona Code of Judicial Administration (“ACJA”) came before the Arizona Judicial Council on October 23, 2025 and were approved and recommended for adoption.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the amendments to ACJA § 7-206 as indicated on the attached document are adopted. All other provisions of § 7-206 remain unchanged and in effect.

Dated this 29th day of October, 2025.

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ANN A. SCOTT TIMMER  
Chief Justice

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 7: Administrative Office of the Courts**  
**Chapter 2: Certification and Licensing Programs**  
**Section 7-206: Certified Reporter**  
*(deleted text shown in ~~strikethrough~~; new text underlined)*

**A. through F. [No changes]**

**G. Renewal of Certificate or Registration.** In addition to the requirements contained in ACJA § 7-201(G) the following requirements apply:

1. Expiration Date. A.R.S. § 32-4023(A) provides: “A certificate issued pursuant to this article is subject to renewal and expiration as prescribed by rules adopted pursuant to section 32-4005.” All certifications and registrations expire annually at midnight on February 28<sup>th</sup> of each even-numbered year.
2. Application. A.R.S. § 32-4023(B) provides: “The certificate holder is responsible for applying for a renewal certificate.” A certified reporter shall submit a completed renewal application, is timely if submitted during the month of January of each even-numbered year. A renewal application submitted during the month of February or later of each even-numbered year will be assessed a late fee as provided in applicable fees pursuant to subsection (K) and documentation by the renewal application deadline established by the board to remain eligible to serve as a certified reporter in Arizona.
3. Continuing Education. A.R.S. § 32-4023(D) provides: “A certificate holder shall include with the application for renewal documentation satisfactory to the board that the certificate holder has successfully completed at least ten hours of approved continuing education each year.” By no later than December 31 of each odd-numbered year, all certified court reporters must complete ~~The certificate holder shall comply with the provisions regarding~~ 20 continuing education hours as provided contained in subsection (L).
4. A registered reporting firm seeking renewal of registration must include a letter of good standing from the Arizona Corporation Commission or Arizona Secretary of State, as applicable, with its renewal application.
45. Decision Regarding Renewal. In addition to the requirements ~~contained in~~ of ACJA § 7-201(E) and (G), the following requirements apply:
  - a. A.R.S. § 32-4023(B) provides: “On receipt of the renewal application and the renewal fee, the board shall issue the applicant a new certificate unless the board finds that the applicant does not meet the requirements for renewal or that section 32-4024 applies.”
  - b. The board may deny renewal of a certificate for any of the reasons specified in A.R.S. § 32-4024.

**H. through J. [No changes]**

**K. Fee Schedule.** Pursuant to A.R.S. § 32-4008, provides that the supreme court shall set sets and collect collects the fees necessary to carry out the provisions of Title 32, Chapter 40, Arizona Revised Statutes pertaining to laws governing the certification of certified reporters.

1. Certification Fees.

a. Initial Certification (~~expiring more than 6 months after application date~~)  
expiring more than one year after application date ~~\$350.00~~ \$700.00

b. Initial Certification (~~expiring less than 6 months after application date~~)  
expiring less than one year ~~\$175.00~~ \$350.00

c. Fingerprint Processing

(Rate as set by Arizona law and subject to change)

2. Examination Fee for the Arizona Written Test

a. Applicants for Initial Certification \$100.00

b. Reexaminations \$100.00

(For any applicant who did not pass the examination on the first attempt. The \$100.00 fee applies to each reexamination.)

c. Reregistration for Examination \$100.00

(For any applicant who registers for an examination date and fails to appear at the designated site on the scheduled date and time.)

3. Renewal Certification Fees. Certified reporters and registered reporting firms may pay one half of the biennial renewal certification/registration fees annually, between January 1 and January 31. Annual payments made between February 1 and February 28 must pay the late renewal fee in addition to the annual payment. Annual payments not made by February 28 may result in disciplinary action against the certificate holder and or registered reporting firm. A certificate or registration holder failing to pay annual fees within 30 days of their due date is subject to disciplinary action.

a. Certification Renewal ~~\$300.00~~ \$700.00

b. Inactive Status \$100.00

c. Late Renewal \$100.00

d. Delinquent Continuing Education \$100.00

4. Miscellaneous Fees

- a. Replacement of Certificate or Name Change \$ 50.00
- b. Public Record Request per Page Copy for Photocopies \$ 0.50
- c. Certificate of Correctness of Copy of Record \$ 18.00
- d. Reinstatement Application \$100.00

(Application for reinstatement to certification after suspension or revocation of certification.)

5. Registered Reporting Firm Registration Fees

- a. Initial Registration \$100.00
- b. Renewal Registration \$100.00

**L. through M. [No changes]**

**N. Registered Reporting Firm.** A reporting firm that employs or contracts with a certified reporter to provide services regulated pursuant to A.R.S. § 32-4001 et. seq. or this section must be registered with the division in accordance with the provisions of this section.

1. A reporting firm ~~shall register~~ registers with the division by providing the following information to the division on a form approved by the division ~~the following information:~~
  - a. Full legal name;
  - b. Address;
  - c. Telephone number;
  - d. Email address;
  - e. ~~Contact~~ The name, address, telephone number, and email address of an authorized contact individual, including name address, telephone number, and email address; and
  - f. A letter of good standing from the Arizona Corporation Commission or Arizona Secretary of State, as applicable.
2. Before the registration is effective, the reporting firm must:
  - a. ~~The reporting firm shall certify~~ Certify, on a form acceptable to the division director, that the firm agrees to comply with the provisions of ACJA § 7-201 and this section ~~in~~

- ~~the same manner in which as if it would need to comply if it were a certified reporter;~~
- b. ~~The reporting firm shall~~ Certify, on a form acceptable to the division director, agree that it agrees to submit to the jurisdiction of the Supreme Court-supreme court to the extent it has performed-engages in activities regulated-governed by this section;
  - c. ~~The reporting firm shall pay~~ Pay the applicable fee set forth in paragraph K according to the fee schedule in subsection (K).
- ~~3. A registered reporting firm registration expires on January 31st following the fifth anniversary of its issuance and may be renewed by filing a renewal application on a form acceptable to the division director that provides the information and certifications set forth in subparagraphs 1 and 2 of this paragraph.~~
- ~~43. A registered reporting firm that contracts with or employs a certified reporter to perform services regulated by this section shall~~ must ensure that in the performance of those duties the certified reporter and registered reporting firm adhere to-comply with the provisions of this section in performing their duties.
- ~~54. A registered reporting firm that fails to comply with its obligations as set forth in under this section may have its~~ is subject to revocation or suspension of its registration-revoked, suspended or the registered reporting firm may receive such other discipline as a certified reporter may receive upon finding by the Board that the registered reporting firm violated the provisions of this section-determines is appropriate. ~~-Any disciplinary action imposed upon a registered reporting firm is also imposed upon the registered reporting firm's affiliates. If the Board revokes a registered reporting firm's registration is revoked, the firm may not reapply for registration for twelve months and before being re-registered only after the Board must determine-determines that the conduct resulting in the registered reporting firm's revocation is unlikely to reoccur.~~