



HAWAII COURT REPORTERS & CAPTIONERS ASSOCIATION

P.O. Box 4681, Honolulu, Hawai'i 96812

REPORTING REQUIREMENTS

Court reporters in Hawaii fall under the jurisdiction of the State Judiciary and must be licensed by the State through the Hawaii Board of Certified Shorthand Reporters, 777 Punchbowl Street, Honolulu, Hawaii 96813. For more information, contact Kim Maitland at (808) 539-4226; Kim.L.Maitland@courts.state.hi.us.

1. To become a Hawaii CSR, one must be an RPR with the National Court Reporters Association. Continuing Education Units are required to maintain RPR and Hawaii CSR status. For more information, contact www.ncraonline.org.
2. Freelance reporters must be Notaries Public for the State of Hawaii. A Hawaii Notary Public must be a Hawaii resident or maintain a local address, be at least 18 years of age, be a U.S. citizen or permanent legal resident, and hold a Notary Bond. For complete information and fees, contact (808) 585-1216; www.hawaii.gov/ag/notary. Official court reporters need not be notaries.
3. There is a \$125 application fee and application form to be filed with the Hawaii CSR Board.
4. Passing a Hawaiian Written Knowledge Test is an additional requirement. It is a multiple-choice test usually completed in approximately 30 minutes and includes some historical background, legal requirements, and common Hawaiian words that are essential to performing our duties. A study guide is available by contacting Kim Maitland at (808) 539-4226; Kim.L.Maitland@courts.state.hi.us.
5. There is a \$50 license renewal fee due every year by January 31.
6. Hawaii CSRs must complete 30 CEUs every 3-year term, coinciding with their CEU terms with NCRA.
7. To perform duties as an official CSR for the State of Hawaii, a reporter must first obtain their Hawaii CSR license before applying to the Judiciary. For information on the Hawaii Judiciary, contact <http://www.courts.state.hi.us/index.jsp>.