



Stephanie Wells <stephanie.wisdom.wells@gmail.com>

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**RE: SUB INSTRUCTIONS**

Stephanie Wells <stephanie.wisdom.wells@gmail.com>  
To: Stephanie Wells <stephanie.wisdom.wells@gmail.com>

Mon, Mar 21, 2022 at 8:57 AM

Hi, Everyone - I wanted to send clarification on how to sign up to sub in Harris County. I fear we have already lost a sub because she received misinformation from several people during the process.

Below are the steps, and I am attaching the Sub Packet from Sheri Tucker. Please note: Shelly Spangle and Penny do not have anything to do with subs. Also, within the sub packet, it includes subbing for Harris County, along with information about subbing in the Family Float Pool.

Here are the steps:

- 1) Call **Cynthia Budinsky with Evins 713.977.8555** to make an appointment to meet with her at their office. (**Cynthiab@hrnetconnection.com**)
- 2) Contact **Judge Payne, Latosha\_Payne@Justex.net**, or **Judge Beau Miller, 190th District Court**, to be administered the oaths (which are in the attached packets.)
- 3) Contact **Irma Medina in the District Clerk's office** so that she may schedule **Marilyn Burgess or Wes McCoy** for their part in completing the Affirmations of Duties Oath.
- 4) **Bring completed oaths to Sheri Tucker on the 7th Floor of the Criminal Justice Center (1201 Franklin, Sheri\_Tucker@Justex.net)**. Sheri will see to it that their oaths are filed with the District Clerk as special minutes. Sheri will also give them Jessica Chang's contact information so Jessica can add them to our sub list.

**Please note:** The attached packet has Evins info, a 1099, Harris County Badge information, as well as the general subbing information and Family Float Pool information.

Thank you for saving this information, and please try to recruit and assist any freelance friends you may have!

I will also have this packet and these steps on hand at our HCRA/HCOCCRA Seminar September 17th for any freelancers who may be interested.

Stephanie

Stephanie Wells, CSR  
Official Court Reporter  
313th District Court  
1200 Congress, 5th Floor  
Houston, Texas 77002  
713.562.6969

**SUBSTITUTE - DEPUTY COURT REPORTER FORMS & INSTRUCTIONS:**

**EVINS PERSONNEL** – Effective December 24, 2018, Evins Personnel ([www.evinspersonnelconsultants.com](http://www.evinspersonnelconsultants.com)) is the contact agency to sign up as a Deputy/Substitute Court Reporters. For additional information, please contact Cynthia Budinsky, Branch Supervisor, at 713-977-8555 or email [cynthiab@HRnetconnection.com](mailto:cynthiab@HRnetconnection.com). This process must be completed prior to providing any services in the Harris County Courts.

**\*If interested in participating specifically with the Family Courts' Float Pool, please contact Ophelia Stevens at 832-927-6615 for additional information.**

**\*STATEMENT OF OFFICE** – Court Reporter completes the STATEMENT OF OFFICE form and must provide a copy of current CSR license. (Thereafter, upon the receipt of ANY renewal certification, a new copy must be provided.)

**\*OATH OF OFFICE** – An Administrative Judge (see below) will administer the OATH OF OFFICE and sign the completed form. Contact to make an appointment to see either Judge listed below:

**JUDGES TO ADMINISTER OATH OF OFFICE:**

Judge Beau Miller, 190 <sup>th</sup> District Court – 12 <sup>th</sup> floor Civil Courthouse, 832-927-2300
Judge Latosha Payne, 55 <sup>th</sup> District Court – 9 <sup>th</sup> floor Civil Courthouse, 832-927-2650

**\*AFFIRMATION OF DUTIES OATH** – The District Clerk's Office (201 Caroline, 4<sup>th</sup> floor) administers and provides their own form to be completed. **NOTE:** Prior to your arrival, contact Irma Medina, the Executive Assistant, at [irma.medina@hcdistrictclerk.com](mailto:irma.medina@hcdistrictclerk.com) with your name, CSR#, your cell phone #, and whether you are a Deputy Reporter or an Official Reporter. Marilyn Burgess, District Clerk, or Wes McCoy, her Chief Deputy, will administer the AFFIRMATION OF DUTIES OATH and sign the completed form. If you have any questions, Ms. Medina can be reached at 832-927-5770. A copy of the completed form must be returned to me for record.

**\*FREQUENT COURTHOUSE VISITORS (FCV) BADGE PROGRAM** - Background checks are required for all new/renewal applicants and requires a \$75 fee. The online application must be completed within 60 days from the date of submission, including online payment. To begin the application process, go to: <https://webapps.harriscountytx.gov/frequentcourthousevisitors/request>. Direct application questions to Universal Services Customer Service – 713-755-2255, located at 1310 Prairie Street, Suite 140 or send email to: [fcv@us.hctx.net](mailto:fcv@us.hctx.net).

**\*HARRIS COUNTY DEPUTY COURT REPORTERS LIST** – To be added to the Harris County Deputy Court Reporters List, please contact Jessica Chang by email at [JESSICA\\_CHANG@JUSTEX.NET](mailto:JESSICA_CHANG@JUSTEX.NET).

**SAVE FOR YOUR REFERENCE:**

\* AUDITOR'S DEADLINE SCHEDULE, 2022

\* HARRIS COUNTY HOLIDAY SCHEDULE, 2022

\* HARRIS COUNTY DEPUTY COURT REPORTERS LIST (provided by Jessica Chang)

Return all completed forms to the Administrative Office of the District Courts, 1201 Franklin Street, 7<sup>th</sup> floor, Houston, Texas 77002. If you have any questions, please contact Sheri Tucker at 832.927.6594.

In the name and by the authority of

The State of Texas

OATH OF OFFICE

Deputy Court Reporter  
For The District Courts of Harris County, Texas

I, \_\_\_\_\_, do solemnly swear, that I will faithfully execute the duties of the office of Deputy Court Reporter of the District Courts of Harris County, Texas, and will to the best of my ability preserve, protect and defend the Constitution and laws of the United States and of this State, so help me God.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Certification No. \_\_\_\_\_  
Social Security No. \_\_\_\_\_

SWORN TO and Subscribed before me by \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Administrative Judge  
Harris County, Texas

In the name and by the authority of

# The State of Texas

## STATEMENT OF OFFICE

Deputy Court Reporter  
For The District Courts of Harris County, Texas

I, \_\_\_\_\_, Certified Shorthand Reporter and Deputy Court Reporter of the District Courts of Harris County, Texas, do solemnly swear, that I have not directly or indirectly paid, offered, or promised to pay, contributed or promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward to secure my appointment or confirmation thereof, so help me God.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Certification No. \_\_\_\_\_  
Social Security No. \_\_\_\_\_

SWORN TO and Subscribed before me by \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, on this

Notary Public in and for State of Texas

Printed Name: \_\_\_\_\_

District Clerk shall file this oath in the minutes of the court

Marilyn Burgess, District Clerk  
Harris County, Texas

SWORN TO and Subscribed before me by \_\_\_\_\_ day of \_\_\_\_\_, 2019, on this

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Certification # \_\_\_\_\_

I, \_\_\_\_\_, Certified  
Shorthand Reporter and Deputy Court Reporter in Harris County, Texas, do solemnly swear that  
I will keep a correct, impartial record of all evidence offered in each case reported by me,  
together with the objections and exceptions made by the parties to such cases, and the rulings  
and remarks made by the Court in passing upon the admissibility of testimony presented in the  
case.

The State of Texas  
Oath Affirming Statutory Duties  
(Tex. Gov't Code §52.045)  
Deputy Court Reporter  
District Courts of Harris County, Texas

In the name and by the authority of



May 29, 2018

Dear Frequent Courthouse Visitors Program Participant:

We have launched our new Frequent Courthouse Visitors (FCV) online application process. The new system is designed to streamline and automate applying to the Frequent Courthouse Visitors Program. You are required to personally complete the entire FCV process within 60 days from the day you submit your Online Application, including the Online Payment, scheduling appointment and picking up your FCV ID Card.

All FCV participants, including active 2017 badge holders, are required to complete the entire registration and application process. This process may not be completed by anyone other than the person who will receive the FCV ID card. If you delay in making your online payment, or scheduling and completing any portion of the ID Card process, it could result in the process exceeding the 60 day period.

If the process is not completed within the 60 day timeframe, you will be required to start a new Online Application and submit a second Online Payment. Note: Your Online Application will be reviewed by Customer Service and Harris County Law Enforcement; the longer you wait to submit your Online Application, it could be delayed by the review process.

Changes to the FCV Program include:

- National background check performed by Harris County Law Enforcement
- One visit to Customer Service via scheduled appointment
- FCV ID Cards will expire 12 months from the date of issuance
- Non-refundable \$75 fee Online Payment
- 60-day deadline to complete the process
- Turn in 2017 FCV ID Card if applicable during scheduled appointment for a new card

Please note that all 2017 FCV ID Cards will expire on September 15, 2018 and you will not be able to bypass the metal detectors and X-Ray machines with a 2017 FCV ID card after September 15, 2018.

If you would like to apply for the FCV program, please access the online system by visiting <https://webapps.harriscountytx.gov/frequentcourthousevisitors> to begin the process.

If you have questions, or need assistance in completing the online process, please contact Customer Service at 713-755-2255 or send an email to [fcv@cts.hctx.net](mailto:fcv@cts.hctx.net).

Thank you,

Harris County

Frequent Courthouse Visitors Program

[fcv@cts.hctx.net](mailto:fcv@cts.hctx.net)

SAVE

SAVE

October 16, 2020

TO: Harris County Official Court Reporters and Deputy Court Reporters

FROM: Jessica Chang 61st Civil District Court, Official Court Reporter

An updated list of deputy court reporters is attached to this e-mail.

A Facebook Group entitled "Harris County, TX, Official and Deputy Court Reporters" is available to you for posting job assignments and availability, or simply to discuss court reporting at: <http://www.facebook.com/groups/144705128956808/>. This is a private group and only members will be able to view posts. Please take advantage of what, I hope, will become a useful tool to our community of court reporters.

New deputy court reporters must execute the Oath of Office before they can report court proceedings. To initiate this process, contact Debbie Lonon at 832-927-6588 to request a Substitute Court Reporter Packet that includes an instructional cover sheet and all of the required forms. Upon completion of the Oaths and forms, please return the paperwork to Debbie Lonon, Civil Court House, 17<sup>th</sup> Floor, Room 1760.

Thank you.



LAST UPDATED: 10/23/2020

Harris County Deputy Court Reporters

	NAME	CERTIFICATION TYPE	RT	COURTS	CELL	E-MAIL
1	Adams, Tammy	MACHINE	Y	ALL	832-244-3336	TADAMS1101@GMAIL.COM
2	Balamonte, Tony	MACHINE		ALL	713-526-8324	TONYBALAMONTE3@YAHOO.COM
3	Bartek, Jill	MACHINE		ALL	713-876-3603	JBARTEKCSR@GMAIL.COM
4	Cadena, Minnie	MACHINE	Y	ALL	281-389-7042	MINNIE.CADENA@GMAIL.COM
5	Cordova, Elizabeth	MACHINE		ALL	281-865-2723	ELIZABETHCORDOVA30@YAHOO.COM
6	Faulin, Doug	MACHINE		CVL, FAM	409-370-3032	DEF1727@AOL.COM
7	Hammons, Rebecca	MACHINE		ALL	713-851-1581	ROGERRH4667@AOL.COM
8	Harlow, Stacey Ellen	ORAL	Y	ALL	304-266-2551	LEGALLADY74@MSN.COM
9	Jones, Justine	MACHINE	Y	ALL	757-744-2612	JUSTINEREAULTIME@GMAIL.COM
10	Kidd, Kimberly	MACHINE	Y	CVL	281-793-3544	KKIDD10215@OUTLOOK.COM
11	Miller, Susan Perry	MACHINE	Y	ALL	713-320-6743	SUSANPERRYMILLER@GMAIL.COM
12	Lee, Dale	MACHINE		ALL	409-457-1983	DALE.LEE822@GMAIL.COM
13	Powers, Kathleen	MACHINE	Y	CRL	281-435-7134	KATHCSR@AOL.COM
14	Rodriguez, Mary Ann	MACHINE		ALL	713-206-9588	MARCSR87@GMAIL.COM
15	Singleton, Angela J.H.	MACHINE	Y	ALL	713-449-4262	AH564@GMAIL.COM
16	Tafolla, Leticia	MACHINE		ALL	281-413-6906	TISHATAFF@AOL.COM
17	Webb, Arlene	MACHINE		ALL	832-998-4019	WEBBARLENE53@GMAIL.COM
18	Wheeler, Ryan	MACHINE		FAM	760-805-3974	RYANWHEELER91@YAHOO.COM
19	Woolsey, Karen	MACHINE		ALL	713-703-7860	REPORTERGIURL@SBCGLOBAL.NET

SAVE

ALL=All Courts, CVL=Civil, CRL=Criminal, CTY CR=Civil Criminal,  
 FAM=Family, P=Probate, RT[Y]=Will provide realtime

Please send updates to Jessica Chang  
 at JESSICA\_CHANG@JUSTEX.NET

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Go to www.irs.gov/FormW9 for instructions and the latest information.

HARRIS COUNTY, TX

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=Corporation, S=S corporation, P=Partnership)
- Other (see instructions)
- GOVT
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
5 Address (number, street, and apt. or suite no.) See instructions.
1001 PRESTON ST, SUITE 800
6 City, state, and ZIP code
HOUSTON, TX 77002
7 List account number(s) here (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other TINs, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments: For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.
Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:
- Form 1099-INT (interest earned or paid)
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

# Memo

1201 Franklin Ave, 7<sup>th</sup> Floor  
Houston, TX 77002  
(832) 927-6576  
clay\_bowman@justex.net

**Administrative Office  
of the District Courts**  
Harris County, Texas

**To:** Deputy Court Reporter Pool  
Family Court Judges and Associate Judges  
**From:** Clay Bowman, Court Administrator  
**Date:** October 14, 2019  
**Re:** Assignments of Deputy Court Reporters (Floaters) for Family Law Associate Judges

Effective immediately, Deputy Court Reporters will be assigned to work in coordination with the Associate Judges sharing office suites on each floor. Assignments are subject to change as needed to accommodate the needs of the courts. Please note the following guidelines for managing time and attendance.

## GUIDELINES

- 1) All Deputy Court Reporters must be certified as a shorthand reporter by the supreme court and certified by The Court Reporters Certification Board in accordance with TX Govt Code Ch. 52.
- 2) Deputy Court Reporters must be in the courthouse no later than 8:30a.m. and check in by signing the District Court Deputy Reporter Assignments Log located in the Civil Courthouse, Room 1761. Deputy Court Reporters must then check in with the coordinator in their assigned courts.
- 3) In the event that you are absent, it is your responsibility to contact Javier Leal or Debbie Lonon as soon as possible, but no later than 8:00a.m.
- 4) Deputy Court Reporters must communicate with their assigned courts each week to receive notice for the next week's trials and hearings.
- 5) The Administrative Office will schedule additional Deputy Court Reporters for trials/hearings as needed, depending on the workload and availability of Reporters.

Please note that floaters are not available to substitute for the Official Court Reporters. It is the responsibility of the Official Court Reporter to find a substitute, whether it be for the day, half a day or a few hours. It is also the Official Court Reporter's responsibility to see that the court is always covered.

Also, floaters are entitled to a lunch hour. Court reporting can be intensely stressful work. Please be mindful to allow for adequate breaks.

- 6) Each day, Deputy Court Reporters may be released from their assigned courts by obtaining the Associate Judge's or Court Coordinator's initials on the Evins time sheet.
- 7) In addition to being released from your assigned courts, Deputy Court Reporters may be required to assist other courts as needed. If you are not needed, then you may sign out on the District Court Deputy Reporter Assignments Log in the Civil Courthouse, Room 1761.
- 8) At the end of each workweek, the administrative office will sign the vouchers for submission to Evins.