

**ORDER OF THE SUPREME COURT  
Of TEXAS**

IT IS ORDERED by the Supreme Court of Texas that the Penalty Matrix be adopted in conformity with Chapter 52 of the Texas Government Code, as part of the Standards and Rules for Certification of Certified Shorthand Reporters as Promulgated by the Supreme Court of Texas, pursuant to S.B. 273, Sec. 52.0321, Sunset legislation for the Court Reporters Certification Board.

---

**PENALTY MATRIX**

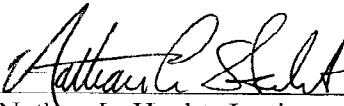
**Disciplinary Guidelines and Administrative Schedule**

---

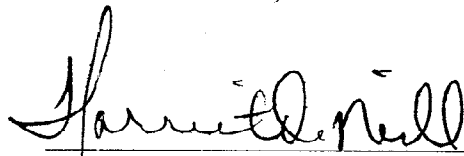
IT IS FURTHER ORDERED, by the Supreme Court that the Penalty Matrix become effective **January 1, 2004**.

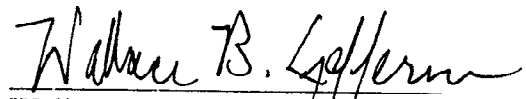
SIGNED this 30<sup>th</sup> day of December, 2003.

\_\_\_\_\_  
Thomas R. Phillips, Chief Justice

  
\_\_\_\_\_  
Nathan L. Hecht, Justice

\_\_\_\_\_  
Priscilla R. Owen, Justice

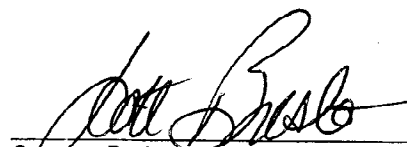
  
\_\_\_\_\_  
Harriet O'Neill, Justice

  
Wallace B. Jefferson, Justice

  
Michael H. Schneider, Justice

\_\_\_\_\_  
Steven W. Smith, Justice

\_\_\_\_\_  
J. Dale Wainwright, Justice

  
\_\_\_\_\_  
Scott Brister, Justice

DRAFT  
SUBJECT TO REVISION - 11/5/03  
COURT REPORTERS CERTIFICATION BOARD

## PENALTY MATRIX

### Disciplinary Guidelines and Administrative Schedule

(1) The purpose of this Section is to advance the administration of justice for the general welfare of the public, by upgrading the practice of shorthand reporting through required certification and the establishment of disciplinary procedures for those found guilty of unprofessional conduct, fraud, dishonesty, corruption, willful violation of duty or incompetence.

(2) Procedures and amount(s) for administrative penalties portrayed in this rule may be imposed on a Certified Shorthand Reporter or a Court Reporting Firm for violation(s) of any rules or regulations enacted by the Texas Legislature and/or approved by the Supreme Court of Texas.

(3) After receiving a complaint and giving the Certified Shorthand Reporter or Court Reporting Firm notice and an opportunity for a hearing as prescribed by Section 52.028 of the Government Code, V.T.C.A. and Rule IV Et seq of the Standards and Rules for Certification of Certified Shorthand Reporters as promulgated by the Supreme Court of Texas, the Court Reporters Certification Board (hereinafter referred to as the Board) may assess a penalty based on a standardized penalty schedule including but not limited to the following criteria:

- (a) The seriousness of the violation, including but not limited to, the nature, circumstances, extent and the gravity of the prohibited act(s);
- (b) the damage caused by the violation;
- (c) the history of previous violations;
- (d) the amount necessary to deter future violations; and
- (e) efforts made to correct the violation.

(4) The amount of the administrative penalty may not exceed \$5,000 for each violation. For purposes of this Section, each day a violation

DRAFT  
SUBJECT TO REVISION - 11/5/03

continues or occurs may be considered a separate violation and the Board may, in its discretion, impose a separate penalty.

(a) First offense resulting in disciplinary action may be assessed a fine up to, but not greater than \$1,000, and/or the Board may impose any of the following, including but not limited to, continuing education, reprimand, suspension and revocation;

(b) second offense resulting in disciplinary action may be assessed a fine up to, but not greater than \$3,000, and/or the Board may impose any of the following, including but not limited to, continuing education, reprimand, suspension and revocation;

(c) third and subsequent offenses resulting in disciplinary action may be assessed a fine up to, but not greater than \$5,000, and/or the Board may impose any of the following, including but not limited to, continuing education, reprimand, suspension and revocation.