

[www.arcourts.gov/boccre](http://www.arcourts.gov/boccre)

## NEW PROCEDURE

### HOW TO UPDATE COURT REPORTER CONTACT INFORMATION WITH THE SUPREME COURT CLERK'S OFFICE AND ON THE WEBSITE:

1. Go to [www.arcourts.gov/boccre](http://www.arcourts.gov/boccre)
2. Click on "Court Reporter Directory"
3. Click on "Court Reporters" at the top of the page
4. Click on "**Submit Information Change Request**"
5. **Fill in the information to be changed**
6. Click "Submit"

NOTE: THE CHANGES WILL NOT APPEAR IMMEDIATELY ON THE WEBSITE. THIS FORM GENERATES A MESSAGE TO THE APPROPRIATE INDIVIDUALS RESPONSIBLE FOR MAINTAINING THE OFFICIAL RECORDS OF EACH COURT REPORTER AND THE WEBSITE. PLEASE CHECK THE WEBSITE AND IF THE CHANGES HAVE NOT APPEARED WITHIN 48 HOURS, PLEASE EMAIL ME AT [alice.cook@arcourts.gov](mailto:alice.cook@arcourts.gov).