

HOW TO APPLY FOR
COURT REPORTING
FIRM (CRF)
REGISTRATION
WITH THE JBCC



TABLE OF CONTENTS

- Court Reporting Firm Registration Options
- Court Reporting Firm Registration Requirements
- Online System overview *(what you can do in the system)*
- How to Apply for Registration *(step-by-step instructions)*
- Court Reporter Certification Department's Information



THINGS YOU CAN DO IN THE ONLINE SYSTEM

- Submit your Application for New Registration.
- Submit payments for any required fees.
- Check the status of your application.
- Track the progress of your application.
- Upload documentation to your application.
- Withdraw your application (prior to submission).
 - Staff must withdraw if you've already submitted it to us.
- Update your Business Name.
- Update your firm's contact information.
- Print payment receipts.
- Print your application (i.e., application summary)
- Confirm documentation uploaded to your application.
- Obtain your Login Name.
- Reset your forgotten password.



COURT REPORTING
FIRM (CRF)
REGISTRATION
OPTIONS



COURT REPORTING FIRM REGISTRATION OPTIONS

1. Court Reporting Firms (CRF's) **Not** 50% owned by a certified shorthand reporter (CSR):
 - These firms are required to pay the application for registration fee.
2. Court Reporting Firms (CRF's) more than 50% owned by a certified shorthand reporter (CSR):
 - These firms are not required to pay the application for registration fee.
 - They must upload an affidavit swearing the court reporter owns more than 50% of the firm and maintains actual control of the firm to their registration form.
 - They must upload corroborating evidence as well, such as copies of tax forms and business entity filings of ownership and actual control of the firm to their registration form.



HOW TO COMPLETE
THE APPLICATION
FOR
COURT REPORTING
FIRM REGISTRATION



- GO TO THE COURT REPORTING FIRM'S HOME PAGE.
- *NOTE: YOU'LL SEE THE PDF GUIDE TO USING THE ONLINE SYSTEM, AND OTHER SLIDE SHOWS AS WELL.*
- **CLICK ON THE BIG, RED, BUTTON** TO ACCESS THE JBCC CERTIFICATION, REGISTRATION LICENSING SYSTEM

How do I...

- Use the Online Licensing System (ALiS)
Please see the [Guide to Using the Online System \(pdf\)](#) & [Online System FAQs](#)
- Obtain or update my login credentials
Go to ALiS, using the red button below, and click **"Forgot Login/Password"**
Email the licensing specialist at courtreporting@txcourts.gov if you need further assistance.
- Update my profile contact information
Login to your online profile and click the Update Profile menu option.

**ACCESS THE JBCC
CERTIFICATION,
REGISTRATION &
LICENSING SYSTEM**

← **Click Here**

Online System Resources

- [Watch How to Apply for Firm Registration \(pdf\)](#)
- [Watch How to Apply for Renewal- Slideshow \(pdf\)](#)
- [Watch How to Apply for CE Approval Online-Slideshow \(pdf\)](#)



CLICK ON THE COURT REPORTERS TAB

Online Certification and Licensing System

USER LOGIN

Login Name
Password

[Forgot Login/Password](#)

Login

Password is case sensitive.

SITE LINKS

To Search for Certified Court Reporter or a Reporting Firm: [Click Here](#)

To search for an approved Continuing Education Course for Court Reporter : [Click Here](#)

For any questions please contact us at courtreporting@txcourts.gov. For more information, please [Click Here](#)

[Register A Guardianship](#) **[Court Reporters](#)** [Process Servers](#) [Court Interpreters](#) [Certified Guardians](#)

Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission

The Court Reporters Certification program tests, certifies and regulates those individuals who make verbatim records of oral proceedings for the court system. In addition, it registers and regulates court reporting firms. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, <http://www.txcourts.gov/jbcc/court-reporters-certification/>

Existing Certification

Existing Individuals/Firms registered with State [Click Here](#) to create online profile.

First Time Applicant

To apply for New Certification: [Click Here](#)

To apply for Court Reporting Firm Certification: [Click Here](#)

Continuing Education Course Provider

If you are a Continuing Education Course provider and need a course approval : [Click Here](#)

We accept:



IN THE FIRST TIME APPLICANT SECTION, CLICK ON THE CLICK HERE LINK.

Online Certification and Licensing System

Register A Guardianship	Court Reporters	Process Servers	Court Interpreters	Certified Guardians
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To Search for Certified Court Reporter or a Reporting Firm: [Click Here](#)

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For any questions please contact us at courtreporting@txcourts.gov. For more information, please [Click Here](#)



FIRST, YOU MUST **CREATE YOUR ONLINE PROFILE.**

On the Initial User Registration page, **complete all fields with a red asterisk by them.** These are required fields:

- Your full legal name (no nicknames)
- Your Date of Birth (i.e., DOB)
- Your Mailing Address
- Your phone number
- Your email address

In the Online Account Information section, you must:

- **Enter (i.e., create) a login name.**
- **Enter (i.e., create) a password.**

Click Register to start the application for certification process.

Initial User Registration - Court Reporter Certification

Fields marked with asterisk (*) are required.

Facility Information

Firm Name *

Federal ID

Mailing Address

Country *

Address * Apt/Unit/etc.

City * State/Province * Zip *

County * Primary Phone # - Ext * Alternate Phone # - Ext

Fax Primary E-mail * Alternate E-mail

Online Account Information

Login Name *

Password * Password is case sensitive and must be at least 8 characters long including: 1 upper case letter, 1 lower case letter, 1 number, and 1 special character.

Re-type Password *

← Click Here



ON THE APPLICATION FOR NEW COURT REPORTER CERTIFICATION PAGE, SELECT THE TYPE OF CERTIFICATION YOU SEEK, THEN **CLICK NEXT**.

Note: **General** is not a viable endorsement option for new applicants. You must only select Machine or Oral.

Preliminary Step

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply for?

Application for New Court Reporting Firm Certification

Certifications *

Please review all endorsements before submitting, if applicable.

<input type="radio"/> COURT REPORTING FIRM - HEADQUARTER	Endorsement	N/A
<input type="radio"/> COURT REPORTING FIRM - AFFILIATE OFFICE	Endorsement	N/A
<input type="radio"/> CSR OWNERSHIP - HEADQUARTER	Endorsement	N/A
<input type="radio"/> CSR OWNERSHIP - AFFILIATE OFFICE	Endorsement	N/A

[Reset](#)[Next](#) [← Click Here](#)



ENTITY INFORMATION TAB. ENTER ALL REQUIRED INFORMATION ON THIS PAGE, THEN CLICK NEXT.

Application for New Court Reporting Firm Certification

Fields marked with asterisk (*) are required

Requested Certification(s) : CSR OWNERSHIP - HEADQUARTER

Entity Information — Address Information — Ownership Detail — Additional Information — Questions — Attestation

Please review information for accuracy.

<< Back Next >>

Firm Information

Firm Name *	<input style="width: 95%;" type="text" value="SUPERNATURAL FIRM"/>		
DBA Name	<input style="width: 95%;" type="text"/>		
Federal ID	<input style="width: 100%;" type="text"/>	Firm Type *	<input style="width: 100%;" type="text" value="Corporation"/>
State of Organization	<input style="width: 100%;" type="text" value="TEXAS"/>	Organization Date	<input style="width: 100%;" type="text" value="01/01/2005"/>

Reset<< Back Next >> ← Click Here



ADDRESS INFORMATION TAB COMPLETE ALL FIELDS WITH A RED ASTERISK, THEN CLICK NEXT.

Application for New Court Reporting Firm Certification

Fields marked with asterisk (*) are required

Requested Certification(s) : CSR OWNERSHIP - HEADQUARTER

Entity Information — **Address Information** — Ownership Detail — Additional Information — Questions — Attestation

Please review Address Information for accuracy. << Back Next >>

Mailing Address Copy From

Country *	<input type="text" value="United States"/>			Apt/Unit/etc.	<input type="text"/>
Address *	<input type="text" value="1234 CASTIEL'S WAY"/>			Zip *	<input type="text" value="77032"/>
City *	<input type="text" value="HOUSTON"/>	State/Province *	<input type="text" value="TEXAS"/>	Alternate Phone # - Ext	<input type="text"/>
County *	<input type="text" value="HARRIS"/>	Primary Phone # - Ext *	<input type="text" value="713-555-5555"/>	Alternate E-mail	<input type="text"/>
Fax	<input type="text"/>	Primary E-mail *	<input type="text" value="COURTREPORTING@TXC"/>		

Contact Information Copy From

Country *	<input type="text" value="United States"/>			Apt/Unit/etc.	<input type="text"/>
Contact Person	<input type="text" value="Sam Winchester"/>			Zip *	<input type="text" value="77032"/>
Address *	<input type="text" value="1234 CASTIEL'S WAY"/>			Alternate Phone # - Ext	<input type="text"/>
City *	<input type="text" value="HOUSTON"/>	State/Province *	<input type="text" value="TEXAS"/>	Alternate E-mail	<input type="text"/>
County *	<input type="text" value="HARRIS"/>	Primary Phone # - Ext	<input type="text" value="713-555-5555"/>		
Fax	<input type="text"/>	Primary E-mail	<input type="text" value="COURTREPORTING@TXC"/>		

Alternate Contact Information Copy From

Country	<input type="text" value="United States"/>			Apt/Unit/etc.	<input type="text"/>
Contact Person	<input type="text" value="Dean Winchester"/>			Zip	<input type="text" value="77032"/>
Address	<input type="text" value="1234 CASTIEL'S WAY"/>			Alternate Phone # - Ext	<input type="text"/>
City	<input type="text" value="HOUSTON"/>	State/Province	<input type="text" value="TEXAS"/>	Alternate E-mail	<input type="text"/>
County	<input type="text" value="HARRIS"/>	Primary Phone # - Ext	<input type="text" value="713-555-5555"/>		
Fax	<input type="text"/>	Primary E-mail	<input type="text" value="COURTREPORTING@TXC"/>		

<< Back Next >> **← Click Here**



OWNER DETAIL TAB. ADD ALL OWNERS HERE, CLICK SAVE, THEN CLICK NEXT.

Welcome **SUPERNATURAL FIRM**
Fields marked with asterisk (*) are required.

Ownership Detail

Ownership Detail

Owner Type *
Licensed by TX JBCC *
Last Name * First Name *
CSR's % Controlling Ownership *
Is Current Yes No
Check all roles that are applicable
Role * Owner Partner Director
 Other

Owner Contact Information

Country *
Address * Apt/Unit/etc.
City * State/Province * Zip *
County * Primary Phone # - Ext * Alternate Phone # - Ext
Fax Primary E-mail * Alternate E-mail

Skip the next tab, *Additional Information*, to go to the *Questions* tab.



QUESTIONS TAB. ANSWER ALL QUESTIONS ON THIS PAGE, THEN CLICK NEXT.

Application for New Court Reporting Firm Certification

Fields marked with asterisk (*) are required

Requested Certification(s) : CSR OWNERSHIP - HEADQUARTER

Entity Information — Address Information — Ownership Detail — Additional Information — **Questions** — Attestation

<< Back Next >>

Questions

#	Question	Response
1	Has the firm or any of its officers, directors, or managerial employees ever had a license, certification or registration suspended, revoked or denied in any state, or been convicted of a criminal offense other than a minor traffic offense? If Yes, please provide dates and explanation of circumstances.*	<input type="radio"/> Yes <input checked="" type="radio"/> No

<< Back Next >> **← Click Here**

Reset



ATTESTATION TAB. READ THE ENTIRE PAGE, THEN CHECK ALL BOXES. ENTER YOUR FIRST AND LAST NAME THEN PRESS THE TAB BUTTON ON YOUR KEYBOARD TO ENTER THE DATE. LASTLY, PRESS THE TAB BUTTON ON YOUR KEYBOARD TO GO TO THE *SUBMIT APPLICATION* BUTTON AND PRESS ENTER ON YOUR KEYBOARD TO CLICK ON IT AND SUBMIT YOUR APPLICATION. YOU WILL THEN BE TAKEN TO THE FEE DETAIL PAGE TO PAY THE APPLICATION FEE.

Application for New Court Reporting Firm Certification

Fields marked with asterisk (*) are required.

Requested Certification(s) : CSR OWNERSHIP - HEADQUARTER

Entity Information — Address Information — Ownership Detail — Additional Information — Questions — **Attestation**

[<< Back](#)

Attestation

You must check the following:

- I acknowledge it is my responsibility to read, understand, and abide by the Rules and other applicable standards or codes, which are available from the JBCC's website.
 - I acknowledge that the fees submitted with this application are non-refundable.
 - I understand that if my application is approved, I have a continuing obligation to notify the JBCC of any changes to my contact information.
 - I understand that submitting false information or omitting any required disclosures may result in denial of my application.
 - I understand that I must notify the Commission of changes to my contact information, and ownership, within 30 days of the change
- I declare under penalty of perjury that the information provided in this application is true and correct.

1. Enter name, press Tab → Applicant's Name * Date * ← 2. Enter Date, press Tab

[<< Back](#)

3. Press Enter → **Submit Application**



CLICK THE **PAY NOW** BUTTON TO BE TAKEN TO THE PAYMENT PORTAL

Fee Detail

To complete the online application process, you must pay any required fees. If you press 'Submit' and skip payment of fees, your application will not be received by the JBCC until the fees are paid online. You cannot apply online and pay by mail.

Fee Details

Licensing/Certification fee	\$200.00
Texas.gov Price*	\$204.76

* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Do NOT push the "Pay Now" button more than once.
Do not push the go back arrow using your browser. To review or update your application information click on "Edit Application".
Failure to comply with these instructions may result in multiple charges.

Edit Application

Pay Now ← Click Here



CONFIRMATION PAGE. AFTER YOUR PAYMENT IS PROCESSED, YOU'LL BE TAKEN TO THIS PAGE. FROM HERE YOU SHOULD PRINT YOUR PAYMENT RECEIPT AND APPLICATION SUMMARY FOR YOUR RECORDS, THEN **CLICK RETURN TO HOME**

Application for New Court Reporting Firm Certification Submitted

Confirmation

YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.

Thank you for using our online services. Your **Application for New Court Reporting Firm Certification** has been submitted. Your online transaction number is **266665**. Use this transaction number for any future communication with us. We will review your application and if we need any additional information; we will contact you.

To View/Print application summary: [Click Here](#)

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Additional Supporting Documents. (Optional)	Documents (0)	Pending

Click Here → [Return to Home](#) [Logout](#)



CLICK VIEW PENDING ONLINE APPLICATION(S) ON YOUR HOME PAGE MENU TO SEE THE APPLICATION YOU JUST SUBMITTED. THIS IS WHERE YOU CONFIRM RECEIPT, TRACK THE APPLICATION STATUS, AND TRACK THE APPLICATION'S PROGRESS DURING THE APPLICATION PROCESS.

IN THE CURRENT STEP COLUMN, THE STATUS REVIEW BY STATE WILL BE REFLECTED. THE STATUS REMAINS PENDING UNTIL THE APPLICATION IS APPROVED. WHEN THE APPLICATION IS PROCESSED, **YOU'LL BE SENT AN AUTOMATED EMAIL CONFIRMATION ADVISING THE APPLICATION HAS BEEN APPROVED** AND THE APPLICATION WILL NO LONGER SHOW UP ON THIS PAGE. **CHECK YOUR INBOX (AND SPAM FOLDER) FOR THIS CORRESPONDENCE.**

- WHAT DO YOU WANT TO DO?**
- View Pending Applications **←Click Here**
- Renew
- Reinstate Certification
- Apply for New Certification
- Print Receipt
- Surrender Certificate
- General Fee Remittance
- Pay Invoice(s)
- CE Approval Request
- Track CE
- Change Name
- Change Password
- Update Profile

Pending / Incomplete Online Application(s)								
								Return To Home
Pending / Incomplete Online Application(s)								
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Application for New Court Reporting Firm Certification	Online	266665	02/11/2026	Review by State	Application Summary	View Details	Withdraw	Received by State



IF YOU WANT TO VERIFY ANY DOCUMENTS YOU UPLOADED WERE ATTACHED, GO TO THE VIEW PENDING ONLINE APPLICATION(S) PAGE. CLICK ON THE VIEW DETAILS LINK.

[Return To Home](#)

Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Application for New Court Reporting Firm Certification	Online	266665	02/11/2026	Review by State	Application Summary	View Details	Withdraw	Received by State



UNDER THE **CHECKLIST**, CLICK **MANDATORY REQUIRED DOCUMENT(S)** OR **ADDITIONAL SUPPORTING DOCUMENTS (OPTIONAL)** TO VERIFY ANY UPLOADED DOCUMENTS, OR TO UPLOAD OTHER DOCUMENTS (INCLUDING YOUR FINGERPRINT RECEIPT, AND ANY CORRECTED DOCUMENTS).

Pending Application Details

Application Details

Application Type	Transaction #	Current Step
Application for New Court Reporting Firm Certification	266665	Review by State

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Additional Supporting Documents. (Optional)	Click Here → Documents (0)	Pending

[Back To Pending Application List](#) ← [Click Here](#)



ON THIS PAGE, YOU CAN **SEE YOUR APPLICATION'S STATUS**, AS WELL AS **TRACK ITS PROGRESS FROM START TO FINISH**. THE APPLICATION STATUS WILL CHANGE AS YOUR APPLICATION GOES THROUGH THE REVIEW PROCESS.

SIMPLY **HOVER YOUR MOUSE OVER THE LISTED STATUS TO SEE** DESCRIPTIVE TEXT WHICH TELLS YOU **WHAT THE STATUS MEANS**.

Pending / Incomplete Online Application(s)

[Click Here → Return To Home](#)

Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action	Application Status
Application for New Court Reporting Firm Certification	Online	266665	02/11/2026	Review by State	Application Summary	View Details	Withdraw	Received by State

Hover mouse over the status to ← see what it means, as shown below.

Your application has been received and is pending review by staff.

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CLICK RETURN TO HOME TO GET BACK TO YOUR PROFILE'S HOME PAGE. FROM THERE, **CLICK LOGOUT**, NEAR THE TOP OF THE PAGE, TO EXIT THE SYSTEM.



COURT REPORTER
CERTIFICATION
DEPARTMENT'S
INFORMATION

Phone:
512-475-4368, Ext. 3

Email:
courtreporting@txcourts.gov

Website:
<https://www.txcourts.gov/jbcc/court-reporters-certification/>