

**MISSION STATEMENT OF  
THE MINNESOTA ASSOCIATION OF  
VERBATIM REPORTERS & CAPTIONERS**

**The mission of the Minnesota Association of Verbatim Reporters & Captioners is to create an understanding of the role of verbatim stenographic reporters, steno-captioners, and communication access realtime (CART) providers; and to promote and ensure that they are the preferred professionals who, through education, training, state-of-the-art technology, and high professional and ethical standards, capture and manage the record.**

**PURPOSES OF  
THE MINNESOTA ASSOCIATION OF  
VERBATIM REPORTERS & CAPTIONERS**

- 1. To assume responsibility for leadership and enlightenment of the users of verbatim reporting of proceedings and of the public regarding the special competency, importance and value of the verbatim stenographic reporting system; and to promote a broader understanding and acceptance of the qualified verbatim stenographic reporter.**
  
- 2. To encourage, establish and maintain high standards of professional education, competence and to promote and encourage the exchange of professional knowledge.**

- 3. To stimulate and encourage the adoption of adequate training and educational facilities and programs for personnel in the field of verbatim stenographic reporting in this state.**
- 4. To cooperate with state and local governments, their agencies and other organized groups for the benefit of the public and for the recognition of the verbatim stenographic reporting profession.**
- 5. To conduct educational seminars and conferences.**
- 6. To promote verbatim stenographic reporting technologies over alternative means of making a record.**
- 7. To advance the interests and general welfare of the verbatim stenographic reporting profession.**
- 8. To foster professional and social contacts among its members.**
- 9. To promote harmony and a spirit of mutual assistance between the profession of verbatim stenographic reporting and the courts and the members of the bar of this state.**
- 10. To do any and all things that are lawful and appropriate in the furtherance of these purposes.**

# **NATIONAL COURT REPORTERS ASSOCIATION CODE OF PROFESSIONAL ETHICS**

**(Adopted by MAVRC)**

## **Preamble**

**The mandatory Code of Professional Ethics defines the ethical relationship the public, the bench, and the bar have a right to expect from a Member. The Code sets out the conduct of the Member when dealing with the user of reporting services and acquaints the user, as well as the Member, with guidelines established for professional behavior. The Guidelines for Professional Practice, on the other hand, are goals which every Member should strive to attain and maintain. Members are urged to comply with the Guidelines and must adhere to local, state and federal rules and statutes. It should be noted that these guidelines do not exhaust the moral and ethical considerations with which the Member should conform, but provide the framework for the practice of reporting. Not every situation a Member may encounter can be foreseen, but a Member should always adhere to fundamental ethical principles. By complying with the Code of Professional Ethics and Guidelines for Professional Practice, Members maintain their profession at the highest level.**

## **Code of Professional Ethics**

**A Member Shall:**

- 1. Be fair and impartial toward each participant in all aspects of reported proceedings, and always offer to**

**provide comparable services to all parties in a proceeding.**

**2. Be alert to situations that are conflicts of interest or that may give the appearance of a conflict of interest. If a conflict or a potential conflict arises, the Member shall disclose that conflict or potential conflict.**

**3. Guard against not only the fact but the appearance of impropriety.**

**4. Preserve the confidentiality and ensure the security of information, oral or written, entrusted to the Member by any of the parties in a proceeding.**

**5. Be truthful and accurate when making public statements or when advertising the Member's qualifications or the services provided. Refrain, as an official reporter, from freelance reporting activities that interfere with official duties and obligations.**

**6. Determine fees independently, except when established by statute or court order, entering into no unlawful agreements with other reporters on the fees to any user.**

**7. Refrain from giving, directly or indirectly, any gift or anything of value to attorneys or their staff, other clients or their staff, or any other persons or entities associated with any litigation, which exceeds \$150 in the aggregate per recipient each year. Nothing offered in exchange for future work is permissible, regardless of its value. Pro bono services as defined by the NCRA Guidelines for**

**Professional Practice or by applicable state and local laws, rules and regulations are permissible in any amount.**

**8. Maintain the integrity of the reporting profession.**

**9. Abide by the NCRA Constitution & Bylaws. ■**

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