

Oregon Judicial Department
Certified Shorthand Reporters Program

Proof of Attendance

This is an optional form a Certified Shorthand Reporter (CSR) may use to obtain “proof of attendance” at an educational session where the course sponsor does not provide other proof of attendance (e.g., a free, brown-bag-lunch seminar by a local bar association). **Completing this form provides proof of attendance only.** The CSR must meet all additional requirements for supporting documentation as specified in policy.

Please complete all parts of the form. We may disallow this course if you do not provide sufficient, verifiable information about the course and its sponsor. Forms that do not include the instructor's name and signature will not be accepted as “proof” of attendance.

Course Title			
Date	Start Time	End Time	Total Hours (excluding breaks)
Course Sponsor			Sponsor's Phone No.
Sponsor's Address			
Instructor's Name (please print)		Instructor's Signature	

I certify and affirm that I attended this course, and I understand that the Office of the State Court Administrator may contact the sponsor to verify the course information I have provided.

Signature

Date

Name

CSR Certificate Number