

## **Section 3: Certification**

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## Section 3: Certification

### Chapter 1: Court Reporting and Recording Board of Review

#### A. Authority and Responsibility

##### 1. Supervision of Certification Process

The Court Reporting and Recording Board of Review fulfills two basic roles delegated to it by the Supreme Court. First, the board supervises and oversees the certification process. This includes setting policy regarding the examination process, providing policy direction to the State Court Administrative Office staff assigned to the board, and deciding examination appeals and requests for extension of temporary certification. ([MCR 8.108\[G\]](#))

##### 2. Certification of Reporter, Recorder, or Operator

The second major role assigned to the board by the court is found in MCR 8.108(G)(6)(c). That rule delegates to the board the responsibility to:

"... review the certification of a reporter, [a] recorder, [an] operator, or [a] voice writer and [to] impose sanctions, including revoking the certification, for good cause after a hearing before the board."

The chairperson of the board shall preside at the hearing or, in the event that the chairperson cannot preside, the chairperson may designate a member of the board.

##### 3. Discipline of Reporter or Recorder

The board reviews all complaints filed by litigants and attorneys against reporters and recorders. Complaints involved include such things as failure to meet the time limits for filing transcripts in appeals established by [MCR 7.210 et seq.](#), overcharging fees, cheating on examinations, not observing the prescribed transcript format, inaccuracies, and other misconduct or dereliction of duty.

##### 4. Enforcing Statutory Regulation of Freelance Court Reporter/Recorder and Court Reporting/Recording Firms

All court reporting firms and court reporters and recorders, including out-of-state court reporting firms and court reporters and recorders, shall register with the State Court Administrative Office by completing an application in a form adopted by the State Court Administrative Office. ([MCL 600.1492\[2\]](#))

If a court reporting firm or a court reporter or recorder fails to comply with this subsection, the State Court Administrative Office may assess a reasonable administrative

fine that is prescribed by rule of the Supreme Court, that does not exceed \$500.00, and that is payable to the state general fund. ([MCL 600.1492\[2\]](#))

The State Court Administrative Office is responsible for enforcing MCL 600.1490, 600.1491, and 600.1492 through the Court Recording and Reporting Board of Review or by other administrative means. ([MCL 600.1493\[1\]](#))

Any violation of MCL 600.1490, 600.1491, or 600.1492 shall be cause for refusal of the Court Reporting and Recording Board of Review to issue renewal certificates to certified court reporters or recorders. Any willful violation of MCL 600.1490, 600.1491, or 600.1492 shall be grounds for discipline or censure, or suspension or revocation of certification as a Michigan certified court reporter or recorder, or court reporting firm. ([MCL 600.1493\[2\]](#))

## **B. Organization and Meeting Schedule**

[MCR 8.108\(G\)\(2\)](#) outlines the organization of the Court Reporting and Recording Board of Review.

1. The Supreme Court shall appoint a Court Reporting and Recording Board of Review, composed of:
  - a. a Court of Appeals judge, to be chairperson,
  - b. a circuit judge,
  - c. a probate judge,
  - d. a district judge,
  - e. a court reporter who is an employee of a Michigan court,
  - f. a court recorder who is an employee of a Michigan court,
  - g. a court reporter who is not an employee of a Michigan court,
  - h. a court recorder who is not an employee of a Michigan court, and
  - i. an attorney.
2. Appointments to the board shall be for terms of four years. A board member may be reappointed to a new term. Initial appointments may be of different lengths so that no more than three terms expire in the same year. The Supreme Court may remove a member at any time.
3. If a position on the board becomes vacant because of death, resignation, or removal, or because a member is no longer employed in the capacity in which he or she was

appointed, the board shall notify the Supreme Court clerk and the Supreme Court shall appoint a successor to serve the remainder of the term.

4. The state court administrator shall assign a staff person to serve as board secretary.

To obtain a list of current board members, please contact the board secretary at the State Court Administrative Office, P.O. Box 30048, Lansing, MI 48909, 517-373-9526.

The board meets the second Friday of every March, June, September, and December. Additionally, the September meeting includes a public forum.

## Chapter 2: Rules

Certification is regulated by Michigan Court Rule [8.108\(G\)](#).

### A. Certification Requirement (MCR 8.108[G][1][b])

1. Only reporters, recorders, or operators certified pursuant to MCR 8.108(G) may record or prepare transcripts of proceedings held in Michigan courts or of depositions taken in Michigan pursuant to these rules. This rule applies to the preparation of transcripts of videotaped courtroom proceedings or videotaped or audiotaped depositions, but not to the recording of such proceedings or depositions by means of videotaping. An operator holding a CEO certification under MCR 8.108(G)(7)(b) may not prepare transcripts.
2. Proceedings held pursuant to MCR 6.102 or MCR 6.104 need not be recorded by persons certified pursuant to this rule; however, transcripts of such proceedings must be prepared by court reporters or recorders certified pursuant to this rule.

### B. Certification by Testing (MCR 8.108[G][3])

1. At least twice each year the board shall administer an examination testing knowledge and speed, and, as to a recorder, an operator, or a voice writer, familiarity with basic logging techniques and transcript production. The board shall determine the passing score.
2. In order to be eligible for registration for an examination, an applicant must
  - a. be at least 18 years of age,
  - b. be a high school graduate, and
  - c. not have been under sentence for a felony for a period of two years.
3. In addition, an applicant for the certified shorthand reporter examination must have satisfactorily completed a post-high school approved, accredited, or recognized course of study in court reporting and submitted documentation of same **prior to testing**.
4. An applicant for the CER, CSMR, or CEO examination must have satisfactorily

completed a post-high school board-approved workshop or course of study, or other board-approved curriculum and submitted documentation of same **prior to testing**.

5. All CERs, CSMRs, and CEOs who are fully certified by December 31, 2005, are exempt from the requirements of item 4 above. (MCR 8.108[G][3][d])
6. The registration fee is \$60.

**C. Reciprocal Certification (MCR 8.108[G][4])**

A reporter, a recorder, or an operator certified in another state may apply to the board for certification based on the certification already obtained.

**D. Temporary Certification (MCR 8.108[G][5])**

A new reporter, recorder, or operator may receive one temporary certification to enable him or her to work until the results of the next test are released. If the person does not take the test, the temporary certification may not be extended unless good cause is shown. If the person takes the test and fails, the board may extend the temporary certification.

**E. Renewal, Review, and Revocation of Certification (MCR 8.108[G][6])**

1. Certifications under this rule must be renewed annually. The fee for renewal is \$30. Renewal applications must be filed by August 1. A renewal application filed after that date must be accompanied by an additional late fee of \$100. The board may require certified reporters, recorders, or operators to submit, as a condition of renewal, such information as the board reasonably deems necessary to determine that the reporter, recorder, or operator has used his or her reporting or recording skills during the preceding year.
2. The board must review the certification of a reporter, a recorder, or an operator who has not used his or her skills in the preceding year, and shall determine whether the certification of such a reporter, a recorder, or an operator may be renewed without the necessity of a certification test.
3. The board may review the certification of a reporter, a recorder, or an operator and may impose sanctions, including revoking the certification, for good cause after a hearing before the board.
4. If, after a reporter's, a recorder's, or an operator's certification is revoked or voided by the board and the reporter, recorder, or operator applies to take the certification examination and passes, the board may issue a conditional certification for a prescribed period of time imposing restrictions or conditions that must be met for continued certification. At the end of the conditional period, an unconditional certification may be issued.

**F. Designations (MCR 8.108[G][7])**

The board shall assign an identification number to each person certified. A court reporter, a recorder, or an operator must place the assigned identification number on his or her communications with the courts, including certificates, motions, affidavits, and transcripts. The board will use the following certification designations:

1. certified electronic recorder (CER),
2. certified electronic operator (CEO),
3. certified shorthand reporter (CSR), and
4. certified voice writer/stenomask reporter (CSMR).

The designations are to be used only by reporters, recorders, or operators certified by the board. A reporter, a recorder, or an operator may be given more than one designation by passing different tests.

#### **G. Annual Schedule for Certification Examination and Renewal**

##### **1. Deadline for Reviewing Examination Results**

Review of examination results must be completed before the registration deadline of the next examination. See <http://courts.michigan.gov/scao/services/crr/crr.htm> for the dates of the next scheduled examination.

##### **2. Deadline for Registering for Certification Examination**

The deadline for registering for an examination is the first day of the month preceding the month of the scheduled examination. For example, if an examination is scheduled to be conducted in April, the deadline for registering for that examination is March 1. Applicants currently holding a court certification number are encouraged to register online through the Court Reporter and Recorder Certification System (CoRReCS) at <http://courts.michigan.gov/correcs>. All others may download the registration forms from <http://courts.michigan.gov/scao/services/crr/crr.htm#crrforms>.

##### **3. Certification Examination Dates**

Examinations are normally conducted in April and October; however, additional examinations have been held in January and July. For dates of the next scheduled examination, see <http://courts.michigan.gov/scao/services/crr/crr.htm>.

##### **4. Deadline for Certification Renewal**

The deadline for certification renewal is August 1. An application received after August 31 is reviewed by the board to determine if the applicant must take the examination. A renewal application received after August 1 must be accompanied by an additional late fee of \$100.

## 5. Challenging the Examination Results

If a challenge of the examination results is filed by an applicant as a result of a review, a written request must be filed with the board two weeks before the next scheduled board meeting. See page 2 for the board's meeting schedule.

Previously passed examination sections will continue to be preserved while a challenge is under review by the board. The applicant will receive a written response to the challenge within 10 days of the board's decision. If the challenge does not result in full certification, the applicant must register for the next scheduled examination in order to remain in compliance with the preservation of passed examination sections.

## Chapter 3: Board of Review Policies

### A. Uncertified Reporter or Recorder Attempting to File Transcripts

(Adopted 6/24/80, Revised 7/83, Revised 6/06) (MCR 8.108[G][1] and [3])

Any uncertified person who files, attempts to file, or has anyone file a transcript on their behalf will automatically be precluded from taking the certification examination or from being granted temporary certification for a period of two years from the date of the filing or attempted filing unless the Court Reporting and Recording Board of Review determines that there is good cause for waiving any part or all of the two-year waiting period. This policy does not apply to previously certified reporters or recorders required to file a transcript of a proceeding reported or recorded while their certification was in effect.

### B. Requirements for Registering for the Certification Examination

(Adopted 7/09/80, Revised 3/25/94, Revised 6/13/97, Revised 10/10/05) (MCR 8.108[G][3])

1. All persons registering for the court reporting or recording exam must:
  - a. be at least 18 years of age,
  - b. be a high school graduate, and
  - c. not have been under sentence for a felony for a period of two years.
2. In addition, CSR applicants must have satisfactorily completed a post-high school approved, accredited, or recognized course of study in court reporting and submitted documentation of same prior to testing.
3. An applicant for the CER/CSMR/CEO examination must have satisfactorily completed a post-high school board-approved workshop or course of study, or other board-approved curriculum and submitted documentation of same prior to testing.
4. All CERs/CSMRs/CEOs who are fully certified by December 31, 2005, are exempt from the requirements of MCR 8.108(G)(3)(d).

5. Effective immediately, certification examination applications received after the deadline will be returned to the applicants. Late applications will not be accepted. Further, applicants who arrive late at the examination site will not be allowed to interrupt the examination schedule of other applicants in order for them to take to the examination.

**C. Certification of a Convicted Felon**

(Adopted 1/30/80, Revised 10/10/05)

Certification as a court reporter, a recorder, or an operator pursuant to MCR 8.108 will not generally be granted to an individual who has been convicted of a felony, except as follows: an individual who has not been under sentence for a felony for a period of two years may make application to the board.

**D. Annual Certification Renewal**

(Adopted 1/30/80, Revised 7/83, Revised 6/90, Revised 6/13/97, Revised 10/10/05)  
(MCR 8.108[G][6])

1. Certificates of court reporters, recorders, and operators shall be renewed each year.
2. Prior to July 1 of each year, the State Court Administrative Office (SCAO) will mail a notice of recertification to all currently certified court reporters, recorders, and operators. All certificates are valid through August 31 of each year.
3. An employment report must be filed by August 1 on a form approved by the Court Reporting and Recording Board of Review with the SCAO by all court reporters, recorders, and operators. Pursuant to MCR 8.108(G)(6), the fee for renewal is \$30. Applications for renewal received after August 31 must be presented to the board for action. Thus, any individual who does not file an employment report or affidavit by August 31 may be required to take the certification test before a valid certificate is reissued to him or her.
4. If an employment report or affidavit cannot be filed for the previous year, an individual holding a valid certificate may apply to the board for a determination of whether the certificate should be renewed without the necessity of taking the certification test. Any renewal application received after August 1 must be accompanied by an additional late fee of \$100.

**E. Certification Reciprocity**

(Adopted 1/30/80, Revised 6/06) (MCR 8.108[G][4])

Court reporters and court recorders certified to practice their profession in other states having a reciprocal certification agreement with Michigan may be certified by the Court Reporting and Recording Board of Review. Issuance of reciprocal certification is also subject to determination by the board that the applicant's out-of-state certification is valid.

**F. Temporary Certification**

(Adopted 7/09/80, Revised 1/26/88, Revised 12/01/89, Revised 3/25/94, Revised 12/13/96, Revised 6/13/97, Revised 9/10/99, Revised 10/10/05, Revised 3/13/09) (MCR 8.108[G][5])

Temporary certification may be requested for an employee of a court or for an employee of a private reporting/recording firm if all of the following conditions are met:

**1. For a Court Employee**

- a. the individual is or will be employed as a reporter, a recorder, or an operator by the requesting court;
- b. the employee is registered to take the next scheduled certification examination; and
- c. as applicable, the judge avers that the applicant has the requisite skills and experience to fulfill the duties of:
  - 1) an official electronic recorder and that the applicant will receive instruction from a certified electronic recorder; or
  - 2) an official operator and that the applicant will receive instructions from a certified operator.

**2. For an Employee of a Private Court Reporting/Recording Firm**

- a. The individual is or will be employed as a reporter or recorder by the requesting reporting/recording firm;
- b. The employee is registered to take the next scheduled certification examination;
- c. The owner of the firm or at least one member of the firm requesting the temporary certification is currently certified as a reporter/recorder in Michigan.

**3. Issuance of Temporary Certification**

- a. An individual receiving a temporary certification shall be issued a card with a number that clearly identifies the individual as being temporarily certified.
- b. The temporary certification card shall include the name of the judge or reporting/recording firm requesting the temporary certification.
- c. An individual working under a temporary certification shall include the individual's temporary certification number and a statement that the individual is working under a temporary certification on all correspondence and filings.

#### **4. Expiration of Temporary Certification; Limitations**

*Temporary certification of an individual is only valid in conjunction with work performed for the requesting court or reporting/recording firm. Termination of the individual's employment with the requesting party immediately invalidates temporary certification. If a temporarily certified applicant does not appear for the scheduled examination, temporary certification is automatically rescinded.*

ALL TEMPORARY CERTIFICATIONS EXPIRE 30 DAYS AFTER THE NEXT-SCHEDULED CERTIFICATION EXAMINATION REGARDLESS OF WHEN ISSUED. Any use of a temporary certification identification number after the expiration date is unauthorized and fraudulent and is expressly forbidden. The only exception is for the preparation of transcripts that were recorded by the individual during the temporary certification period.

Board staff is authorized to approve one temporary certification. A temporary certification may be extended by the board within a 12-month period when requested by an employer IF THE APPLICANT HAS PASSED ONE PORTION OF THE CERTIFICATION EXAMINATION (either written or skills). An applicant who does not appear for the schedule examination may only be granted an extension of the temporary certification if good cause is shown. There are no provisions for additional temporary certification cards.

#### **5. Denial of Temporary Certification**

If the board at any time denies temporary certification, the individual will no longer be certified to record and/or file transcripts of proceedings held in Michigan courts until the individual successfully completes the certification examination requirements. The only exception is for the preparation of transcripts that were recorded by the individual during the temporary certification period.

#### **6. Fees**

All registration fees for temporarily certified applicants are nonrefundable, nontransferable, and nonapplicable to any examination other than the next scheduled examination the applicant has registered to take.

#### **7. Responsibilities of the Requesting Judge or Reporting/Recording Firm**

- a. It is the responsibility of the judge or reporting/recording firm to make a written request for the temporary certification of any individual in its employ.
- b. The examination registration form and registration fee for the individual should accompany the request unless it was previously submitted and/or is on file.
- c. If the temporarily certified individual leaves employment before becoming

regularly certified, the employer should retrieve the temporary certification card and return it to the board. If the employer is unable to retrieve the temporary certification card, the employer shall provide written notice of that fact to the board.

- d. The employer is responsible for any work assigned while the individual is temporarily certified. If for any reason the applicant does not fulfill a transcription request, the employer shall be responsible for producing the transcript.

## **G. Procedures for Revocation of Certification**

(Adopted 1/30/80, Revised 12/89, Revised 6/91, Revised 6/96, Revised 10/10/05)

(MCR 8.108[G][6])

### **1. Complaint**

- a. Any person may seek revocation of the certification of a reporter, a recorder, or an operator by addressing the board in writing with details of specific misconduct.
- b. The board secretary shall make a preliminary inquiry and direct the results to the chairperson for presentment on the board's next agenda.
- c. If the board determines that a formal complaint for hearing shall be made, notice shall be issued to the respondent.

### **2. Notice**

- a. A respondent shall be given written notice of a formal complaint for review of certification.
- b. The notice shall include:
  - 1) date, hour, place, and nature of hearing;
  - 2) citation of statute, court rule, or published regulation of the board alleged to have been violated; and
  - 3) a brief statement of the facts asserted.
- c. Notice shall be sent by first-class mail. A certificate of mailing shall be prepared showing date of mailing.

### **3. Appearance at Hearing**

- a. The respondent may be accompanied by counsel.
- b. If the respondent fails to appear after proper notice, the board may proceed with the

hearing and make its decision in the absence of the respondent.

- c. The respondent shall be given the opportunity to make a presentation in response to the complaint(s).

#### **4. Hearings**

- a. A quorum of the board consisting of two-thirds of the members shall conduct the hearing on the complaint(s).
- b. The chairperson of the board shall designate a board member to preside at the hearing.
- c. Upon prior approval of the board, the respondent and/or board members may appear or participate through means of a conference telephone or other electronic communication equipment that permits all those appearing or participating to hear and speak to each other.
- d. The board may, on its own initiative, direct that electronic communication equipment be used for a review of certification hearing.
- e. If a respondent, for good cause shown, needs to use electronic communication equipment, the respondent must make a written request at least 7 days before the hearing date. The respondent is responsible for any costs incurred for the use of the electronic communications equipment.

#### **5. Decisions**

- a. A decision will be made by a vote of a majority of the board members present.
- b. Unless otherwise determined by the board and notice given to all interested parties, the decision will be made and issued within 28 days, in writing, signed by the presiding officer, and shall include findings of fact, conclusions, and any sanctions imposed, including costs.
- c. The decision becomes effective 7 days after mailing. A certificate of mailing shall be prepared showing the date of mailing.
- d. A copy of the decision shall be mailed by first-class mail to all interested parties.

#### **H. Notice of Hearing**

(Adopted [unknown], Revised 6/21/96, Revised 7/01/05, Revised 6/06)

The following language will appear on the notice of hearing:

*Please take note that a hearing pursuant to MCR 8.108(G)(6) will be held before the Court*

*Reporting and Recording Board of Review to determine if there is good cause to impose sanctions against you up to and including revocation of your certification.*

*The hearing will be held at the State Court Administrative Office, 925 West Ottawa, Hall of Justice, in the City of Lansing, County of Ingham, State of Michigan, on the \_\_\_\_\_ day of \_\_\_\_\_, commencing at \_\_\_ o'clock, local time.*

*The above-named party(ies) may be accompanied by counsel at the hearing.*

*Purpose of the hearing: To consider the following Complaint No(s). \_\_\_\_\_ previously mailed to your official address of record by first-class mail.*

*Failure to appear may result in the imposition of sanctions up to and including revocation of your certification.*

## **I. Designations**

(Adopted 1/30/80, Revised 10/10/05) (MCR 8.108[G][7])

The Court Reporting and Recording Board of Review has developed the following official designations for all certified individuals reporting courtroom testimony, utilizing a variety of reporting methods. They are as follows:

<u>Acronym</u>	<u>Title</u>	<u>Method</u>
CSR	Certified Shorthand Reporter	Pen, Stenotype Machine
CSMR	Certified Voice Writer/Stenomask Reporter	Stenomask
CER	Certified Electronic Recorder	Electronic Recording
CEO	Certified Electronic Operator	Electronic Recording

## **J. Cheating Discovered by Proctors on Day of Examination**

(Adopted 11/22/85, Revised 6/11/93, Revised 6/06)

### **1. Statement of Policy**

The Court Reporting and Recording Board of Review administers a variety of certification examinations. If an examination candidate is suspected of cheating, action will be taken as determined by the authorities administering the examination. The board will be informed as soon as possible of the action(s) taken at the examination site. Any test candidate determined to have been cheating by the authorities administering the examination will automatically fail both portions of the examination and will not be allowed to take another examination for one year, and, if determined to have been cheating at any future examination, the test candidate will be barred from taking any future examinations. A new designation of "disqualified" is adopted in addition to the

"pass" and "fail" designations. The employer of a temporarily certified candidate who has been disqualified will be notified.

## 2. Purpose

The purpose of this policy is to provide direction to test administrators on preventing and handling suspected cheating at exam sites. It is the intent of this policy to define cheating, to provide methods which would reduce the possibility of such, and to delineate the steps to be taken if such were suspected. This policy is needed to attain consistency in all testing situations.

## 3. Definition of Terms

- a. Cheating: Any activity, behavior, or procedure employed by certification candidates that would enable them to pass an examination by dishonest, fraudulent, or deceitful means. Examples of such would be, but are not limited to, obtaining answers from another person's answer sheet, using prepared notes during the examination, discussing the examination with others prior to completing the examination, referring to textbooks, or having someone else take the examination for the individual.
- b. Test Administration Supervisor: An individual staff member of the State Court Administrative Office, an authorized person appointed by the board, or an authorized board member, shall serve as the principal on-site coordinator of the test administration.
- c. Monitor or Proctor: Individual selected by the State Court Administrative Office or board to assist in the supervision of the test administration. These persons may be departmental staff, outside individuals paid specifically for the job, professionals who have volunteered to assist, or board members.
- d. Pre-certification Examination: A written and practical exam which must be successfully completed prior to issuance of a certificate.

## 4. Policy Specifications

The following policies will be enforced during all examinations administered by the board.

- a. All candidates must present a signed photo ID prior to admission; if none is shown, candidates will not be allowed to take the exam.
- b. No candidate will be admitted after the exam has begun.
- c. Any of the candidate's personal material (books, notes, briefcases, cell phones, Palm Pilots, and other electronic devices) must be kept at a location specified by the test administration supervisor and not brought to the candidate's seat. The only exception will be those exams which permit textbooks.

- d. No candidate will be allowed to take notes or make copies of the exam questions.
- e. Any candidate who is suspected of cheating may be removed from the examination by the test administration supervisor.

#### **5. Reasons for Suspicion**

In order for a candidate to be suspected of cheating, it would either be because the test administration supervisor or monitor witnessed something unusual, or because another candidate registered a complaint.

#### **K. Certified Electronic Operator (CEO) Renewal Application**

(Adopted 06/28/88, Revised 1/05/94, Revised 6/10/94, Revised 6/06)

Upon application for renewal, in a designated area on the renewal form, the chief judge or judge shall aver, by affixing his/her signature, that the renewing applicant has used the CEO skills for a minimum of 10 hours (over the previous year) and the individual has the requisite skills to continue certification. In another designated area of the renewal form, the applicant shall aver that the requisite skills have been maintained and that he or she continues to comply with the applicable sections of the *Manual for Court Reporters/Recorders*.

#### **L. Certified Electronic Operator (CEO) Designation**

(Adopted 01/25/89)

The CEO designation is restricted to persons employed by the court.

#### **M. Transcript Fees**

(Adopted 9/90, Revised 6/06)

A reporter/recorder acting as an official reporter or recorder working in the courtroom may only charge the statutory page rate for transcripts produced as a result of ordinary court work. See Section 6, Chapter 1, page 2.

#### **N. Validity of Skills or Written Knowledge Examination Scores for Partial Testing**

(Adopted 3/12/93, Revised 6/09)

Examination passing scores for either the skills or written knowledge portion of certification examinations will be valid for a period of 18 months.

#### **O. National Court Reporters Association Certification Examination**

(Adopted 3/25/94, Revised 6/06)

Effective immediately, the Court Reporting and Recording Board of Review accepts the skills portion of the National Court Reporters Association RPR certification examination toward state of Michigan CSR certification. Upon receipt of documentation from the National Court Reporters Association that an applicant for Michigan certification has passed the RPR

examination and is a member in good standing of that association, with a request from an applicant for reciprocal recognition of that certification, the board will waive the requirements to take the skills portion of the Michigan CSR examination. The applicant must pass the written knowledge portion of the Michigan CSR examination to become fully certified.

**P. Skills Examination Grading Scale**

(Adopted 3/25/94, Revised 6/06)

Effective as of the October 1994 examination, the Court Reporting and Recording Board of Review adopted the skills examination grading scale proposed by the Michigan Electronic Reporters Association. That grading scale permits 75 errors with the following breakdown: no title page, deduct 15 points; no table of contents, deduct 3 points; no certificate page, deduct 8 points; deduct 1 point for each misspelled word, each wrong word, or each missing word. Additionally, points will be deducted for deviation from the prescribed format as found in the *Manual for Court Reporters and Recorders*.

**Q. Penalties for Taking Depositions When Noncertified**

(Adopted 6/13/97, Revised 6/06)

Possible penalties for a noncertified reporter taking depositions after January 1, 1998 include:

1. publishing of the reporter and firm name in the Lawyers Weekly, and possibly the Michigan Bar Journal, as being in violation of MCR 8.108;
2. placing the certification of the firm owner in jeopardy for using uncertified reporters in contravention of MCR 8.108;
3. recommending to the bench that depositions prepared by uncertified reporters not be accepted for filing in court proceedings;
4. the reporter and/or firm owner repay the cost of the deposition taken by an uncertified reporter to the ordering party; or
5. any other disciplinary action appropriate to the circumstances.

**R. Adoption of *Manual for Court Reporters and Recorders* as Official Directive**

(Adopted June 12, 1998, Revised 6/06)

Pursuant to the authority vested in the Court Reporting and Recording Board of Review by MCR 8.108, and in furtherance of its responsibility to provide criteria for the certification of court reporters practicing in the state of Michigan, the board hereby reaffirms adoption of the *Manual for Court Reporters and Recorders* as the official directives of the board for providing criteria for court reporters to be used in conjunction with any regulations imposed by statute or court rule.

**S. Public Attendance at Board Meetings**

(Adopted June 12, 1998, Revised 6/06)

The Court Reporting and Recording Board of Review acknowledges observes Administrative Order 1997-11, effective February 2, 1998, wherein it appears that the Court Reporting and Recording Board of Review is a working group created by the Michigan Supreme Court to advise the State Court Administrative Office and the Court on matters significantly affecting the delivery of justice. As such, the board may be required to provide an opportunity for public attendance at one or more meetings.

Pursuant to Administrative Order 1997-11, the board designates the September quarterly meeting of the board as a public meeting to provide an opportunity for public attendance.

**T. Continuing Education**

(Adopted June 12, 1998, Revised 6/06)

The Court Reporting and Recording Board of Review acknowledges the Michigan Association of Professional Court Reporters' request to mandate continuing education credits as a requirement for certification renewal.

The board supports and encourages professional excellence within the profession of court reporting. However, the board is not in a position to support, authorize, or regulate a mandatory requirement of continuing education credits as a part of certification renewal, but leaves the task of organizing continuing education to the appropriate professional associations.