

STUDY GUIDE

For

Certified Court Reporters,
Recorders, and Operators

Michigan Court Reporting and Recording Board of Review

August 2024

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INTRODUCTION

The Michigan Court Reporting and Recording Board of Review has approved this study guide to assist certified shorthand reporters (CSR), certified voice writer/stenomask reporters (CSMR), certified electronic recorder (CER), or certified electronic operator (CEO) candidates in preparing for their respective certification examinations.

This Study Guide contains information candidates should know to pass the examinations for CSR, CSMR, CER, and CEO certification. However, test preparation should not be limited to the contents herein. Candidates are also expected to be familiar with courtroom procedure, deposition procedure, the duties of court reporters in Michigan, and matters of general knowledge. **It is not a substitute for the [Manual for Court Reporters, Recorders, and Operators](#) (“the Manual”).**

This study guide includes:

- Examination guidelines and sample questions
- Statutes and rules governing the Court Reporting and Recording Board of Review
- Relevant Michigan Supreme Court court rules and Michigan statutes governing court reporters, court reporting firms, and transcript production
- Reference materials, including glossaries of legal and medical terminology, helpful resources, and grammar and formatting resources

You may wish to retain the reference materials in this guide for future reference as you continue your career as a CSR, CSMR, CER, or CEO. The court reporter or recorder is responsible for accurately capturing and understanding every word in the verbatim transcript to the best of your ability. These reference materials will help you to research and complete transcripts in the future.

THE COURT REPORTING AND RECORDING BOARD OF REVIEW WISHES YOU WELL
AS YOU CONTINUE YOUR JOURNEY TO CERTIFICATION IN THIS PROFESSION.

THE COURT REPORTING AND RECORDING BOARD OF REVIEW

CREATION AND AUTHORITY OF THE BOARD OF REVIEW

The [Michigan Court Reporting and Recording Board of Review](#) is created by the [Michigan Court Rules](#) (MCR), specifically [MCR 8.108\(G\)\(2\)](#). Members of the Board of Review are appointed by the Michigan Supreme Court and the board is composed of:

- A Court of Appeals judge, who will be the chairperson;
- A circuit judge;
- A probate judge;
- A district judge;
- A court reporter who is an employee of a Michigan court;
- A court recorder who is an employee of a Michigan court;
- A court reporter who is not an employee of a Michigan court;
- A court recorder who is not an employee of a Michigan court; and
- An attorney.

The Board of Review is responsible for the administration of certification examinations for CSRs, CSMRs, CERs, and CEOs. The Board hears complaints against reporters, recorders, and firms, and it imposes sanctions as it determines appropriate. It is also charged with registering and regulating reporting firms as authorized in [MCL 600.1493](#).

MEETINGS OF THE BOARD OF REVIEW

The board meets quarterly in March, June, September, and December on the second Friday of the month. Beginning in 2023, a majority of Board meetings will continue to be held remotely via Zoom. Per Board Policy Q in the [Manual for Court Reporters, Recorders, and Operators](#), the September meeting has been designated as a public meeting is open to allow a public comment period. The September meeting is a hybrid meeting, where members of the public may attend in person or via Zoom.

BOARD OF REVIEW RESPONSIBILITIES

The Court Reporting and Recording Board of Review, staffed by the State Court Administrative Office, establishes criteria for certification of court reporters and recorders and administers tests for certification of court reporters and recorders in accordance with Michigan Court Rule 8.108. The State Court Administrative Office provides an executive secretary for the board; is responsible for administering tests, maintaining certification lists, and enforcing sanctions for failure to conform to certification and other rules; and publishes guidelines for court reporters and recorders in the [Manual](#).

The Board of Review also publishes updated policies on the [Court Recorder and Reporter Program website](#) under Communication and Policy Updates. There is a [webpage](#) with information about certification, temporary certification, and renewal, review, and revocation of certification.

There are also training materials and other additional resources available on the board webpage, including:

- Reinstatement Request [Forms](#)
- Practice Video 1 - [Logging and Transcription](#)
- Practice Video 2 - [Logging and Transcription](#)
- Practice Video 3 - [Logging and Transcription](#)
- Practice Log Template (click [here](#) then scroll down to "Additional Resources")
- [Top Ten List](#) of things CERs wish CEOs knew
- Top 10 Things Judges and Attorneys can do for accurate transcript production [handout](#)
- Research Website and Tips [handout](#)
- [Employer Authorization form](#) for Temporary Certification
- [Handout](#) with instructions on how to update contact information in your online account
- [Handout](#) with step-by-step instructions on how to process court reporter/recorder renewal application
- [Login page](#) to access online account
- [1998 Public Act No. 249](#)

EXAMINATIONS

All prospective court reporters and recorders must pass an examination to be certified to record proceedings and produce transcripts in Michigan. Registration for these examinations must be done through the [Court Reporting and Recording Program webpage](#) on the [One Court of Justice website](#). CSRs and CSMRs may take their exam remotely; CERs and CEOs must take their exam in person. A person taking the CER training course does not need to take the CEO training course.

CSRs and CSMRs take separate training through a two- or four-year program and certification through the National Court Reporters Association (NCRA). Passing the CER and CEO examination is required to obtain the certification to be a court electronic recorder or operator in the State of Michigan. Eligibility to sit for an exam is determined based on successful completion of a CER and/or CEO examination preparation course offered through Lansing Community College (LCC) or the Michigan Electronic Court Reporters Association (MECRA).

Examinations are normally conducted in March and November; however, additional examinations may be held during the summer months. The deadline for registering for an examination is four weeks before the scheduled examination. Examination registration is done online through the [One Court of Justice website](#).

EXAMINATION GUIDELINES

What to Expect on Exam Day

Testing begins sharply at the scheduled examination time. Late arrival will forfeit examinations. There are no exceptions, so please plan accordingly.

You are required to bring a photo ID card that you must show upon check in. Purses, cell phones, backpacks and/or food and drinks are not allowed into the testing room for in-person testing.

The examination is in two parts. Part I is a general knowledge test for all certification candidates. Part II for the CER examination is a skills test about logging and transcription. Part II for the CEO examination is only logging; it does not include transcription.

PART I - GENERAL KNOWLEDGE TEST

Part I of the examination consists of questions about English, including grammar, spelling, punctuation, as well as questions related to vocabulary, medical and legal terminology, court procedure, depositions procedure, transcript preparations, Michigan statutes and court rules concerning duties of official and freelance court reporters/recorders, and matters of general courtroom knowledge.

Candidates should be familiar with the general content of court rules, regulations, and statutes in this study guide but will NOT be tested on the specific citations.

CER candidates have 75 minutes to complete the General Knowledge Test, which contains 150 questions. CEO candidates have 60 minutes to complete the General Knowledge Test, which

contains 50 questions. CSR/CSMR candidates have 75 minutes to answer 100 questions on their written examination.

No reference material of any kind is allowed, and communication with other applicants is not permitted. The test is completed electronically. A minimum score of 80 percent is required to successfully pass the General Knowledge Test. Written exam results will be displayed immediately after completion.

PART II - SKILLS TEST

Part II of the certification examination is a skills test. The CER skills test encompasses logging and transcription. The CEO examination is logging only. CSR/CSMR candidates do not take the skills test through the SCAO.

For logging, a video will be shown on a big screen in front of the room with surround sound (no headsets necessary). The time and counter-meter numbers are embedded on the screen. Counter-meter numbers are not required to be logged for the test. Log entries should only include the time for purposes of the test. Candidates will be graded on logging the time entries.

Log sheets will be provided in the form of a fillable Microsoft Word template. Candidates must use the provided fillable template log sheet to upload and submit the exam log sheet through the exam site on the computer provided. Do not bring a log sheet. A case information sheet will be provided for all requisite information needed for video logging purposes. Candidates will watch a video and log the proceedings.

Candidates will be given five minutes before the start of the video to begin making entries on the log sheet. Candidates will be given ten minutes upon the completion of the video to check their log sheets and make any corrections or additions necessary. A minimum score of 80 percent is required to successfully pass the logging portion of the skills examination.

CER candidates are allowed two-and-one-half (2 ½) hours to transcribe the video played. Accuracy of at least 95 percent on the transcription portion of the skills exam is required to pass. Candidates are responsible for producing their own transcripts without assistance. All candidates will be notified of their test results by email within six weeks.

Candidates are required to bring a headset for transcription purposes. Do not bring wireless earbuds or Bluetooth headphones as they will not work. Foot pedals are provided and are formatted for RW-Play-FF. Candidates should not bring their own foot pedal.

For transcription purposes, only the [Manual for Court Reporters, Recorders, and Operators](#) is allowed for reference. No other reference materials are allowed, such as this study guide, thumb drives, USB media, or accessing the Internet. A Microsoft Word template for the Title Page, Table of Contents, transcript body, and Certification Page has been downloaded onto the computers for candidates' use. For the exam, candidates will use the provided Microsoft Word formatted transcription template and submit their completed transcription electronically through the exam site.

Transcripts must be produced using the Microsoft Word template, double spaced, and printed on one side of the paper. The use of ALL CAPS is not allowed in the body of the transcript. Each transcript should have 25 lines per page with line numbering included. The use of Courier New font size 12 or Times New Roman font size 12 is required. Corrections must be made by the same system. Any rough draft, printed log notes, case information sheet, or other papers must be turned over to a room monitor when final transcripts are submitted. In the event of any technical difficulties, a room monitor should be notified immediately.

Currently, a passing score for the CER skills examination is 95 percent or better with the following breakdown:

- no title page, deduct 15 points;
- no table of contents, deduct 3 points;
- no certificate page, deduct 8 points;
- incomplete log, automatic fail;
- incomplete transcript, automatic fail;
- improper format, automatic fail;
- deduct 1 point for each critical punctuation error, 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, Recorders, and Operators*](#).

Currently, upon request of the chief judge, and receipt of an application, individuals who fail the transcription portion of the CER examination but: 1) pass the CER written examination; 2) score 80 percent or more on the logging portion of the examination; and 3) are current court employees will be granted full CEO certification.

SAMPLE PART I EXAM QUESTIONS

The per page rate for an official transcript from any court is set by statute and not by the court reporter.

True/False

Answer: True

If a trial continues for more than one day, the title page of the transcript should designate Volume I, Volume II, et cetera.

True/False

Answer: True

There should be a space before and after a pair of dashes.

True/False

Answer: True

It is not necessary to indicate the name of the court reporter in the certification page who recorded the hearing if another court reporter is preparing the transcript.

True/False

Answer: False

When a motion for sequestration is granted, any and all persons affiliated with the case in any way are:

- A. allowed to stay inside the courtroom.
- B. not allowed to be in the courtroom at any time during the hearing unless they are called as a witness.
- C. not allowed in the courtroom, but can monitor the hearing by YouTube.

Answer: B. not allowed to be in the courtroom at any time during the hearing unless they are called as a witness.

Select the misspelled word below:

- A. Alimony
- B. Bailliff
- C. Complaint
- D. Affidavit

Answer: Bailliff

Q and A begins at:

- A. Five spaces from the left-hand margin.
- B. At the left-hand margin.
- C. Text begins on the sixth space, after five spaces.

Answer: B. At the left-hand margin.

“Alright, we are ready to begin the case.”

- A. Correct as is
- B. Alright. We are ready to begin the case.
- C. All right, we are ready to begin the case.
- D. All right. We are ready to begin the case.

Answer: D. All right. We are ready to begin the case.

The naming convention in a state criminal case is “THE PEOPLE OF THE STATE OF MICHIGAN.” Throughout the transcript, when referring to the prosecution, the word “People” should always be capitalized.

True/False

Answer: True

Which of the following does not need to have a formal parenthetical notation in a transcript:

- A. An exhibit is marked.
- B. A witness is excused.
- C. The witness identifies a defendant in a criminal case.
- D. The jury enters the courtroom.

Answer: C. The witness identifies a defendant in a criminal case.

MARKING EXHIBITS

Exhibits shall be marked with an exhibit sticker containing the number or letter of the exhibit, the party's name, date the exhibit is marked, and reporter's initials. See the [*Michigan Trial Court Records Management Standards*](#), 3.3.2.5 Exhibit Log.

If the exhibit sticker is not pre-labelled, (i.e., People/Plaintiff/Petitioner, Defendant/Respondent, Joint) ensure that the exhibit label makes that clarification. For example, P1 or PA would be used for Plaintiff/People/Petitioner's first exhibit, and D2 or DB would be used for Defendant/Respondent's second exhibit. Sequential or consecutive numbers or letters are preferred, but they are not mandatory. It is determined by the judge or referee's personal preference.

In remote proceedings, courts may allow exhibits to be submitted to the court via e-mail before the proceeding so they can be marked and logged before the hearing. Courts may also consider other available technologies, such as document-sharing software, to accomplish this. The court and parties should determine in advance how proposed exhibits will be displayed to witnesses. During remote proceedings, the court may allow parties to share their screen to display an exhibit. Files may also be shared through Zoom's chat feature. If the evidence is a physical object, is not transferrable by file transfer, and the parties do not agree that a photograph of the evidence suffices, then, pursuant to MRE 612, the court may order it made available for inspection at a designated location, day, and time.

TRANSCRIPT FORMATTING

OVERVIEW

The [Manual for Court Reporters, Recorders, and Operators](#) outlines the formatting requirements for transcripts at Section 5, Chapter 1, Subsection B. See also [MCL 600.2510](#), [MCR 1.109\(D\)\(1\)\(a\)](#).

Every transcript requires (1) a title page, (2) a table of contents, (3) transcript body or transcript pages, and (4) a certification page.

Form of Transcript

All court reporters and recorders, whether official, per diem, or freelance, must follow the format prescribed by the State Court Administrative Office as published in this manual. Compensation is contingent upon compliance with these standards. [MCL 600.2510\(2\)](#); *Manual for Court Reporters, Recorders, and Operators*, Section 5, Chapter 1, Subsection B, page 2.

Assembling the Transcript

Physical transcripts must be filed in one or more volumes under a hard-surfaced or other suitable cover, stating the title of the action, and prefaced by a table of contents showing the subject matter of the transcript with page references to the significant parts of the trial or proceedings, including the testimony of each witness by name, the arguments of the attorneys, and the jury instructions. The pages of the transcript must be consecutively numbered on the bottom of each page. Begin each volume of a transcript with page 1. If filing electronically, transcript document file must include case number, hearing date, and volume number.

Page Format ([MCL 600.2510](#), [MCR 1.109\[D\]\[1\]\[a\]](#))

Pursuant to [MCL 600.2510\(2\)](#), a page prepared in accordance with the format prescribed by the State Court Administrative Office shall be counted, billed, and paid for as a full page. See Chapters 2 through 6 of the [Manual](#) for examples of various page formats.

- The transcript is prepared for 8 1/2” by 11” paper, prepared for binding on the left side with a 1 3/8” margin on the left side and 3/8” margin on the right side. Indentations from the margins apply only to the transcript page.
 - TIP: Set the top margin to 1 and the bottom margin to 1.6” to ensure 25 lines per page.
- The body of the transcript contains exactly 25 numbered lines of text, and only transcript pages are prepared on paper with numbered lines.
- Print must be no smaller than 10 characters per inch (nonproportional) or 12-point (proportional).
- Each day of proceedings begins a new volume of a transcript. Each volume will begin with page 1 and have its own title page, table of contents page, transcript pages, and certification page with all pages consecutively numbered on the bottom of each page.
- Each volume of transcript is to be bound under a hard-surfaced or other suitable cover.

TITLE PAGE ([MCR 2.113\[A\]\[B\]\[C\]](#), [MCR 7.210\[B\]\[3\]\[d\]](#))

See Section 5, Chapter 1(B) of the *Manual* and the attached “Transcript Samples” document, which contain various examples of the format to follow when preparing title pages. Please note that these are examples only.

The title page is the first page of every transcript and will always be page 1.

- a. A title page is the first page of every transcript and shall be so numbered at the bottom center of the page.
- b. Each day of proceedings begins a new volume of transcript. Each volume begins with a title page.
- c. A title page includes the following information:
 1. the name of the court,
 2. the names of the parties or the title of the action, exactly as appears on the caption filed with the court,
 - i. the names of the parties are to be capitalized in their entirety,
 - ii. for words like “Plaintiff,” “Defendant,” and “In the matter of,” only the first letter is capitalized,
 3. the case number, including a prefix containing the last two digits of the year of filing and the case type code ([MCR 8.117](#); [Michigan Trial Court Records Management Standards](#), 3.3.1.1 Case-Type Code).
 4. the nature of the proceedings transcribed and the date held,
 5. the name and title of the person who presided over the proceedings,
 6. the names, business addresses, telephone numbers, and state bar numbers of all attorneys, and the name, address, and telephone number of any party appearing in pro per, and
 7. the name, certification designation and number (and if applicable, the firm registration number), and telephone number of the reporter, recorder, or operator who has taken and/or transcribed, or caused to be transcribed, the proceedings.
- d. If a case caption will not fit on one page, it may conclude on another page. For depositions, when a caption is lengthy and appearances will start on a second page, place the deponent’s name on the title page.

NAMING CONVENTIONS FOR TITLE PAGES

Type of Court and Court Location

- When the court is a circuit court, the location of the court will always be the name of the county.
- When the court is a district or municipal court, the location of the court will be the name of a city, township, or village.

- When the court is a probate court, there is no court number; instead, the name of the court is the name of the county (i.e., IN THE PROBATE COURT FOR THE COUNTY OF WAYNE).
- Certain counties are designated as a "unified trial court" in which all three courts, district, circuit, and probate, fall under that designation, (e.g. Isabella County Trial Court). In this instance, the title page for any of these courts should have the specific court's designation (e.g., 21st Circuit Court, 76th District Court, Probate Court for County of Isabella), and not indicated as Isabella County Trial Court. The judge should also be designated on the title page as a circuit judge, district judge, or probate judge, and not a trial court judge.

Case Captions

- The naming convention for circuit, district, and municipal court civil cases (including domestic relations) is plaintiff versus defendant.
- The naming convention for criminal cases is “THE PEOPLE OF THE STATE OF MICHIGAN” (or if it’s not a state case, the name of the city, township, village) versus defendant.
- The naming convention for proceedings under the juvenile code is “In the Matter of” followed by the name of the minor.
- The naming convention for probate court cases is “In the Matter of” followed by an identifier as to the type of matter (such as “THE ESTATE OF”) and the name of the individual and his or her condition (such as “Deceased”).
- The naming convention for family division cases other than those under the juvenile code is “In the Matter of” followed by an identifier as to the type of matter (such as “THE ADOPTION OF” or “THE EMANCIPATION OF”) and the name of the individual and his or her position (such as “Adoptee” or “Minor”).

Other

Requirements and any allowable variances in style are specified in the following:

- List each case name exactly as it appears on the file, do not make corrections and do not use *et al.*
- If more than one case is heard at the same proceeding, list each case name and file number, one right after the other.
- Use the full names of the attorneys and the reporter or recorder or transcriber, indicating whether they are Mr. or Ms.
- Include the law firm name for an attorney, if there is one.
- Spell out street, drive, avenue, cities, and states.
- It is optional whether the style of the telephone number is a series of dashes or dots, or whether the area code is surrounded by parentheses, but it must always contain the area code.
- Use upper case and lower case exactly as shown in the examples.

TABLE OF CONTENTS ([MCR 7.210\[B\]\[3\]\[d\]](#))

The table of contents references all the events that took place, including all examinations of witnesses and the identification and admittance of exhibits. Even when there are no witnesses or exhibits in a proceeding, the transcript still requires a table of contents page.

- a. Each transcript on appeal must include a table of contents page (not an index page). The table of contents should be as specific as possible and should include references to all the events that took place. Events may include jury voir dire, jury impaneled, plaintiff's opening statement, defendant's opening statement, separate record, defendant's motion for directed verdict, closing arguments, rebuttal arguments, jury instructions, reading of verdict, and motion for new trial. Each table of contents page must list the witnesses and the exhibits. A description of each exhibit is preferred, but not required. Even if there are no witnesses or exhibits, a table of contents page must be included.
- b. Each day of proceedings begins a new volume of transcript. Each volume must include its own table of contents.
- c. Each exhibit should be identified by page number when offered or identified and admitted into evidence.
- d. When a deposition transcript is read into the record in lieu of the personal appearance of a witness, it should be included in the table of contents, including the name of the witness and the page number at which the reading began.

NOTE: The [Manual](#) also points out that a transcript must include “a table of contents showing the subject matter of the transcript with page references to the significant parts of the trial or proceedings, including the testimony of each witness by name, *the arguments of the attorneys*, and *the jury instructions*.”

See Section 5, Chapter 3 of the [Manual](#) and the attached “Transcript Samples” document for examples of the content.

TIP: Polite Request

To be polite, requests, suggestions, and commands are often phrased as questions. Use a period to end this kind of sentence if you expect the person to respond by *acting* rather than by giving you a yes-or-no answer.

THE COURT: Will you come to the witness stand, and raise your right hand.

THE COURT: Will you state your full name for the record, please.

MR. SMITH: Would you read that first paragraph to yourself.

MS. JONES: Will you tell me the names and ages of your children, please.

TIP:

When preparing a transcript in Word for Windows, it is important to remove some of the automatic settings; for example, remove widow/orphan control and uncheck AutoCorrect options.

TRANSCRIPT BODY ([MCL 600.2510](#))

The body of the transcript may only include verbatim transcript of the proceeding and parentheticals ("parenthetical expressions"). Each page in the body of the transcript contains exactly 25 numbered lines of text. Indentation depends on the context of the proceeding or text function, as outlined below.

- a. A transcript page contains 25 typed lines on standard 8 1/2" by 11" paper with numbered lines.
 1. The body of the transcript may only include verbatim transcript of the proceeding and parentheticals.
 2. Additional headings must be placed in the header or footer and cannot take up any of the 25 lines in the body of the transcript.
- b. Print must be no smaller than 10 characters per inch (nonproportional) or 12-point (proportional). See [MCR 1.109\(D\)](#)
- c. The proceedings should be transcribed in upper-case and lower-case letters unless directed otherwise in this manual. The use of upper-case letters throughout is prohibited.
- d. The left-hand margin of all transcripts is set at 1 3/8". The right-hand margin is set at 3/8" except as otherwise stated below.
 1. Left-hand margin
 - i. **Q and A** (see below) begins at the left-hand margin. There are 5 spaces from the margin to the text; that is, the text begins on the 6th space. A carry-over line begins 5 spaces from the left-hand margin; that is, it begins on the 6th space.
 - ii. **Colloquy** (see below) begins 15 spaces from the left-hand margin; that is, it begins on the 16th space. A carry-over line begins 5 spaces from the left-hand margin; that is, it begins on the 6th space.
 - iii. **Quoted material and readback** begin 15 spaces from the left-hand margin and ends 5 spaces in from the right-hand margin. A carry-over line begins 10 spaces from the left-hand margin. A new paragraph of quoted material begins 15 spaces from the left-hand margin.
 - iv. **Parenthetical material** begins 15 spaces from the left-hand margin. A carry-over line begins 15 spaces from the left-hand margin.
 - v. **New paragraphs** begin 15 spaces from the left-hand margin. Carryover lines are five spaces from the left-hand margin.
 2. The right-hand margin is observed in every instance except for quoted materials and readbacks.

- e. The time that certain events take place is to be included in every transcript (see also Parenthetical Expressions, below). Those events are:
 1. the time the proceedings begin and conclude,
 2. the time each witness is sworn and excused,
 3. the start/end times of any adjournments/recesses,
 4. the start/end times of any bench conferences, whether on or off the record,
 5. the time each exhibit is offered, admitted, identified, marked, and received, and
 6. the time a jury is sworn, charged, excused to deliberate, or returns to the courtroom for any reason.

Two main formats: Colloquy and Q and A

Transcribed material consists of two basic styles or forms.

a. Colloquy

Colloquy is conversation between anyone other than a witness and the examining attorney. The typical court hearing begins with colloquy between the judge and the attorneys. The witness is then sworn and one attorney begins questioning the witness. In colloquy, the judge is always identified as THE COURT, an attorney is always identified by his or her name, and the witness is identified as THE WITNESS. An unidentified speaker is identified as UNIDENTIFIED SPEAKER.

b. Question and Answer

Question and answer (Q and A) testimony is conversation between the witness and examining attorney. Whenever a witness is sworn, the questioning is set up as Q and A. It is optional to type a period (.) after each Q and A. Any answer following the designation A must be preceded by a question, Q. Q and A must be a sequence. Whenever Q and A is interrupted by any colloquy, tab to the "colloquy stop" (15 spaces from the margin), identify the speaker, follow the name with a colon, and begin typing the statement.

If the witness answers a question during colloquy, the response is colloquy. Q and A is always preceded by the name of the questioning attorney (i.e., "BY MR. SMITH:").

If the witness asks a question of someone other than the examining attorney, the question is considered an interruption by colloquy. Tab to the "colloquy stop" (15 spaces from the margin), identify the speaker as THE WITNESS, follow the name with a colon, and begin typing the question.

Parenthetical Expressions

Parenthetical expressions are brief descriptions of events happening in the courtroom. They are preceded by the time of the occurrence, if applicable, and enclosed in parentheses. All parenthetical expressions begin 15 spaces from the left-hand margin. Any carry-over line is to begin 15 spaces from the left-hand margin.

See Section 5, Chapter 1 of the [Manual for Court Reporters, Recorders, and Operators](#) and the attached "Transcript Samples" document for examples of the transcript body content.

CERTIFICATION PAGE

The certification page signifies the end of a transcript and indicates that the transcript is a complete and accurate record of the court proceeding.

All transcribed cases must end with a transcript certificate page. The purpose of the certificate is to signify the end of the transcript and to indicate that the transcript is a complete and accurate record of the court proceeding. The certificate page may be included on the last transcript page if there is adequate room. If the transcript is a deposition, the reporter or recorder must include his or her notary information.

See Section 5, Chapter 1 of the [Manual for Court Reporters, Recorders, and Operators](#) and the attached “Transcript Samples” document for examples of content.

SPECIFIC SITUATIONS TO KNOW

Taking Depositions

A deposition is a pretrial discovery procedure whereby parties or witnesses are examined by asking questions. [MCR 2.306](#). A court reporter or recorder is present and records all questions and answers. Attorneys for all parties are normally at a deposition. The person being examined is called the “deponent.”

A. Overview

At a deposition, there is no judge to preside over the proceedings and the reporter or recorder is in control. The reporter or recorder may arrange the equipment and the parties in whatever fashion he or she deems appropriate.

- a. Obtain the complete case caption and name of the court in which the transcript is to be filed.
- b. Obtain the name and address of the deponent and all attorneys who are present.
- c. Administer the oath to the deponent if the reporter or recorder is a notary public.
- d. Unlike courtroom proceedings, participants may go off the record at any time for any party if all parties agree to go off the record. A reporter or a recorder shall continue to report unless there is agreement among all parties present that they will go off the record.
- e. After the deposition is completed, obtain orders for copies of the deposition transcript from the parties.

B. Producing the Transcript

Court reporters and recorders must follow the format prescribed by the State Court Administrative Office as published in Section 5 of the Manual. [MCL 600.2510\(2\)](#).

- a. Furnish the transcript as timely as possible.
- b. Prepare title page.

- c. Prepare table of contents page (optional in depositions).
- d. Prepare transcript page.
- e. Prepare certificate page. NOTE: For depositions, this certificate page must include the reporter or recorder's notary information.

C. Delivering the Deposition Transcript

On payment of reasonable charges, the person conducting the examination shall furnish a copy of the deposition to a party or to the deponent.

If a party requests that the transcript be filed, the certified deposition shall be securely sealed in an envelope endorsed with the title and file number of the action and marked "Deposition of [name of witness]" and promptly filed with the court in which the action is pending or sent by registered or certified mail to the clerk of that court for filing. Notice of filing of the deposition shall be given to all other parties, unless the parties agree otherwise by stipulation in writing or on the record.

Transcript Fees - Taxation of Costs of Deposition Expenses on a Party

Reasonable and actual fees paid for depositions of witnesses filed in any clerk's office and for the certified copies of documents or papers recorded or filed in any public office shall be allowed in the taxation of costs only if, at the trial or when damages were assessed, the depositions were read in evidence, except for impeachment purposes, or the documents or papers were necessarily used. [MCL 600.2549](#).

TIP: Providing Deposition Transcripts

Reporters and recorders are required to produce hard copy originals of deposition transcripts, although they are rarely requested. [MCR 2.306\(F\)\(3\)](#). It is standard to provide electronic copies to parties and/or attorneys and in courts where electronic filing has been implemented.

Transcripts of Videotape Proceedings

If an appeal is taken in an action which has been videotaped, a transcript of the proceedings must be prepared in the same manner as in the case of proceedings recorded in other ways. However, a court reporter or recorder need not certify attendance at the proceedings being transcribed from the videotaped record but need only certify that the transcript represents the complete, true, and correct rendition of the videotape of the proceeding as recorded.

Separate (or Special) Record

Separate records are transcribed as any other testimony. A judge may say "Reporter/Recorder, this is a separate record." A separate record is a part of the original day's proceedings and must be bound with that day's proceedings. A separate record is prepared as follows:

- a. When you have determined the last spoken word of the regular record, place three dashes in the center of the page.
- b. Use no parenthetical remark.
- c. Start a new page.
- d. Continue pagination through the separate record.
- e. Place the words SEPARATE RECORD in all caps above line one, with one space between each letter, at the center top of each page of the separate record.
- f. At the top of the first page of the separate record, below the words SEPARATE RECORD, use the following parenthetical remark: "(At [time] Beginning of Separate Record)."
- g. Continue the separate record for as long as necessary.
- h. At the end of the separate record, use the parenthetical remark "(At [time] End of Separate Record)."
- i. Put three dashes in the center of the page.
- j. Start a new page.
- k. Use no parenthetical remark to resume the regular record.
- l. Continue pagination from the separate record when going back into the regular record.
- m. The table of contents page must show the separate record as follows: "Separate Record - pages 26 through 35."

TRANSCRIPT EXAMPLES

NOTE: Examples are for content only. For specific formatting requirements such as capitalization, page numbering, margins, indentations, etc., see above or refer to the Manual.

TITLE PAGES

Section 5, Chapter 2 of the [Manual](#) and the attached “Transcript Samples” document include samples of title pages for a variety of proceeding types. Included are a general title page (most commonly used in civil and domestic relations cases), a title page for excerpts of proceedings, a title page for probate matters, a title page for proceedings that are heard in the family division (except domestic relations), a title page that can be used for either multiple defendants or consolidated cases, a title page for multiple volumes, a title page for depositions, and more.

TABLES OF CONTENTS

Section 5, Chapter 3 of the [Manual](#) and the attached “Transcript Samples” document contain various examples of the format to follow for tables of contents. The examples include a table of contents page for situations where there are no witnesses or exhibits, a general table of contents page, a table of contents page for situations where special hearings are held during examination (i.e. *Walker* Hearing), and a table of contents page for a jury trial.

Please note that these are examples only. Requirements and any allowable variances in style are specified in the following: (1) use upper- and lower-case exactly as shown in the examples, (2) use underlining as shown in the examples, (3) numbering style for exhibits varies. (See the [Michigan Trial Court Records Management Standards](#), Section 3.4.2.3, for standards and procedures regarding receipt of exhibits.)

TRANSCRIPT BODY

Section 5, Chapter 4 of the [Manual](#) and the attached “Transcript Samples” document contain various examples of the format to follow in transcript body pages.

CERTIFICATION PAGES

Section 5, Chapter 5 of the [Manual](#) and the attached “Transcript Samples” document contain various examples of the format to follow for certification pages.

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GLOSSARY - LEGAL TERMINOLOGY

The Michigan Judicial Institute (MJl) publishes and regularly updates a wealth of legal terminology in its Handbook of Legal Terms. For the most current version, please click [here](#) (opens in new window) or copy/paste the following:

<https://www.courts.michigan.gov/4a838f/siteassets/offices/mji/resources-for-trial-court-staff/holt.pdf>

GLOSSARY - COMMON MEDICAL PREFIXES

A

a(n) -	not; without; denoting absence
aden(o) -	gland; glandular
arthr(o) -	joint

B

bi -	two; in two parts
bi(o) -	living organisms or tissue
bis -	both; belonging to both; doubled

C

carcin(o)-	tumor; cancer
cardi(a)-	
cardi(o)-	heart; heart action
cerebr(i)-	
cerebro-	brain; cerebrum
contra-	against; contrary
counter-	opposite, retaliatory; complimentary, corresponding
crani(o)-	pertaining to the cranium (skull)

D

derma-	
dermat(o)-	
dermo-	skin
di-	double, apart
dys-	bad, difficult, painful

E

endo-	within
epi-	upon
esthesio-	
(aesthesio-)	sensation

F

facio-	facial
---------------	--------

G

gaster(o)-
gastr(o)- stomach

H

hem(a)-
hemat-
hemo- blood
hemi- half
hepat(o)- liver
heter(o)- other than usual; different
histi(o)- tissue
hydr(o)- water; a water-loving organism
hyper- over; above; beyond; excessive
hypo- under; beneath; less than normal

I

infra- below; lower in status; after; within
inter- between; among; reciprocal
intra- within; during; between layers

J - K - L

lyso- loosening; dissolution; decomposition

M

macr(o)- long; large
mal- bad; evil; irregular; abnormal
malac(o)- soft
medi(o)- the middle; intermediate
mega- great; enlarged; a million of
megal(o)- great; large; of giant size
micr(o)- small; dealing with microscopy
mi(o)- less; smaller; few
myel(o)- bone marrow; of the spinal cord
my(o)- muscle

N

narc(o)-	numbness; stupor; deep sleep
nephr(o)-	of or relating to the kidneys; renal
neur(o)-	neural tissue; nerve

O

ob-	inward; in reverse order
onco-	tumor; mass
orth(o)-	straight; parallel; corrective
oste(o)-	bone

P

par(a)-	alongside of; parallel; parasite
ped(i)-	
pedo-	of the foot; something involving the feet
peri-	all around; enclosing or surrounding
phleb(o)-	vein
pleur(i)-	
pleuro-	membrane lining the lungs and inner wall of the chest
post-	after; behind
pro-	earlier than; prior to; in advance; in front of; siding with; advocating; supporting
pyel(o)-	of the pelvis; renal pelvis

Q - R

ren(i)-	
reno-	of the kidney
retro-	backward; behind

S

sacr(o)-	sacrum (the vertebral column connected to the pelvis)
sangui-	blood
scler(o)-	hard; dry
spondyl(o)-	vertebra
super-	over and above; higher in quantity, quality, or degree
supra-	above; situated on the dorsal or upper side

T

- tachy-** rapid; accelerated
tempor(o)- relating to the temple or the sides of the skull
thromb(o)- associated with the clotting of blood

U - V - W - X - Y - Z

- ultra-** beyond the range or limits; beyond what is common, natural, or moderate

GLOSSARY - COMMON MEDICAL SUFFIXES

A

- aemia,-emia,**
- hemia** the condition of having blood; the condition of having something in the blood
- algia** pain; painful condition

B - C

- clasia** breaking; breaking up

D - E

- ectomy** cutting out; surgical removal
- emia** having blood; having something in the blood

F - G

- gram** having drawn or written

H - I

- iasis** morbid state or condition
- iatric** of or relating to medical treatment
- iatrist** physician; healer
- iatry** medical treatment; healing
- ism** condition; theory
- itis** inflammation of
- ize** to treat according to a specific method or process

J - K - L

- logy** doctrine; theory or science
- lysis** decomposition; disintegration; detachment

M

- megally** abnormal enlargement

N - O

- odynia** pain
- oid** resembling a specified object; having a specific quality

-oma	a tumor of a specified kind, or consisting of a specified kind of cell or tissue
-osis	disease, morbid state, abnormal increase
-ost	bone

P

-patho	a practitioner of a system of medicine emphasizing one aspect of disease and its treatment
-pathy	telling; suffering; a disease of a specific kind
-phobic	exhibiting an exaggerated and disabling fear
-pnea	breath; breathing

Q - R

-(r)rhagia	abnormal or excessive discharge or flow
-(r)rhea	flow; discharge
(r)rhexis	rupture, splitting

S

-stasis	slowing or stoppage of normal flow; remain still; in a state of equilibrium
-stat	an apparatus or agent keeping something stable or stationary
-stomy	a surgical operation establishing a permanent opening into a body part or between body parts

T

-tomy	incision; section
-trophic	relating to a specific type of nutrition or nutritional requirement
-trophy	nutrition; nourishment; growth
-tropic	attracted specifically to such tissue, organ, or system

U - V - W - X - Y - Z

-ule	small
-ulum	small one

GLOSSARY - COMMON MEDICAL TESTS

Bender-Gestalt Test

CAT (computerized axial tomography)

Cheyne-Stokes respiration

CT (computerized tomography)

Fisher Finger Coordination Test

Gas Chromatograph Mass Spectrometer - GCMS

Grassi-Block Substitution

Kimmelstiel-Wilson syndrome

Laseque Test (to diagnose low back pain and sciatica)

Magnetic Resonance Imaging - MRI

Papanicolaou's smear test - Pap (to diagnose cancer)

Rorschach Test (a personality test using a set of ink blots)

Stanford Binet Test (tests mental ability by age)

Thematic Apperception Tests (used to detect subconscious personality)

Wechsler IQ Test (measures intellectual capacity)

Weigl-Goldstein-Scheerer Color Form Sorting Test

GLOSSARY - MEDICAL TERMINOLOGY

A

abduct	to draw away from the median or center line
abduction	to move a body part away from the midline of the body
abrasion	a wearing, grinding, or rubbing away by friction, especially from the surface layer of the skin
abscess	a localized collection of pus surrounded by an area of inflamed tissue
adduction	to move a body part toward the midline of the body
AIDS	acquired immunodeficiency syndrome
Alzheimer's disease	senile dementia occurring at an early age characterized by emotional apathy and a marked decline in intellectual level
analgesic	an agent that produces insensibility to pain without loss of consciousness
anemia	a condition in which the blood is deficient in red blood cells; lack of vitality
anesthesia	loss of feeling or sensation; especially loss of the sensation of pain so as to permit surgery
anesthesiologist	a physician specializing in anesthesiology
anesthetist	one who administers anesthesia
aneurysm	the localized, abnormal dilation of a blood vessel, filled with fluid or clotted blood, which results from disease of the vessel wall
angina pectoris	a disease characterized by sudden attacks of substernal pain of short duration, precipitated by effort or emotion
anorexia	prolonged loss of appetite
anosmia	loss or impairment of the sense of smell
aorta	the chief artery that carries blood from the heart
apnea	temporary cessation of breathing
arteriosclerosis	thickening of the walls of arteries, ultimately resulting in the hardening and loss of elasticity of those arteries
atrophy	a wasting away or degeneration of body tissue or a body part
audiometer	an instrument that measures acuity of hearing
auricle	the cartilaginous, projecting portion of the external ear; an atrium of the heart

B

bilateral	affecting or relating to two sides
biopsy	removal of tissue, cells, or fluid from the living body for examination
bradycardia	below normal heartbeat
bulimia	an abnormal and constant craving for food

C

cardiac arrest	cessation of heart action, usually caused by systole or ventricular fibrillation
cardiogram	a tracing made by an instrument that registers movement of the heart muscle
carotid artery	either of two main arteries that supply blood to the head
carpus	the eight bones of the wrist
cartilage	translucent elastic tissue
cauterize	to burn or sear by application of a heated instrument; to deaden
cervical vertebrae	the seven bones making up the neck region of the spine
Cesarean section	removal of a fetus through an incision into the uterus
chiropractor	a doctor specializing in spinal adjustments and the relationship between musculoskeletal, neurological, vascular, and nutritional systems of the body
clavicle	the collarbone
coccyx	the lowermost part of the spine
cochlea	the cavity of the inner ear that contains the organ of hearing
Colle's fracture	a break in the lower third of the radius that displaces the hand backwards and outwards
colostomy	surgically creating a new opening of the colon accessible from outside the body
comminuted fracture	a fracture where bone is crushed, splintered, or broken in several places
congenital	a condition existing from the time of birth
conjunctiva	the mucous membrane lining the inside of the eyelids and covering the front of the eye
contusion	a bruise; an injury with no break in the skin
craniotomy	a surgical opening made in the skull
crepitation	a grating or crackling sound or sensation

D

debility	weakness
defibrillator	an apparatus used to counteract atrial or ventricular fibrillation by the application of brief electro-shock to the heart
dermatologist	a doctor specializing in the diagnosis and treatment of skin disorders
diagnosis	identification of a disease or disorder
diaphragm	the muscle separating the thoracic and abdominal cavities
distal	situated farthest from the point of origin along the course of any structure; nearest the end
dysphonia	difficulty in speaking; hoarseness
dyspnea	shortness of breath

E

ecchymosis	a bruise; a discoloration of skin
endocrinologist	a doctor specializing in the diagnosis and treatment of disorders of the internal secretion glands - (the endocrine glands)
enteropathy	any disease of the intestines
enuresis	urinary incontinence
epistaxis	nosebleed
esophagus	the muscular tube extending from the pharynx to the stomach

F

Fallopian tube	uterine tube; the pair of tubes transporting ova from ovary to uterus
fascia	a band or sheet of tissue connecting muscles
femur	the bones extending from pelvis to knee; thighbone
fetus	an unborn child after the first three months of development
fibula	the long, thin, outer bone of the lower leg that extends from the ankle to the knee
flexion	bending of a joint

G

gait	the manner in which a person walks
gangrene	local death of soft tissues caused by the loss of blood supply
gastroenterologist	a doctor who specializes in treating diseases of the digestive tract
gingivitis	inflammation of gum tissue

glaucoma	abnormal accumulation of aqueous humor within the eye, resulting in increased intraocular pressure which, if untreated, leads to blindness
glossitis	inflammation of the tongue
gynecologist	a doctor who specializes in diseases affecting women and girls, particularly diseases affecting the reproductive system

H

hematocrit	a measurement of the volume of packed red cells in venous blood
hemorrhage	bleeding from a ruptured blood vessel either internally or externally
humerus	the bone of the upper arm that runs from the shoulder to the elbow
hypertension	high blood pressure; elevation of arterial pressure above normal levels
hypotension	abnormally low blood pressure
hypothermia	abnormally low body temperature, typically one that is dangerously low
hysterectomy	surgical removal of the uterus

I

ileum	the last division of the small intestine, running between the jejunum and the large intestine
ilium	the dorsal and upper bone (one of three) composing either lateral half of the pelvis
infarction	the producing of a mass or area of dead tissue which results when circulation to that area is obstructed by a blood clot in a blood vessel
inguinal	the region of the groin
intervertebral disc	a disc sitting between the adjoining vertebrae and consisting of an outer fibrous ring enclosing a pulpy nucleus

J

jaundice	yellowing of the skin and eyes from bile pigments
jugular	relating to the throat or neck (jugular vein)

K

keloid	a scar-like growth that rises above the skin surface (considered a benign tumor)
---------------	--

L

labial	pertaining to the lips
lacrimal	pertaining to tears

laminectomy	excision of one or more laminae of the vertebrae; a method of approach to the spinal cord
ligament	a tough band of tissue that connects bones at a joint, or supports organs
lordosis	inward curvature of the spine towards the front
lumbar vertebrae	five vertebrae at the lower part of the back

M

magnetic resonance imaging	a non-invasive imaging procedure capable of providing very precise images of the body's soft tissue - known as an MRI
malignancy	an abnormal growth tending to progress in virulence
mammary	relating to the milk-secreting glands; the breasts
mandible	lower jawbone
mastectomy	removal of a breast
maxillary	upper jaw
membrane	a thin layer of tissue that covers a surface or divides an organ
metacarpus	the five bones between the wrist and fingers
metatarsus	the five bones between the ankle and toes
myelogram	x-rays obtained with an MRI

N

necrosis	death of a cell resulting from disease or injury
nephritis	inflammation of the kidney
nephrologist	a doctor specializing in kidney care and treating diseases of the kidney
neural	relating to nerves
neuroma	any tumor pertaining to the nervous system
nucleus pulposus	a pulpy mass in the center of an intervertebral disc
nystagmus	involuntary movement of the eyeballs which is present in disturbances of the equilibrium

O

obstetrician	one who specializes in the branch of medicine dealing with childbirth
occipital	referring to the back of the head/skull
occlusion	an obstruction or closing off
olfactory	pertaining to the sense of smell
oncology	study and practice of treating tumors

ophthalmologist	a person skilled or specializing in the branch of medicine devoted to the study and treatment of eye diseases
optometry	measurement of the powers of vision and the adaptation of lenses to correct any vision deficiencies
orthopedics	the branch of medicine dealing with the correction of deformities of bones or muscles
otorhinolaryngology	the branch of medicine that treats the ear, nose, pharynx, and larynx and their diseases

P

palate	the roof of the mouth
palpate	to feel with the fingers or hand
parietal	pertaining to the inner walls of a body cavity, or relating to the parietal bone
parietal bone	either of two large bones between the frontal and occipital bones that together form the sides and top of the skull
patella	the bone that forms the kneecap
pathologist	a specialist in pathology
pathology	the study of disease process with the aim of understanding its nature and cause
pediatrician	a physician specializing in child development and treating disease in children
pedodontist	a dentist specializing in children's dental care
pelvis	the basin-shaped ring of bones supporting the spinal column
periosteum	the outer covering of bone
peripheral	outer boundary; pertaining to or located at or near the surface of the body or near the surface of an organ
phalanges (pl.)	any of the bones of the fingers or toes
phalanx (sing.)	a single bone of the fingers or toes
phlebitis	inflammation of a vein
pilonidal cyst	containing hair nested in a cyst
podiatrist	a specialist in care and treatment of the foot
prognosis	the probable outcome of a disease process
prostate	a glandular body which surrounds the base of the male urethra
proximal	nearest the point of origin or point of reference; nearest to the body or to a point considered the center of a system

pulmonary	relating to the lungs
pyelitis	inflammation of the renal pelvis
pyorrhea	a discharge of pus

R

radiologist	a physician who uses roentgen, radium, and other forms of radiant energy for diagnostic and therapeutic purposes
radius radii (pl.)	the shorter bone of the forearm, on the same side as the thumb
respiration	breathing; the process of gaseous exchange between an organism and its environment
resuscitation	restoration to life or consciousness of one apparently dead
rheumatologist	a specialist in rheumatic conditions
rhinopathy	disease of the nose
rib	any of the arched bones attached posteriorly to the spine and enclosing the chest cavity
rigor mortis	rigidity of the muscles that occurs after death
roentgenography	the study of the application of x-rays in medicine
roentgenologist	radiologist

S

sacroiliac	pertaining to the sacrum and ilium, also to their articulation
sacrum	a curved triangular bone composed of five fused vertebrae
salmonella	a bacteria causing food poisoning, acute gastrointestinal inflammation, or diseases of the genital tract
sarcoma	a malignancy arising in connective tissue, especially in bone, cartilage, or striated muscle that spreads into neighboring tissue
scapula	shoulder blade
scoliosis	curvature of the spine toward the side
sequela sequelae (pl.)	a condition following as a consequence of a disease
skull	skeleton of the head; may be divided into four parts: the frontal, parietal, occipital, and temporal
spasm	a sustained muscular contraction
spine	the backbone; consists of a series of small bones called vertebrae: 7 cervical, 12 thoracic, and 5 lumbar

spondylolisthesis	a congenital deformity of the spine; the forward shift of one vertebra upon another
spondylolysis	a degenerative lesion of the spine
sprain	a joint injury causing partial rupture of attached ligaments
sternum	the breastbone; a flat chest bone extending from the base of the neck joining sets of ribs
stethoscope	an instrument for listening to sounds within the body
strain	excessive stretching of a muscle resulting in pain and swelling
stupor	partial or nearly complete unconsciousness
subcutaneous	something situated or occurring beneath the layers of the skin
subluxation	an incomplete or partial dislocation
syphilis	a contagious venereal disease that causes structural and cutaneous lesions
systole	contraction of the heart

T

tachycardia	an increase in heart rate above normal
tarsus	the ankle; the seven bones articulating between the foot bones and the leg bones
tendon	a cord of tissue attaching muscle to bone
thalamus	part of the brain that relays somatic, sensory, and optic paths to the cerebral cortex of the brain
thrombosis	the formation or presence of a blood clot in a blood vessel
tibia	the shin bone, the inner and larger bone of the leg between the knee and ankle, articulating with the femur above and the talus below
tinnitus	ringing in the ears
trachea	windpipe; part of the air passage between the larynx and the main bronchi

U

ulna	the inner and longer bone of the forearm
ureter	a narrow, muscular, foot-long tube that transports urine from the kidney to the bladder
urologist	a physician specializing in the urinary tract of males and females, and the genitals of the male
uvula	the fleshy lobe hanging at the back of the palate above the root of the tongue

V

vascular	relating to or supplied with blood vessels
vertebra	one of the 33 bones forming the spinal or vertebral column; the backbone
vertebrae (pl.)	
vertigo	dizziness

W

windpipe	the trachea
-----------------	-------------

X - Y - Z

zygoma	the horizontal arch of bone on either side of the face just below the eye
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NUMBER PREFIXES

uni-, mono-	one
bi-, bin-, di-	two
ter-, tri-	three
quadri-, tetra-	four
quinque-, penta-	five
sex-, hex-	six
hepta-, septa-	seven
octo-, octa-	eight
non-, nona-	nine
deca-	ten
centi-	hundred

COLOR PREFIXES

alb(o)-	white
auro-	golden
chlor(o)-	green; yellowish green
cyano-	blue
erythr(o)-	red; reddish
glauc(o)	pale yellow green; light bluish gray or bluish white
luteo-	yellowish
mal(a)-, melo-	black
poli(o)-	gray
purpureo-	purple or purplish red
purpuri-	purple
verd(o)-	green-colored
xanth(o)-	yellow

BASIC PUNCTUATION

Series:

Three or more items joined by a conjunction. Include a comma before the conjunction.

A I was in the car with Luke, Laura, and John.

Parenthetical:

Added words or expressions. Commas on both sides.

A We were, however, aware of the police car.

Conjunction:

Independent clauses joined by a conjunction. Use a comma before the conjunction.

Q When did you arrive at the scene, and how many others were with you?

Appositive:

Word or words used to further explain. Use commas on both sides of the expression.

Q Where were you on Friday, October 26, at 9 a.m.?

Introductory:

Clause or phrase at the beginning of a sentence; no commas if at the end.

Q When you left the bar, who did you see?

And Omitted:

Two adjectives modifying the same noun; the word "and" omitted between them. Use a comma.

A It was a cloudy, dark night.

Nonrestrictive:

Clause or phrase that further identifies but is not necessary for the sense of the sentence. Enclose with commas.

A Mary Smith, who is my landlady, will verify that.

No Conjunction:

Two closely related sentences whose meaning would be more clear if read as a unit. Use a semicolon instead of making two sentences.

A Mary was at her mother's house; her husband was at home alone.

Singular Possessive:

If the base word is singular, determine the singular spelling; then add 's.

A I talked to the attorney's secretary.

Plural Possessive:

If the base word is plural, determine the plural spelling. If it ends in s, add ' ; if it ends in other than s, add 's.

A The three witnesses' testimony was not correct.

Q Where was the children's father at the time?

Hyphenate Before a Noun:

Hyphenate a compound adjective before a noun.

Q When does your six-year term end?

Yes or No Responses:

Always use a comma after the response yes or no. If the rest of the response adds something new to the information, use a period after the yes or no.

A No, I did not see him running from the scene.

A Yes. We went back the next day, too, to see what happened.

Verification Question:

If a statement is followed by a question that asks for a verification of the statement, use semi-colons before the question.

Q You saw the man enter the door; isn't that right?

Direct Address:

Use commas to set off words of direct address.

Q I would like to request a recess, your Honor, if at all possible.

Interruption by Another:

Use a dash to show an interruption of a speaker by another speaker.

A I was walking down the street and --

Q Please answer the question that was asked.

Self Interruption:

Use a dash when a speaker interrupts himself or herself and finishes the sentence with the new thought.

A We could not see the car -- the truck until we were in the intersection.

If the speaker resumes his original thought, use a pair of dashes.

A We have been married eight years -- well, just a little bit less -- and we have four children.

DASH

There should be a space before and after a pair of dashes.

Interruption:

Use a pair of dashes to show the interruption of one speaker by another.

Q *You were at the --*
A *I don't understand you.*

Self-Interruption:

Use a pair of dashes to show an interruption -- a change of thought -- of a speaker.

Q *What are you -- who are you talking about?*

Parenthetical Interruption:

Use a pair of dashes to set off a self-interruption which is parenthetical to the thought.

A *We talked with Sally -- she was a good friend -- on that day.*

Interruption/Second Speaker/Resumption:

Use a pair of dashes to show the continuation of the thought.

Q *When were you at the --*
A *What do you mean?*
Q *-- at the station?*

NUMBERS

Numbers one to ten should be expressed in words. Numbers larger than ten should be expressed in figures with the following exceptions:

Amounts of money: always in figures such as \$35; 6 cents; \$5,300.10.

Percents: always in figures such as 6 percent; 500 percent.

Measurements: always in figures such as 3 feet; 18 gallons; 4 degrees.

Beginning a sentence: always in words such as "Thirty-five men were there."

After a noun: always in figures such as Number 3; Room 310; page 4.

Dates: always in figures such as May 10, 1982; the 10th of May (or the tenth of May).

House numbers: always in figures except One such as 36 West Fifth; One North 15th.

APOSTROPHES

Singular Possessives Ending in "s": Still add 's to the singular spelling. If, however, you do not pronounce an extra syllable, you may just add '.

Mr. Peters's business is doing well. OR Mr. Peters' business is doing well.

Possessives When Not Immediately Followed by a Noun: Punctuate as if the noun followed.

We stayed at my mother's. (House is assumed)

Plurals of Figures, Symbols, and Letters: An apostrophe should not be used.

We will always remember the 1980s.

Omission of Figures: Use an apostrophe to show the omission.

We will always remember the '80s.

Joint Possession: Use an apostrophe only after the last noun to show joint possession.

Tom and Harry's car was wrecked.

Possession of Compound Words: Singular possessive: use 's. Plural possessive: use 's. That is, the plural spelling requires the first word of the compound to be made plural-- not that last word.

My sister-in-law's father came to town. (singular possessive)

My sisters-in law's children were loud. (plural possessive)

Adjectives: Don't confuse adjectives with possessives.

The sales meeting was held yesterday.

Association Names: Use an apostrophe only if the official name includes the apostrophe.

The National Shorthand Reporters Association met.

COMMONLY USED AND MISSPELLED WORDS

acknowledgment	argument	defendant
all right	attorneys (plural)	direct examination
allegedly	corroborate	judgment
appellant	cross-examination	voir dire

COMMAS AND SEMICOLONS

Verification Question:

A short question which asks for a verification of the statement. Use a comma before the word or phrase.

That is right, isn't it?

Series:

To separate items in a series. A complicated series may call for semicolons.

I know Sharon; her mother, Rose; and Beatrice.

Addresses:

To separate each line of an address, which would be placed on a separate line of the envelope.

My address is 4131 41th Street, Mt. Pleasant, Michigan.

Contrasting Expressions:

Use commas to separate contrasting expressions from the rest of the sentence.

He likes you, not me.

Miscellaneous Abbreviations:

Abbreviations such as Inc., Jr., etc. must be followed by a comma (and usually preceded by a comma).

Include John Smith, Jr., in your group.

Introductory Colloquial Words:

Short slang words used as an introduction to a statement are complete sentences. Use a period to mark the end of an elliptical expression that represents a complete statement or command. These elliptical expressions often occur as answers to questions or as transitional phrases.

All right. Tell me what happened.

Illustrative Phrases:

Use a semicolon before and a comma after the word or words which introduce an illustrative phrase.

We know what you are saying; that is, we understand.

No Conjunction:

Use a semicolon to separate two independent clauses without a conjunction. (Or make two sentences if the thoughts are not closely related.)

He was late; therefore, we missed the bus.

Dependent "that" Clauses:

A simple series of dependent clauses requires only commas, just like any other kind of series

We know that you were there, that you had driven up in a white car, that your sister was with you, and that you had a gun.

Missing Verb:

Use a semicolon to separate two independent ideas when the verb is missing in one and assumed to be carried from the first. Use a comma in place of the missing verb.

Sandra went shopping; John, to the bar.

Independent Clauses, Conjunction, and Other Commas:

If no misreading is likely, use a semicolon to separate two independent clauses joined by a conjunction when there are other commas in the sentence.

In the first place, we should have known better; but the temptation was there.

CAPITALIZATION

Rule 1:

Capitalize the first word of a sentence or sentence fragment which represents a sentence.

Q And when did you arrive?

A About 6 p.m.

Q On what day?

A The last day of the week, Saturday.

Rule 2:

Capitalize the names of specific persons, places, or things.

When did you meet John Wilson?

Have you visited Missoula, Montana?

Rule 3:

Capitalize the days of the week, months of the year, and holidays or special days.

Yes, I was there on Wednesday.

I was in the hospital for all of February.

We voted to have the Fourth of July off rather than Good Friday.

Rule 4:

Capitalize seasons of the year only if they are made proper nouns by their use.

I plan to begin school in the fall.

He played the role of Winter in the spring play. I took two courses winter semester.

Rule 5:

Capitalize adjectives which are derived from proper nouns. Exceptions to this rule include congressional, constitutional, and senatorial.

He is an American citizen.

He is a Michigander.

Rule 6:

Capitalize the names of institutions such as colleges, universities, hospitals, churches, and libraries. Capitalize the name of a division within those institutions when it represents the official name of the division.

I attend the University of Texas.

My major professor is in the Department of Political Science.

My son attends Michigan State College. (no such institution exists)

He is president of the Board of Education.

Rule 7:

Capitalize the names of companies, unions, associations, societies, independent committees and boards, political parties, conventions, foundations, fraternities, sororities, clubs, and religious bodies.

She was chairperson of the Republican National Committee.

He used to serve on the Committee on Ways and Means.

It was an idea that came from the Mothers Against Drunk Driving.

Rule 8:

Capitalize common organization names such as advertising department, board of directors, and finance committee when they are actual names within units of the speaker's organization. Do not capitalize them when they are used to refer to some other organization unless there is some reason the speaker is giving them special importance or distinction.

Our Marketing Department was headed by William Jones.

I believe he worked for the marketing department of Wentworth, Inc.

Rule 9:

Capitalize the names of relatives (mother, father, sister, brother) when used as a substitute for the individual's name.

My sister is in the courtroom today.

I spent the day with my father.

I asked Mother to call my sister.

I was unable to reach my mother on the phone.

Rule 10:

Capitalize personal or corporate titles that precede a name.

Will Sheriff Martin please come to the stand.

Will Mr. Martin, Sheriff, please come to the stand. Will the sheriff please come to the stand.

Rule 11:

For some exceptionally important officials or dignitaries, capitalize the name of the office even if it follows or replaces a specific personal name.

- These exceptions and representative examples include the President, Vice President,

Attorney General, Director of the FBI, Commissioner of Education, Senator, and Representative on the national level or in foreign governments.

- In state government, capitalize only the Governor and Lieutenant Governor but not senator, representative, attorney general.
- On the international level, capitalize the Pope and Secretary General of the United Nations. Examples of capitalization of foreign dignitaries are the Queen Mother, the Duke of Windsor.

Mr. Quayle, Vice President, is the brunt of Carson's jokes.

John Jones, Senator from Florida, was the featured speaker.

William Thompson, senator from our district, was the speaker.

Rule 12:

Capitalize the titles of high-ranking officials or other prominent individuals when used in place of their name.

The President of the United States was in the city that day.

The Secretary of Defense was quoted in the paper. The Governor signed the bill yesterday.

The Senator has a different viewpoint.

The Pope is the spokesperson for the Vatican. She was compared with Mother Theresa.

The Dean of the School of Business met with the Advisory Committee. The Chairperson of the Board must assume that responsibility.

The First Lady has some awesome responsibilities.

Rule 13:

Capitalize titles that are used informally in place of names in direct address. Note exceptions: sir, madam. In transcripts, counsel and counselor carry a certain amount of prestige and should be capitalized in direct address.

Please, Doctor, explain the use of that term.

What is your opinion, Professor?

When did you meet the defendant, Father? No, sir, I do not remember.

Please proceed, Madam President. Please approach the bench, Counsel.

Rule 14:

Do not capitalize nouns that identify positions (unless high government positions.)

He ran for district attorney.

The doctor arrived within minutes.

A highway patrolman arrived shortly thereafter. I am a systems analyst.

The judge of that court will rule on the matter on Monday. The state senator met with us yesterday.

Rule 15:

Capitalize the word "acting" when it appears before a title. Do not capitalize ex-, former, -elect, or late.

We were honored by the presence of Acting President Ellis.

He was a friend of ex-President Reagan.

He came to the house when he was Governor-elect.

Rule 16:

Do not capitalize state, county, city, town, or township when used in reference to a governmental body.

He was employed by the state of Maine.

We visited the state of Maine.

This agreement was signed by the city of Phoenix.

We compared the city of Phoenix with the city of Miami. You must obtain your license from the county of Isabella. We live in the county named Isabella.

A district court has jurisdiction over this case.

Rule 17:

Capitalize the names of governmental organizations (federal, state, or local).

You obtain your social security benefits from the Social Security Administration Office.

Have you filed with Worker's Compensation?

The American Civil Liberties Union will be called to testify. He is employed by the Oregon State Patrol.

Judge O'Connell presides in district court. The Senate meets in Washington, D.C.

Rule 18:

Capitalize a noun when used as an abbreviated form of a governmental agency.

I received my food stamps from the Welfare Department.

Yes, this drug was examined by the Food and Drug. (meaning Food and Drug Administration)

He went to West Point. (meaning West Point Academy)

The membership of the House is based on population.

Rule 19:

Capitalize military branches of the government or their abbreviations.

I joined the Army after I graduated.

The Coast Guard is always on duty at that location. The National Guard was called to handle the riot. He joined the Marines. (meaning Marine Corps)

I taught for the U.S. military.

Rule 20:

Capitalize the word "Court" when referring to the judge.

You heard the Court give you rules to follow in making a decision.

The case was heard before Judge O'Neil.

The judge has the responsibility of giving the jury charge. The Court has the responsibility of giving the jury charge. The bailiff will usher the jury members to the juryroom.

Rule 21:

Capitalize the brand names of products, including drugs. Do not capitalize the generic names or slang names.

I needed to take at least three aspirin a day.

I bought coke in my neighborhood. (the drug) The doctor prescribed Valium for my condition. We were out of Pampers so had to go to the store.

My secretary made three xerox copies.

Rule 22:

For liquor or beverages, capitalize any word which in its use, is a country or a derivative of a country. Capitalize any other specific name of a beverage which, if not capitalized, would be confusing to the reader.

We always drank French wine.

Irish whiskey is the best.

You should use Irish Mist for Irish coffee. He usually drank vodka and Squirt.

He always asked for a Seven-Seven.

One Christmas he drank a Tom and Jerry.

He convinced me that Pepsi was a better drink.

Rule 23:

Capitalize exact names of academic courses but do not capitalize general subject areas.

I earned an A in Accounting 101.

I plan to study accounting.

A course in business English was offered. He was very interested in French history.

Rule 24:

Academic degrees and their abbreviations are capitalized when written after the name of the person having the degree. They are not capitalized when used a general term of classification or in a general sense.

I hope to have my master's degree by June.

He has been working on his doctorate at Florida State.

Isabel Morales, Doctor of Philosophy, will speak to our group. He will never get his medical degree, in my opinion.

The job requires a bachelor's in sociology.

Samuel Goldman, D.D.S., is now open for business.

Rule 25:

Do not capitalize grades in school or classification of year in school.

He completed the sixth grade.

I am a sophomore in college.

Rule 26:

Capitalize all words other than articles (a, an, the), prepositions of fewer than four letters, and short conjunctions in the titles of literary or artistic works or other published works. ALSO: Always capitalize the first word and the last word of a title.

Have you read Gone with the Wind?

He has written an article, "How to Interrogate."

We agreed that Les Miserables was an exceptionally fine musical. I'm writing a book I hope to entitle A Country to be Proud Of.

Rule 27:

Capitalize the names of historical events and periods.

He fought in World War II.

My parents were a product of the Great Depression.

Rule 28:

Capitalize nicknames or imaginative names given to movements, programs, or historically designated cultural periods.

Johnson advocated the Great Society. We are living in the "me" generation.

The Cultural Revolution was a dark period in China's history.

Rule 29:

When capitalizing a hyphenated word, capitalize the word after the hyphen, unless the hyphenated word was capitalized only because it began the sentence.

His book was called The Runner-Up.

Follow-up information was available on January 1.

Rule 30:

Capitalize the entire titles of places, things, and ideas. Do not capitalize the shortened forms used in place of the full name.

They were to leave from O'Hare Airport.

There were to leave from the Chicago airport.

COMMON HOMOPHONES

To, two, too

- To Used in the infinitive form of a verb, such as “to walk”, and to mean “towards.”
- Too This means “as well” or “also”; for example, “me too.”
- Two This is the number; for example, “two days ago.”

There, their, they’re

- There This refers to a place that is not here; for instance, “over there”. It can also be used to state something, such as “There is an argument to suggest...”, or (in a slightly old-fashioned way) to comfort someone: “There there, it will be all right.”
- Their This indicates possession: something belonging to them. For example, “we could use their boat.”
- They’re This is a shortening of “they are.” For example, “They’re going to be here at 12pm.”

Your/You’re

- Your This is the second person possessive form, indicating something belonging to you. For example, “This is your decision.”
- You’re Short for “you are”, as in, “You’re amazing.”

Bonus:

- Yore You’re not very likely to come across this one, but it’s an old-fashioned way of referring to a time long ago. For example, “In the days of yore” means a similar thing to “In olden times”.

Accept/Except

- Accept To receive; to agree with something presented to you.
- Except To exclude something.

Affect/Effect

- Affect Generally used as a verb meaning to influence something or to intentionally change one's mannerisms. For example, "The new information affected the outcome of the trial."
Affect can also refer to one's mood or demeanor (A flat affect).
- Effect Commonly used as a noun meaning the result of something. An example would be "The boy was still feeling the effects of the roller coaster ride while he was eating his lunch."
Effect can also be used a verb meaning to bring something into existence. For example, "The activist group effected change in their community."

Brake/Break

Brake This spelling refers to the brakes on a car or other vehicle, and in a wider sense to slowing down. For example, “He applied the brakes to slow the car down.”

Break Confusingly, this spelling this has several meanings:

- As a verb, “to break” means to separate something into parts. For example, “I’m going to break this chocolate bar into three so we can share.”
- As a noun, it can be used to signify a pause or stop, such as “a break in the schedule”, or you can “take a break”, meaning have some time off.
- You can also use the word to describe the consequences of the verb – when you “break” something, it is “broken” and the site of the separation can be referred to as “the break”. For instance, “He broke his leg, but the break is mending.”

By/Buy/Bye

By This preposition refers to something beside, near, or through. For example, “There’s an ice cream truck over there by that tree.”

Buy This is a verb meaning to purchase something. For instance, “let’s go and buy a car.”

Bye Short for “goodbye,” this is an expression used to bid someone farewell.

Cite/Site/Sight

Cite To refer to or give credit to something. "My mother would always cite the wisdom of The Rolling Stones." Or, "My assignment required me to cite five different sources."

Site A place or a location. "The construction worker was hurt on the job site."

Sight Refers to a thing that is seen. "The finish line was within his sight."

Coarse/Course

Course This has many meanings:

- A course – a program of educational study.
- “Of course” means “naturally”. For example, “Would you like a chocolate?” – “Of course!”
- It can also mean “direction”; for instance, an “unexpected course of events” describes events unfolding in an unanticipated direction. You could also say, “I don’t know what course of action to take”, or “The plane took a northerly course.”
- In sports, it describes an area of land or water set aside for the purpose of a particular activity, such as a “golf course”, “water skiing course” or “cross country course”.
- Another context in which you might hear this word is to describe parts of a meal. For instance, the “main course” is the most substantial part of the meal.

- Less often heard is the use of this word to describe hunting with dogs, such as “hare coursing”.
- As a verb, “to course” refers to the movement of liquid, such as “water coursing through a channel”.

Coarse This word is used to describe things that are rough or crude. This could be rough in texture – as in “sandpaper is very coarse” – or to describe language, such as “His humor was very coarse.”

Compliment/Complement

Compliment this is a nice thing you say to someone to flatter them, for example, “You look nice today.”

- The adjective of this is “complimentary”, which has two meanings. It can refer to something expressing praise – such as “He was most complimentary, saying how pretty I looked.”
- But just to add to the confusion, “complimentary” can also mean “free of charge”. For example, “the airline provided complimentary drinks for those delayed”.

Complement this is something that goes well with something else. For example, “the dress complemented the color of her hair.”

- The adjective form is “complementary”, meaning things that go together, used as follows: “The two of them provided complementary skills; he was good at writing, while she was good at sales.”

Everyday/Every day

Everyday An adjective that describes something that is routine or regular. For example, “I wore my everyday work clothes to the party.”

Every day Refers to the specific recurrence of something on a daily basis. For example, “I brush my teeth every day.”

Here/Hear

Here This refers to something being in one’s current location – for example, “There is a strange smell here”. You can also use it when introducing something, such as “Here is something I know you’ll like.”

Hear This means to detect a sound. If it helps you remember it, consider the fact that the word “hear” contains the word “ear”! You can also say “Hear, hear” to indicate that you agree with someone.

Its/It's

The word *its* is a possessive pronoun. “The battery lost its ability to hold a charge.”

It's is a contraction of the words *it is*. “It's a good day to go for a stroll.”

Know/No

Know “To know” means “to be aware of something”; for example, “I know he is afraid.”

No The opposite of “yes”; it is used to indicate the negative.

Lose/Loose

Lose Means to fail or to have something leave your possession. "I would hate to see my team lose.

Loose Describes something which is not snug or tight. "My older brother's hand-me-down T-shirts were always loose on me."

Peace/Piece

Peace This is the absence of war. The word also refers more generally to a feeling of contentment, for example “The woods were very peaceful.”

Piece A unit or portion of something, such as “a piece of cake”. To “say your piece” means to state your opinion about something, while “giving someone a piece of your mind” means to tell them – usually in anger – exactly what you think of a situation.

Principal/Principle

Principal Describes the primary part of something or a high-ranking administrator

Principle A fundamental truth or foundation for a system of belief or reasoning.

Stare/Stair

Stare The verb “to stare” refers to the act of gazing intently at something.

As a noun, it refers to the look itself – for example “a long, cold stare.”

Stair This refers to a single step, or one of a number of steps, used to connect two different levels, with variants including “staircase” (the complete set of steps), “stairway” (the steps and their surrounding walls), “stairwell” (the shaft occupied by the staircase), “downstairs” (the bottom level) and “upstairs” (the upper level).

Stationary/Stationery

Stationary This word is used to describe something that is motionless (not moving). For example, “the cars were stationary in the traffic jam.”

Stationery Pens, pencils, and other things you write with or on, for use in the office or when studying.

Whole/Hole

Whole This means “complete” or “entire” – used as in “the whole story”.

Hole A “hole” indicates a lack of something, as in an opening. For example, the hole in a doughnut is the missing bit in the middle, while a “Black Hole” is an invisible area of space that appears to have nothing in it, because its gravity prevents even light from escaping.

Seven meanings sounding like “raise”

Raise To lift something up.

Rays Sunbeams.

Rase To erase something.

Raze To knock something down.

Rehs Sodium salt mixtures.

Réis Plural of real (the currency of Portugal until 1911).

Res Plural of re, as in the musical scale (do re mi, for fans of The Sound of Music)
Also Latin for "thing" or "matter," as in "a *res gestae* witness."

USEFUL WEBSITES, BLOGS, AND RESOURCES

REFERENCE MATERIALS

- Black's Law Dictionary
- Morson's English Guide for Court Reporters
- How 4: A Secretary's Reference Manual
- The Gregg Reference Manual by William Sabin
- Martindale-Hubbell (information on attorneys and judges, including bar numbers, education, degrees, addresses, phone numbers, etc.)
- McGraw-Hill Scientific and Technical Dictionary
- Michigan Rules of Court, current edition (includes Michigan Rules of Evidence, Administrative Orders of the Michigan Supreme Court, Local Court Rules, Michigan Rules for Professional Conduct, Rules Concerning the State Bar of Michigan, Rules for the Board of Law Examiners, Michigan Code of Judicial Conduct, Rules Concerning the Board of Law Examiners, Michigan Code of Judicial Conduct, Rules Concerning the Judicial Conference of Michigan, and Michigan Uniform System of Citation)
- Physician's Desk Reference (PDR): Prescription and Nonprescription Drugs
- Reverse Medical Secretary (Lists medical words by suffix)
- Taber's or Dorland's Medical Dictionary
- The Merck Manual of Diagnosis and Therapy
- Unabridged dictionary, such as Random House or Merriam-Webster

ONLINE RESOURCES

- Margie Holds Court at <https://www.margieholdscourt.com/>
- American Medical Association at <http://www.ama-assn.org>
- Encyclopedia at <http://www.encyclopedia.com>
- General reference at <http://google.com>
- State Court Administrative Office at <https://www.courts.michigan.gov/administration/offices/scao-main/>
- Court Reporter and Recorder Certification System at <https://michigancourts.configio.com/login>
- Michigan Court of Appeals at <http://courts.mi.gov/courts/coa/pages/default.aspx>
- State Bar of Michigan at www.michbar.org; [search for attorneys](#) licensed in Michigan

- Search for doctors' names at <https://doctorfinder.ama-assn.org/doctorfinder/home.jsp>
- Medical Dictionary at <https://www.merriam-webster.com/medical>
- Slang dictionaries at <http://onlineslangdictionary.com/> and <https://urbanthesaurus.org/>
- Find street names at geographic.org/streetview/usa/mi/index.html
- Internet Drug Index at <http://rxlist.com>

ADDITIONAL MATERIALS

- Association Magazines, The JCR, MAPCR Minute (online), The Transcript, etc
- Bartlett's familiar Quotes
- Court Reporting, Grammar and Punctuation
- Houghton-Mifflin, Medical and Health Sciences Word Book
- [Handbook of Legal Terms](#), Michigan Judicial Institute

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TRANSCRIPT SAMPLES
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TRANSCRIPT SAMPLES

**Various examples of formatting for
transcript title pages, tables of contents,
the transcript body pages, and
certification pages**

See also Section 5 of the [Manual for Court Reporters and Recorders](#)

**1. TITLE
PAGE
EXAMPLES**

EXAMPLE 1.1 – Deposition

STATE OF MICHIGAN

34TH JUDICIAL CIRCUIT COURT (ROSCOMMON COUNTY)

JOHN R. DOE,

Plaintiff,

v

File No. 82-0234-NI

SAMUEL I. SMITH,

Defendant.

_____ /

DEPOSITION OF SAMUEL I. SMITH

Taken by the Plaintiff on the 3rd day of June, 2006,
at the offices of Terrence H. Bloomquist, 1010 Michigan Avenue,
Grayling, Michigan, at 3:00 p.m.

APPEARANCES:

For the Plaintiff: MR. TERRENCE H. BLOOMQUIST (P88888)
P.O. Box 708
Grayling, Michigan 49738
(517) 555-1888

For the Defendant: MR. JOHN B. JONES (P99999)
Jones & Jones, P.C.
125 First Street
Grayling, Michigan 49738
(517) 555-1999

REPORTED BY: Ms. Susie Sullivan, CSR 9898
Certified Shorthand Reporter
(517) 555-8456

EXAMPLE 1.2 – Counsel not present (criminal case)

STATE OF MICHIGAN

THIRD CIRCUIT COURT (WAYNE COUNTY)

PEOPLE OF THE STATE OF MICHIGAN,

V

File No. 14-12345-CF

SAMUEL K. WILLIS,

Defendant.

SENTENCING HEARING

BEFORE THE HONORABLE ROBERT J. COLOMBO, JR., CIRCUIT JUDGE

Detroit, Michigan - Friday, March 28, 2014

APPEARANCES:

For the People:

NONE

For the Defendant:

MS. CYNTHIA STELLER (P12345)
Steller and Steller, PLLC
123 South Street
Detroit, Michigan 48226
(313) 987-6543

Recorded and Transcribed by:

Ms. Sally Smith, CER 7295
Certified Electronic Recorder
(313) 123-4567

EXAMPLE 1.3 - Civil and domestic relations

STATE OF MICHIGAN

THIRD JUDICIAL CIRCUIT COURT (WAYNE COUNTY)

JOHN DOE,

Plaintiff,

v

File No. 84-01234-NI

MARY JONES,

Defendant.

JURY TRIAL

BEFORE THE HONORABLE JUSTUS STEARN, CIRCUIT JUDGE

Detroit, Michigan - Wednesday, October 4, 2006

APPEARANCES:

For the Plaintiff:

MR. BUSY MAN (P00000)
Man & Man
0000 Whatever Street, Suite 0
Nowhere, Michigan 00000
313-000-0000

For the Defendant:

MS. BUSY WOMAN (P11111)
Attorney at Law
0000 Someplace Drive, Room 2
Somewhere, Michigan 11111
313-111-1111

RECORDED BY:

Ms. Qualified Person, CEO 3333
Certified Operator
313-222-2222

TRANSCRIBED BY:

Mr. SoandSo, CSR 1212
Certified Reporter
313-111-1212

EXAMPLE 1.4 - Probate

STATE OF MICHIGAN

IN THE PROBATE COURT FOR THE COUNTY OF INGHAM

In the matter of

THE ESTATE OF JOHN JONES, Deceased.

File No. 84-2098-DE

PETITION FOR PARTITION OF PROPERTY

BEFORE THE HONORABLE JAMES R. JUSTICE, PROBATE JUDGE

Lansing, Michigan - Thursday, November 12, 2006

APPEARANCES:

For the Estate:

MS. MARY WILSON (P50009)
Wilson & Thomas Law Offices
100 Lane Drive
Lansing, Michigan 48933
(517) 555-1440

Appearing in Pro Per:

MR. JOHN J JAMES
200 Country Boulevard
Lansing, Michigan 48911
(517) 555-2121

Appearing in Pro Per:

MRS. ELSIE Q. JAMES
5 City Building, Suite 14
Lansing, Michigan 48933
(517) 555-5222

REPORTED BY:

Ms. Judith Kane, CSR 0128
Certified Shorthand Reporter
(517) 555-3405

EXAMPLE 1.5 - Juvenile

STATE OF MICHIGAN

THIRD JUDICIAL CIRCUIT COURT (WAYNE COUNTY)

In the matter of

JONATHAN JONES, a juvenile.

File No. 84-2098-DL

/

PETITION REGARDING DELINQUENCY

BEFORE THE HONORABLE JAMES R. JUSTICE, PROBATE JUDGE

Lansing, Michigan - Thursday, November 12, 2006

APPEARANCES:

For the Juvenile:

MS. MARY WILSON (P50009)
Wilson & Thomas Law Offices
100 Lane Drive
Lansing, Michigan 48933
(517) 555-1440

REPORTED BY:

Ms. Judith Kane, CSR 0128
Certified Shorthand Reporter
(517) 555-3405

EXAMPLE 1.6 - Excerpt

STATE OF MICHIGAN

THIRD JUDICIAL CIRCUIT COURT (WAYNE COUNTY)

JAMES JORDAN,

Plaintiff,

v

File No. 84-12345-DM

CAROL JORDAN,

Defendant.

EXCERPTS OF PROCEEDINGS

ELEMENTS OF CHARGES

PREPARED FOR THE JURY DURING JURY DELIBERATIONS

BEFORE THE HONORABLE JAMES R. JUSTICE, CIRCUIT JUDGE

Detroit, Michigan - Monday, September 1, 2006

APPEARANCES:

For the Plaintiff:

MR. RICHARD E. SMITH (P50006)
Smith & Harrison, P.C.
2000 Orange Grove
Detroit, Michigan 48226
(313) 555-3333

For the Defendant:

MR. RICHARD R. JONES (P50007)
Jones & Jones, P.C.
3333 Plum Tree
Detroit, Michigan 48226
(313) 555-3434

RECORDED BY:

Ms. Mary Wilson, CER 0238
Certified Electronic Recorder
(313) 555-6868

EXAMPLE 1.7 - Identifying volume number

STATE OF MICHIGAN

SIXTH JUDICIAL CIRCUIT COURT (OAKLAND COUNTY)

SALLY ANN JONES,

Plaintiff,

v

File No. 84-30201-CK

EVERYMAN'S INSURANCE CO., INC.,
a Michigan Corporation,

Defendant.

JURY TRIAL - VOLUME II of IV

BEFORE THE HONORABLE JAMES R. JUSTICE, CIRCUIT JUDGE

Pontiac, Michigan - Tuesday, October 4, 2006

APPEARANCES:

For the Plaintiff:

MR. JOHN B. JONES (P50004)
Jones & Adams, P.C.
123 State Street
Royal Oak, Michigan 48084
(313) 555-4321

For the Defendant:

MR. JAMES R. SMITH (P50005)
Smith & Smith, P.C.
321 Court Street
Royal Oak, Michigan 48084
(313) 555-1234

RECORDED BY:

Mr. William C. Jones, CER 1026
Certified Electronic Recorder
(313) 555-7868

EXAMPLE 1.8 - Multiple cases, multiple defendants

STATE OF MICHIGAN

95-A JUDICIAL DISTRICT (MENOMINEE, MICHIGAN)

THE PEOPLE OF THE STATE OF MICHIGAN,

v

File No. 84-10678-OM

GUS BAKER and JEAN NOLAN,

Defendants.

THE PEOPLE OF THE STATE OF MICHIGAN,

v

File No. 84-10682-OM

GUS BAKER,

Defendant.

JURY TRIAL

BEFORE THE HONORABLE JAMES R. JUSTICE, DISTRICT JUDGE

Menominee, Michigan - Monday, September 1, 2006

APPEARANCES:

For the People:

MR. JOHN B. JONES (P50001)
Assistant Prosecuting Attorney
4000 South Street
Menominee, Michigan 49999
(906) 555-1222

For Defendant Baker:

MR. J. B. JACKSON (P50002)
1400 North Street
Menominee, Michigan 49999
(906) 555-2222

For Defendant Nolan:

MR. RICHARD SMITH (P50003)
2800 East Street
Menominee, Michigan 49999
(906) 555-2333

REPORTED BY:

Ms. Betty Thomas, CSR 0124
Certified Shorthand Reporter
(906) 555-2444

EXAMPLE 1.9 – One defendant, multiple cases and case types

STATE OF MICHIGAN

35TH JUDICIAL DISTRICT COURT (PLYMOUTH, MICHIGAN)

PEOPLE OF THE TOWNSHIP OF CANTON,

v

File No. 23C98765A-OT

SALLY JONES,

Defendant.

_____ /

PEOPLE OF THE TOWNSHIP OF CANTON,

v

File No. 23C99999-OM

SALLY JONES,

Defendant.

_____ /

PEOPLE OF THE TOWNSHIP OF PLYMOUTH,

v

File No. 23C88888-OM

SALLY JONES,

Defendant.

_____ /

ARRAIGNMENT

PROBATION VIOLATION

MOTION

BEFORE THE HONORABLE RONALD W. LOWE, DISTRICT JUDGE

Plymouth, Michigan - Tuesday, December 28, 2023

APPEARANCES:

. . .

EXAMPLE 1.10 – One defendant, multiple cases

STATE OF MICHIGAN

59TH JUDICIAL DISTRICT COURT (WALKER, MICHIGAN)

PEOPLE OF THE STATE OF MICHIGAN

v.

File nos. W95-0444
W98-0555

DEANNA FERN GROWLITHE,

Defendant.

PEOPLE OF THE CITY OF WALKER

v.

File no. W01-1333

DEANNA FERN GROWLITHE,

Defendant.

MOTIONS TO SET ASIDE CONVICTIONS

BEFORE THE HONORABLE PETER P. PIPER, DISTRICT JUDGE

Walker, Michigan - Tuesday, July 6, 2022

APPEARANCES:

For the State:

MR. IVAN M. MEANIE (P88889)
Kent County Assistant Prosecuting Attorney
82 Ionia Avenue NW Suite 450
Grand Rapids, Michigan 49503
(616) 555-1111

For the City:

NONE

For the Defendant:

MR. IRA C. GOODLAWYER (P99998)
Warner Norcross + Judd LLP
150 Ottawa Avenue NW, Suite 1500
Grand Rapids, Michigan 49503
(616) 555-2222

RECORDED BY:

Ms. Ima T. Rex, CER 0001
Certified Electronic Recorder
(616) 555-4444

2. EXAMPLES
of
TABLES OF
CONTENTS

EXAMPLE 2.1 – No witnesses, no exhibits.

TABLE OF CONTENTS

WITNESSES:

None

EXHIBITS:

None

EXAMPLE 2.2 – Table of contents - criminal case with witnesses and exhibits

Example D is a table of contents for a criminal case. For other types of cases, use the proper naming conventions. For example, if this was for a civil case, the first witness might be “Plaintiff” instead of “People.”

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Recross-Examination by Mr. Jones		25
JUDY SMITH		
Direct Examination by Mr. Thompson		27
Voir Dire Examination by Mr. Jones		28
Direct Examination by Mr. Thompson, continuing		28
Cross-Examination by Mr. Jones		30
<u>WITNESSES: DEFENDANT</u>		
ROSE JACKSON		
Direct Examination by Mr. Jones		30
Cross-Examination by Mr. Thompson		35
MIKE FISH		
Direct Examination by Mr. Jones		38
Cross-Examination by Mr. Thompson		50
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EXAMPLE 2.3 - Hearing within a hearing

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	Cross-Examination by Mr. Roe	12
JEFFREY JONES		
	Direct Examination by Mr. Thompson	20
	Cross-Examination by Mr. Roe	25

WALKER HEARING

JEFFREY JONES		
	Direct Examination by Mr. Thompson	28
	Cross-Examination by Mr. Roe	35
	Redirect Examination by Mr. Thompson	42

PRELIMINARY EXAMINATION (continued)

JEFFREY JONES		
	Cross-Examination continued by Mr. Roe	44

<u>EXHIBITS:</u>	<u>MARKED</u>	<u>RECEIVED</u>
PX#1 Glasses	28	29
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3. EXAMPLES of TRANSCRIPT BODY PAGES

1 **EXAMPLE 3.1 – Parentheticals**

2 (At 9:15 a.m., prospective jury panel sworn)

3 (At 10:00 a.m., court recessed)

4 (At 10:30 a.m., court reconvened)

5 (At 10:45 a.m., PX#1 marked)

6 (At 11:00 a.m., bench conference on the record)

7 (At 11:05 a.m., bench conference concluded)

8 (At 11:45 a.m., conference in chambers)

9 (At 11:50 a.m., court reconvenes, all parties
10 present)

11 (At 1:00 p.m., witness excused)

12 (At 3:00 p.m., proceedings concluded)

13 (At 4:15 p.m., bailiff sworn to take charge of the
14 jury)

15 (At 4:30 p.m., jury returned)

16

17

18

19

20

21

22

23

24

25

1 **EXAMPLE 3.2 - Administration of oath**

2 Allegan, Michigan

3 Wednesday, December 2, 1984 - 10:24 a.m.

4 THE COURT: Ronald Whetstone, Case File 84-0978-FH.

5 This matter was set today for a preliminary hearing on a
6 charge of possession of a pistol in a motor vehicle.

7 The record shall indicate the appearance of Mr. John
8 Smith on behalf of the Defense; Mr. Stone on behalf of the
9 Prosecutor's Office. Counsel, you may proceed.

10 MR. STONE: Thank you, your Honor. I would first
11 call Officer Rick Hoyer to the stand.

12 THE COURT: Do you solemnly swear or affirm that the
13 answers you are about to give in this matter are true?

14 MR. HOYER: I do.

15 RICHARD JOSEPH HOYER

16 (At 10:26 a.m., called by Mr. Stone and sworn by the
17 Court, testified as follows)

18 THE COURT: Fine. Be seated.

19 DIRECT EXAMINATION

20 BY MR. STONE:

21 Q. Would you state your name for the record?

22 A. Richard Joseph Hoyer.

23

24

25

1 **EXAMPLE 3.3a - Colloquy before administration of oath**

2 MR. LADD: I would call Tammy Erickson to the
3 witness stand.

4 MR. BERGMAN: Your Honor, could we approach the
5 bench for one second, please?

6 THE COURT: Yes. This is off the record.

7 (At 3:19 p.m. to 3:21 p.m., off-record bench
8 conference)

9 THE COURT: Back on the record. Tammy? You may
10 have a seat up there. Do you want me to conduct it?

11 MR. BERGMAN: If you would, please.

12 THE COURT: Tammy, how old are you?

13 MISS ERICKSON: Thirteen.

14 THE COURT: Tammy, the clerk is going to give you
15 what we call an oath. Do you know what an oath is?

16 MISS ERICKSON: Yes.

17 THE COURT: Could you explain it to me?

18 MISS ERICKSON: It's a thing that you have to take.
19 Well, I know what it is, but I can't explain it.

20 THE COURT: If you take an oath, does it mean that
21 you swear to tell the truth?

22 MISS ERICKSON: Yeah. You can't tell a lie.

23 THE COURT: Fine. Please stand, and the clerk will
24 administer the oath.

25

1 **EXAMPLE 3.3b - Colloquy after administration of oath but before Q&A.** NOTE - the witness
2 only becomes "THE WITNESS:" after affirming the oath.

3

4 THE CLERK: Do you swear to tell the truth, the
5 whole truth, and nothing but the truth in the matter before
6 the Court?

7 MISS ERICKSON: I do.

8 TAMMY ERICKSON

9 (At 3:25 p.m., called by Mr. Ladd and sworn by the
10 Clerk, testified as follows)

11 THE COURT: If you'll just speak up, Tammy, because
12 these microphones don't amplify, and we have to hear the
13 answers.

14 THE WITNESS: Okay.

15 DIRECT EXAMINATION

16 BY MR. LADD:

17 Q. Would you state your name, please?

18 A. Tammy Erickson.

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1 **EXAMPLE 3.4 - Colloquy within Q&A**

2 Q Do you see either of those women here today?

3 A Yes.

4 Q Can you tell the court where she is and what she's wearing?

5 A She's sitting right over there; she's the orange jacket, red
6 braids.

7 MS. RICHARDSON: Your Honor, may the record reflect
8 the identification of the Defendant?

9 THE COURT: It does.

10 BY MS. RICHARDSON:

11 Q And which one was she?

12 A She handed product to our associate. And she --

13 Q Okay.

14 A -- exited the building.

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1 **EXAMPLE 3.5a - General questioning by the Court = colloquy...**

2 THE COURT: And did you say that you remembered
3 seeing this person at an earlier time in the evening?

4 THE WITNESS: Yes, I saw him once before at about
5 eight o'clock.

6 THE COURT: And where did you say that was?

7 THE WITNESS: At the party store in the middle of
8 town.

9 THE COURT: Thank you. Anything further of the
10 witness, Counsel?

11

12 **EXAMPLE 3.5b ...unless the Court calls and examines the witness:**

13 EXAMINATION

14 BY THE COURT:

15 Q. State your name.

16 A. Mary Smith.

17 Q. Now, I understand that you were present at the party that took
18 place on August 14th.

19 A. Yes, that's correct.

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1 **EXAMPLE 3.6 - Party as a witness**

2 THE COURT: Does the Defendant wish to call any
3 witnesses?

4 THE DEFENDANT: I wish to testify myself, your
5 Honor.

6 THE COURT: Raise your right hand. Do you solemnly
7 swear that you will give true answers to any questions put to
8 you concerning this matter?

9 THE DEFENDANT: I will.

10 WILLIAM JOHNSON

11 (At 3:30 p.m., called by himself and sworn by the
12 Court, testified as follows)

13 DIRECT TESTIMONY

14 THE WITNESS: I just want to tell you, Judge, and
15 also everybody here that what all these witnesses have been
16 saying just ain't true. It wasn't me that they saw. I
17 don't know nothing about no robbery. It's all just a
18 mistake. That's all I have to say.

19 CROSS-EXAMINATION

20 BY MR. WILLIS:

21 Q. You are the Defendant in this action, is that correct?
22
23
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1 **EXAMPLE 3.7 - Voir Dire Examination.**

2 If the opposing attorney asks to voir dire the witness regarding an exhibit or the witness's
3 qualifications as an expert or give opinion testimony in court, it should be set up as follows:

4 JUDY SMITH

5 (At 10:10 a.m., called by the People and sworn by
6 the Court, testified as follows)

7 DIRECT EXAMINATION

8 BY MR. THOMPSON:

9 Q. Ms. Smith, do you recognize what's marked as People's Exhibit
10 1?

11 A. Yes.

12 Q. What is it?

13 A. It's a picture of my house.

14 MR. THOMPSON: Your Honor, I move for admission of
15 People's Exhibit 1.

16 MR. JONES: May I voir dire, Your Honor?

17 THE COURT: You may.

18 VOIR DIRE EXAMINATION

19 BY MR. JONES:

20 Q. Ms. Smith, did you take this picture?

21 A. Yes, I did.

22 Q. When did you take it?

23 A. The day of the incident.

24 MR. JONES: No objection.

25 THE COURT: People's Exhibit 1 is received.

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(At 10:12 a.m., PX#1 is received)

DIRECT EXAMINATION (CONTINUING)

BY MR. THOMPSON:

Q. ...

1 **EXAMPLES 3.8 – Quoted materials**

2 **In General**

3 "Quoted materials begin 15 spaces from the left-hand margin. Carry-over
4 lines of quoted materials begin 10 spaces from the left-hand margin. The right-hand
5 margin ends 5 spaces in from the right-hand margin.

6 A new paragraph begins 15 spaces from the left-hand margin."
7

8 **Partial Quote**

9 MR. RICE: It's mandatory. It says, "...shall
10 prescribe rules and regulations," and other matters.
11

12 **Quoted Material with Narratives**

13 MR. GREEN: May it please the Court, I wish to read from *People v*
14 *Hampton*, found at 407 Mich 354, and I direct the Court's attention to page 373 of the
15 volume, in support of my position which states as follows:

16 "Even the defendant, who argued that this Court...," meaning the Supreme
17 Court, "...should adopt a directed verdict standard similar to the one required by
18 *Jackson...*," being 443 US 307, "concludes that the trial judge's findings and order
19 were consistent with the standards governing the ordering of new trials. In his brief, it
20 is argued that:

21 'Here, the record shows that the trial judge is passing upon defendant-
22 appellee's motion"--

23 THE COURT: I have that case in front of me and I will read it.
24
25

1 **Uncertainty about Quoted Versus Narrative Material**

2 MR. GREEN: May it please the Court, I wish to read
3 from a case in support of my position which states as
4 follows:

5 "Even the defendant, who argued that this Court,
6 meaning the Supreme Court, should adopt a directed
7 verdict standard similar to the one required by *Jackson*,
8 being 443 US 307, concludes that the trial judge's
9 findings and order were consistent with the standards
10 governing the ordering of new trials."

11 In his brief, it is argued that:

12 "Here, the record shows that the trial judge in
13 passing upon defendant-appellee's motion--"

14 THE COURT: I am very familiar with that case and I
15 will read it before ruling.

16 MR. GREEN: Very well.
17

18 **Interpolation and Quote**

19 MR. WHITE: An exhibit is attached to this document. It says, "Plaintiff was
20 a bus driver for nine months."

21 THE COURT: It says it right there, "...bus driver for nine months."
22
23
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1 **Example 3.9 - Deposition Read into Record on Direct Examination**

2 (At 1:30 p.m., the deposition of Dr. James Smith,
3 M.D., was read at this point in the proceedings)

4 DIRECT EXAMINATION

5 BY MS. JONES:

6 Q. Witness, will you state your name?

7 A. My name is James Smith.

8 Q. And you are a medical doctor, is that correct?

9 A. Yes, that is correct.

10 (At 2:10 p.m., the reading of the deposition was
11 concluded)

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1 **EXAMPLE 3.10 - Portions of Depositions Read to the Witness**

2 BY MR. WHITE:

3 Q. This appears in the deposition on page 23, line 10, I asked:

4 "Question: Were there energy-absorbing
5 concepts involved on the work of the expandable
6 nozzle?

7 Answer: The work on the expandable nozzle was
8 to work --

9 Question: Answer yes or no.

10 Answer: No."

11 Do you remember giving those answers to the questions as I
12 just read them?

13 A. It was so long ago that I do not remember, but if it is
14 written there, that must have been my answer.

15 BY MR. SMITH:

16 Q. Mrs. Jones, the question was asked of you, "Do you recall a
17 situation where your -- "

18 MR. WHITE: Would you state the page please.

19 MR. SMITH: Page 2, line 12.

20 BY MR. SMITH:

21 Q. "Question. Do you recall a situation where your son had
22 sprayed some substance in your face?" Do you recall that
23 question?

24 A. No.

25

1 **EXAMPLE 3.11 - Interpreter**

2 (At 1:30 p.m., Irene B. Relleno sworn by the Clerk
3 to interpret English into Spanish and Spanish into
4 English) Section 5:

5 JOSEPH RODRIGUEZ

6 (At 1:31 p.m., called by Mr. Jones and sworn by the
7 Court, testified as follows through the interpreter)

8 DIRECT EXAMINATION

9 BY MR. MARKS:

10 Q. What is your name?

11 THE WITNESS: Juan Carlos.

12 A. Juan Carlos.

13 Q. Where do you live?

14 A. 1325 Linville Road, Romulus.

15 Q. Do you remember the night of February 17th of this year?

16 THE WITNESS: Yes.

17 A. Yes.

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1 **EXAMPLE 3.12 - Witness Recalled**

2 MS. ZUZICH: We would like to recall Mr. Goodwin for
3 some questions, your Honor.

4 THE COURT: Mr. Goodwin, you're still under oath.

5 MR. GOODWIN: Yes, sir.

6 JOHN GOODWIN

7 (At 11:35 a.m., recalled by Ms. Zuzich and
8 previously sworn by the Court, testified as follows)

9 REDIRECT EXAMINATION

10 BY MS. ZUZICH:

11 Q. You previously testified...

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1 **EXAMPLE 3.13 - Adverse witness**

2 When a witness is called for cross-examination under the adverse witness statute, that witness is
3 under cross-examination by all parties until examination is completed. (MCL 600.2161) Recross-
4 examination is any examination subsequent to cross-examination by the same party.

5 JOHN GOODWIN

6 (At 10:30 a.m., called by the Plaintiff [Defendant]
7 under the adverse witness statute and sworn by the
8 Court [Clerk], testified as follows)

9 CROSS-EXAMINATION

10 BY MS. ZUZICH:

11 Q

12 CROSS-EXAMINATION

13 BY MR. GREENFIELD:

14 Q

15 RECROSS-EXAMINATION

16 BY MS. ZUZICH:

17 Q

18 RECROSS-EXAMINATION

19 BY MR. GREENFIELD:

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1 **EXAMPLES 3.14 - Jury Matters**

2 **Jury Voir Dire**

3 THE COURT: Members of the jury panel, whether in
4 the jury box or not, I am going to address some questions to
5 all prospective jurors. Do any of you have members of your
6 immediate family who are police officers for this city?

7 JUROR BAKER: I do.

8 THE COURT: Okay, fine. Is there anyone else?

9 JURORS: (No verbal response)

10 **Juror Identification During Trial**

11 JUROR NELSON: Your Honor, I cannot hear the
12 witness.

13

14 **Jury Verdict**

15 (At 1:00 p.m., the jury returned to the court room)

16 THE COURT: Ladies and gentlemen of the jury, have
17 you reached a verdict, and if so, would the foreperson please
18 rise and announce that verdict?

19 FOREPERSON SMITH: We have, your Honor. We, the
20 jury, find the Defendant guilty as charged.

21

22 **Jury Polling**

23 THE CLERK: As your name is called, will you please
24 answer? Juror Nelson, is this and was this your verdict?

25 JUROR NELSON: It is.

1 **EXAMPLE 3.15 - Deposition**

2
3 Grayling, Michigan

4 Tuesday, June 3, 1986 - 3:10 p.m.

5 SAMUEL I. SMITH

6 HAVING BEEN CALLED BY THE PLAINTIFF AND SWORN:

7 REPORTER: Please state your name and spell your
8 last name for the record.

9 THE WITNESS: Samuel I. Smith. S-m-i-t-h.

10 MR. BLOOMQUIST: Mr. Smith, would you first of all,
11 if you do not understand my question, please say so. If you
12 don't hear me, please say so. Otherwise, I'll assume you've
13 heard me, you understand the question, that your answer is
14 responsive to the question. Okay?

15 THE WITNESS: Right.

16 MR. JONES: Could I just indicate, we've done it
17 already. The court reporter's got to get everything in yes,
18 no, I don't understand. Uh-huh and uh-uh is going to make a
19 confusing record. So try to think about that.

20 MR. BLOOMQUIST: She does not take shaking of your
21 head, so yes or no--you've got to say it. Do you understand
22 that?

23 THE WITNESS: Right. Yes.

24 DIRECT EXAMINATION

25 BY MR. BLOOMQUIST:

1 Q. Where do you live, sir?

2 A. 7000 Mayfield, Gaylord, Michigan 49735.

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1 **EXAMPLE 3.16 - Audible side conversation.** Audible but garbled audio was picked by the
2 recording equipment up between defendant and defense counsel while Judge was speaking. It must
3 be included in the verbatim transcript.

4 THE COURT: Thirty files with us. And I told her,
5 "Stop driving. Stop driving." That's why I was giving her
6 jail on that offense. And now it's alleged --

7 (At 1:03 p.m., garbled conversation between
8 defendant and defendant's counsel during Judge
9 speaking began)

10 THE DEFENDANT: I just still -- (garbled audio) -- I
11 have to get my kids from the bus stop -- (garbled audio)

12 MR. ATTORNEY: Don't make excuses.

13 THE COURT: -- you know whatever -- so this would
14 have been before, I don't know why it didn't get pulled --

15 THE DEFENDANT: (garbled audio)

16 MR. ATTORNEY: Stop.

17 THE COURT: Well, now it's alleged that she -- after
18 she saw me, she's still driving. DWLS.

19 THE DEFENDANT: (garbled audio) -- restricted.

20 THE COURT: That's what's being alleged. So, you
21 can go talk to her out there. Court officer will stand
22 outside to make sure she doesn't leave.

23 (At 1:03 p.m., garbled conversation between
24 defendant and defendant's counsel during Judge
25 speaking ended)

**4. CERTIFICATION
PAGE
EXAMPLES**

EXAMPLE 4.1 – Certification statement for deposition

Example used when the transcriber is the same person who recorded/reported the deposition. (See MCR 2.304(C) and MCR 2.306(F) for further information.) A deposition transcribed and certified in accordance with MCR 2.306(F) need not be submitted to the witness for examination and signature.

Certification Designations:

- Certified Shorthand Reporter (CSR)
- Certified Voice Writer/Stenomask Reporter (CSMR)
- Certified Electronic Recorder (CER)

I certify that this transcript, consisting of [insert #] pages, is a complete, true, and correct record of the testimony of [insert name of deponent] held in this case on [insert date of deposition].

I also certify that prior to taking this deposition, [insert name of deponent] was duly sworn to tell the truth.

Date of completion
of transcript

Signature

Name [print or type], certification
designation, and number
Notary Public, State of Michigan,
County of [insert name of county].
Acting in the County of [insert
name of county].
My commission expires [insert
expiration date].

Business address

City, state, and zip

EXAMPLE 4.2 - General certification page, entire proceeding

I certify that this transcript, consisting of [insert #] pages, is a complete, true, and correct transcript of the [insert name of proceedings] and testimony taken in this case on [list all dates for which reporter or recorder is responsible].

Date

Signature

Printed Name, certification designation, and number

Business address

City, State, ZIP

EXAMPLE 4.3 - General certification page, excerpt of proceedings

I certify that this transcript, consisting of [insert #] pages, is a complete, true, and correct transcript of the [insert name of excerpt of proceedings] and testimony taken in this case on [list all dates for which reporter or recorder is responsible].

Date

Signature

Printed Name, certification designation, and number

Business address

City, State, ZIP

EXAMPLE 4.4 - Wording altered as needed for the situation (here, multiple cases/case types, one defendant).

I certify that this transcript, consisting of 19 pages, is a complete, true, and accurate record of the proceedings and testimony taken in the above captioned cases as recorded on Tuesday, December 28, 2023.

Date: 12/18/2023

/s/Jennifer Lada

Jennifer Lada, CER 9731

35th District Court

660 Plymouth Road

Plymouth, Michigan 48170

(734) 555-0113