

MECRA One-Day Conference

May 1, 2026

Davenport University

# EVERY WORD. EVERY TIME.

That's the **ELECTRONIC  
EDGE!**

**PROUDLY  
SERVING  
COURTS  
ACROSS  
MICHIGAN!**

**ELECTRONIC  
COURT REPORTERS  
&  
RECORDERS**

**THE VOICE BEHIND  
THE VERDICT.**

*I TYPE  
JUSTICE!*

*I CAPTURE  
THE TRUTH!*

**THE RECORD**  
**ACCURACY.**  
**JUSTICE.**

**EVERY WORD  
MATTERS.**

**DETAILS  
MAKE  
JUSTICE  
POSSIBLE.**

**ACCURATE**  
Every word  
matters.

**DEPENDABLE**  
On time.  
Every time.

**SECURE**  
Confidential.  
Protected.

**PROFESSIONAL**  
Highly trained.  
Court ready.

**LOCAL**  
Michigan proud.  
Community focused.

*Technology  
with a  
**HUMAN  
TOUCH.***

**CLEAR RECORD. STRONG JUSTICE. Stronger Michigan.**

**ELECTRONIC COURT REPORTERS & RECORDERS** **ESSENTIAL. EVERY DAY.** **EVERYWHERE IN MICHIGAN.**

## MECRA One-Day Conference

May 1, 2026

Davenport University

### 8:30 am **Registration**

- Davenport Downtown Lansing - Room 305 for in-person
- Zoom participants connect to the MECRA PMR # 212 158 4850

### 9:00 am **Introductions and MECRA Updates**

#### 9:30 am **Segment 1**

- Section 4 - [Annotated Version](#)
  - [Red Line Items](#)
  - [Sample Log Sheet Template for Exam](#)
  - [Sample Log from Course](#)
  - [Manual and Practice Logging Videos](#)
- Abbreviations for Logging
  - [MECRA Abbreviations](#)
- Group Input
  - [Click here to share your input](#)

#### 10:15 am **Segment 2**

- CER wishes a CEO to Know
  - [Top Things CERs wish CEOs knew](#)
- Video Operators
  - [Sample Log in Word and Sample Quick Log](#)
- Judges - What shall they do?
  - [15 Things a Judge Shall do in a Courtroom](#)
- Group Input
  - [Click here to share your input](#)

#### 11:00 am **Segment 3**

- Zoomology - [JIS Recommendations Page](#)

- Starting and Ending Zoom
  - [37th District Court Example](#)
- [Breakout rooms](#)
- Polycom Integration and dialing strings (directory updates and printed directories)
- Web Browser
- Call toggle - \*6
- What is your Zoom Protocol for Users
- ADA and Zoom - Closed Caption
- Share Tips and Tricks
- Group Input
  - [Click here to share your input](#)

Noon **Lunch**

1:00 pm **Segment 4**

- Section 5 - [Annotated Version](#)
  - Advanced Format
    - [Sample Transcript Pages](#)
    - [SCAO Study Guide](#)
    - [Top 10 Things Judges and Attorneys can do for accurate transcript production](#)
    - *Quoted material when more than one sentence. Reading from written material on the record (Section 5 page 2)*
  - Old school format and now
    - Certificate Page
    - Parentheticals
    - Using Bold
- Group Input
  - [Click here to share your input](#)

2:00 pm **Segment 5**

- Section 6 - 7 Appeals
  - Preliminary Examination Timelines MCL 600.8635
  - Probate Appeals (Who can guess the timeline to produce a transcript)
  - Family Division
  - [Appeal to Circuit Court](#)
  - [Appeal to Court of Appeals](#)
  - [MC Forms: MC 502](#)
- Group Input
  - [Click here to share your input](#)

3:00 pm **Segment 6**

- Round Table
  - Freelance
  - Page Rate Increase
  - Member Benefits - Click Member Page
  - Feedback on future conference locations and subjects
  - Mentoring in your court and firm (How to school the newbie)
- Group Input
  - [Click here to share your input](#)

4:00 pm **Dismissal**

**Other resources:**

[Current Court Reporter and Recorder Manual](#)