

Section 1 - 3 Quiz

Tell us the acronym for CEO: *

Certified Electronic Operator

Tell us the acronym for CSR: *

Certified Shorthand Reporter

Tell us the acronym for CER: *

Certified Electronic Recorder

CERs are subject the following requirements (select all correct answers): *

Michigan Court Rules

Michigan Bar Association

Michigan Statutes

CER Manual

Black's Law Dictionary

Recordings are: *

Temporary

Permanent

Delete after 365 days

You must correct the speakers grammar or "make the speaker sound better" because we are not required to take a verbatim record. *

Yes

No

Only if your judge or court administrators instructs you to change the record.

CERs can provide services for relatives with proper notification to the court.

Yes

No

Define the term recorder. *

electronic recorder

Are CEOs able to certify a transcript? *

Yes

No

Can a CEO work outside of a court setting? *

Yes

No

Is it required to be a notary if you are recording / preparing depositions and recording proceedings? *

Yes, only if swearing in a witness.

No, it is not required.

Becoming a court recorder (CER) is only a 9 am - 5 pm job. *

True

False

You can qualify to be a CER if you have a GED. *

Yes

No

What is the annual fee for maintain your certification?

\$20

\$30

\$45

An attorney comes to you and ask for guidance on how to be in favor of the judge, what should you do? *

You can give them tips on making their case.

Turn around and walk away.

Do not overstep the code of conduct guidelines.

An attorney or litigant brings you a bouquet of flowers and chocolate. What do you do? *

Accept the gift and share with your co-workers.

Throw the flowers on the flower and tell them you only accept roses.

Kindly decline the gift and advise it is against your code of conduct.

Transcripts are to be prepared in.... *

a timely basis. Appeals take priority.

after 30 days.

start typing two weeks after receiving the request.

Transcripts can be suppressed. *

True

False

You are retiring. What should you do with your records? *

Shred or burn.

Turn the records over to the clerk of the court or Court Administration.

Take the files and submit to the national archives.

You should wear your headset only when testing your microphones. *

True

False

What is the minimum amount of channels on a recording system? *

5

8

4

Expedited transcript request have a set fee. *

Yes

No

What is expedite? *

start the transcript two weeks after request at the same page rate.

a transcript request that is needed immediately and would stop you from typing other request.

Who has the ultimate responsibility over a court reporter or recorder? *

Court Administrator

Chief Judge

Trial Court Judge

Are transcripts suppressed? *

Yes

No

Yes. When requested by the Court Administrator.