



## TABLE OF SPECIFICATIONS (BLUEPRINT) FOR THE CERTIFIED DEPOSITIONS REPORTER (CDR) EXAMINATION

The Certified Deposition Reporter (CDR) captures the record by digitally recording depositions and other out-of-court legal proceedings, including EUOs, statements on the record, and aids of execution. The role of the CDR is to capture and preserve the verbatim record by creating a clear and complete quality audio recording of the proceeding; administering oaths; creating accurate and detailed time synced (or linked) notes of case events and terminology to serve as a guide for the creation of the transcript; performing live playback of the proceedings as requested; marking and managing exhibits and managing the proceedings as a neutral party to the case.

### **KNOWLEDGE DOMAIN**

### **PERCENT OF QUESTIONS ON THE EXAM**

## **I WORKING AS A LEGAL PROFESSIONAL \_\_\_\_\_ 20%**

This category may include questions on:

- Knowledge of Court Reporting Ethical Obligations
- Compare and contrast ethical and unethical behavior
- Describe what constitutes a conflict of interest
- Discuss how to handle a conflict of interest situation
- Describe how to avoid the appearance of impropriety
- Discuss the ethics around gift giving
- Knowledge of Court Reporting Confidentiality Obligations
- Discuss maintaining confidentiality
- Describe Nondisclosure Agreements
- Discuss how to protect and secure job files and equipment from tampering, loss, or theft
- Explain how HIPAA applies to digital reporting
- Knowledge of Professional Behavior
- Describe the role of the digital reporter as an impartial, nonparty to the case
- Discuss etiquette in various settings outside the courtroom
- Explain etiquette for remote proceedings
- Compare and contrast necessary and unnecessary disruptions
- Discuss maintaining a neutral, calm, and professional demeanor
- Define professional appearance
- Define punctuality as it relates to digital reporting
- Discuss how to provide excellent client/customer service
- Describe how to actively maintain a high level of concentration and attentiveness throughout all proceedings



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**II DIGITAL REPORTING**

**40%**

This category may include questions on:

- Knowledge of Recording Digital Audio
- Identify digital mixers/ASIO/audio interfaces
- Identify types of power sources
- Describe equipment needed for all types of audio recording setups (conference room, meeting, remote)
- Explain preparedness as it relates to equipment
- Knowledge of Digital Reporting Software
- Discuss basic functions of digital recording software
- Discuss confidence monitoring
- Describe how to perform playback or readback of requested testimony
- Describe real-time services
- Knowledge of Annotations
- Describe how to manage speaker changes
- Compare and contrast proper and improper abbreviations
- Define the purpose of timestamps
- Describe annotation order of importance
- Identify essential annotations
- Identify nonessential annotations
- Knowledge of Microphones
- Identify microphone types and sizes
- Describe microphone pickup patterns
- Compare and contrast microphone cost vs quality
- Identify microphone cables and connectors
- Knowledge of Distributing/Assigning Channels
- Define multichannel recording
- Describe how to properly distribute channels
- Knowledge of Other Components of Digital Audio Recording
- Describe how to actively adjust audio tracks for proper audio level
- Identify peripherals
- Knowledge of Setting Up Equipment
- Describe how to effectively set up equipment in various environments
- Define live and dead rooms
- Knowledge of Testing the Equipment
- Identify permanently installed equipment vs mobile equipment
- Describe how to perform an audio/microphone test



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- Knowledge of Basic Troubleshooting
  - Discuss how to troubleshoot equipment and software issues
  - Knowledge of Equipment Maintenance
  - Describe proper audio recording equipment maintenance (cables, mics, mixers, etc.)
  - Describe proper computer usage and maintenance (software and computer updates, etc.)
  - Knowledge of Reporter Responsibilities
  - Describe instructions to participants and remind as necessary (speak clearly, avoid cross talk, etc.)
  - Describe how and when to go on and off the record
  - Identify appropriate interruptions/clarifications
  - Conduct the oath or affirmation of the witnesses
  - Describe the different types of oaths (e.g., Witness, Interpreter, Children, Mentally Impaired).
  - Discuss conduct during in-person proceedings
  - Discuss conduct during remote/virtual proceedings
  - Knowledge of Covering Remote and Hybrid Proceedings
  - Discuss how to effectively set up equipment and software for remote and hybrid proceedings
  - Describe basic troubleshooting steps during videoconference and telephonic proceedings
  - Describe basic operation of remote platforms (Zoom, WebEx, etc.)
  - Knowledge of Interpreters
  - Identify the role of the interpreter
  - Describe how to effectively work with an interpreter
  - Knowledge of Legal Videographers
  - Identify the role of the videographer
  - Describe how to effectively work with a videographer
  - Knowledge of Exhibit Management
  - Describe how to properly mark physical and electronic exhibits
  - Describe chain of custody
  - Discuss how to submit physical and electronic exhibits when retained by the reporter
  - Describe how to properly manage exhibits
  - Knowledge of Transcript Order Rules
  - Describe transcript order protocol
  - Discuss rough and expedited transcripts
  - Compare and contrast original vs copy
  - Describe how to calculate an estimated page count
  - Knowledge of Transcript Production
  - Identify and compile everything necessary in order to create an accurate transcript
  - Identify which participants need to be identified within the transcript



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- Describe procedure when an attorney certifies a question
- Describe procedure when an attorney strikes something from the record
- Describe procedure when an attorney redacts something from the record
- Describe procedure when an attorney marks something confidential (i.e., portion of testimony or an exhibit)
- Knowledge of Pre-Proceeding Tasks
- Discuss how to properly meet participants
- Identify parties present for proceeding/deposition and gather relevant information
- Identify read-ons and digital reporter stipulations
- Knowledge of Post-Proceeding Tasks
- Describe how to request and/or research proper nouns to verify spellings for transcription, including names, places, case law, and other case-specific terminology
- Discuss information required for case information and appearance sheet, including summary of witnesses, spellings, and exhibits
- Describe how to securely and timely distribute audio and job information
- Describe proper archival
- Define retention of all notes and records of proceedings as stipulated by applicable laws, rules, and regulations

### III LEGAL SYSTEM \_\_\_\_\_ 25%

This category may include questions on:

- Knowledge of Federal Rules of Procedure
- Identify who can order the transcript for noncourt proceedings
- Define Federal Read and Sign protocol
- Knowledge of Judicial and QuasiJudicial Processes
- Describe the different types of cases
- Define the importance of an accurate and verbatim record and how it impacts judicial system
- Identify the order of noncourt proceedings
- Define the role of the reporter for noncourt proceedings
- Knowledge of Life Cycle of a Case and Who is Involved
- Identify the roles of the various parties involved in a proceeding (e.g., state, plaintiff, petitioner, defendant, respondent)
- Identify the roles of the various people involved in a proceeding (attorney, witness, also present, etc.)
- Identify the different types of witnesses
- Read and interpret legal documents applicable to reporters



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- Identify the role of the reporter in the appellate process
- Knowledge of Other Legal Proceedings
- Differentiate between each type of proceeding (trials, hearings, depositions, EMOs, Aid of Execs, statements, arbitrations, mediations, meetings, statements, etc.)
- Follow basic rules for other types of proceedings
- Knowledge of Jurisdiction
- Define venue and why venue may affect the duties of the reporter (federal case vs state case)
- Compare and contrast the differences between civil and criminal proceedings
- Knowledge of Case Law
- Discuss how case law is used and how it relates to a case
- Identify the elements of a case citation

**IV. TERMINOLOGY \_\_\_\_\_ 15%**

This category may include questions on:

- Knowledge of Legal Terminology
- Define basic legal terminology commonly heard in judicial proceedings
- Knowledge of Latin Terminology
- Define basic Latin terminology commonly heard in judicial proceedings