

# Certified Electronic Court Reporter (CER) Exam Knowledge Statements

The Certified Electronic Reporter captures the record by digitally recording court and non-court proceedings, including trials, hearings, depositions, EUOs, statements on the record, aids of execution, meetings, arbitrations, etc.

## Domain 1 - WORKING AS A LEGAL PROFESSIONAL \_\_\_\_\_ 20%

### 1. Knowledge of Court Reporting Ethical Obligations

- 10101. Compare and contrast ethical and unethical behavior
- 10102. Describe what constitutes a conflict of interest
- 10103. Discuss how to handle a conflict of interest situation
- 10104. Describe how to avoid the appearance of impropriety
- 10105. Discuss the ethics around gift giving

### 2. Knowledge of Court Reporting Confidentiality Obligations

- 10201. Discuss maintaining confidentiality
- 10202. Describe Non-Disclosure Agreements
- 10203. Discuss how to protect and secure job files and equipment from tampering, loss, or theft
- 10204. Explain how HIPAA applies to digital reporting

### 3. Knowledge of Professional Behavior

- 10301. Describe the role of digital reporter as an impartial, non-party to the case
- 10302. Discuss courtroom and non-courtroom etiquette
- 10303. Explain etiquette for remote proceedings
- 10304. Compare and contrast necessary and unnecessary disruptions
- 10305. Discuss maintaining a neutral, calm, and professional demeanor
- 10306. Define professional appearance
- 10307. Define punctuality as it relates to digital reporting
- 10308. Discuss how to provide excellent client/customer service
- 10309. Describe how to actively maintain a high level of concentration and attentiveness throughout all proceedings

## Domain 2 - DIGITAL REPORTING \_\_\_\_\_ 40%

### 1. Knowledge of Recording Digital Audio

- 20101. Identify digital mixers/ASIO/audio interfaces
- 20102. Identify types of power sources
- 20103. Describe equipment needed for all types of audio recording setups (courtroom, conference room, meeting, remote, etc.)
- 20104. Explain preparedness as it relates to equipment

### 2. Knowledge of Digital Reporting Software

- 20201. Discuss basic functions of digital recording software
- 20202. Discuss confidence monitoring

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- 20203. Describe how to perform playback or read back of requested testimony
- 20204. Describe real-time services

## 3. Knowledge of Annotations

- 20301. Describe how to manage speaker changes
- 20302. Compare and contrast proper and improper abbreviations
- 20303. Define the purpose of timestamps
- 20304. Describe annotation order of importance
- 20305. Identify essential annotations
- 20306. Identify nonessential annotations

## 4. Knowledge of Microphones

- 20401. Identify microphone types and sizes
- 20402. Describe microphone pickup patterns
- 20403. Compare and contrast microphone cost vs quality
- 20404. Identify microphone cables and connectors

## 5. Knowledge of Distributing/Assigning Channels

- 20501. Define multi-channel recording
- 20502. Describe how to properly distribute channels

## 6. Knowledge of Other Components of Digital Audio Recording

- 20601. Describe how to actively adjust tracks for proper audio level
- 20602. Identify peripherals

## 7. Knowledge of Setting Up Equipment

- 20701. Describe how to effectively set up equipment in various environments
- 20702. Define live and dead rooms

## 8. Knowledge of Testing the Equipment

- 20801. Identify permanently installed equipment vs mobile equipment
- 20802. Describe how to perform an audio/microphone test

## 9. Knowledge of Basic Troubleshooting

- 20901. Discuss how to troubleshoot equipment and software issues
- 20902. Identify proper technical escalation assistance

## 10. Knowledge of Equipment Maintenance

- 21001. Describe proper audio recording equipment maintenance (cables, mics, mixers, etc.)
- 21002. Describe proper computer usage and maintenance (software and computer updates, etc.)

## 11. Knowledge of Reporter Responsibilities

- 21101. Describe instructions to participants and remind as necessary (speak clearly, avoid cross talk, etc.)

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- 21102. Describe how and when to go on and off the record
- 21103. Identify appropriate interruptions/clarifications
- 21104. Conduct the oath or affirmation of the witnesses
- 21105. Describe the different types of oaths (e.g., Witness, Interpreter, Children, Mentally Impaired).
- 21106. Discuss conduct during in-person proceedings
- 21107. Discuss conduct during remote/virtual proceedings

## 12. Knowledge of Covering Remote and Hybrid Proceedings

- 21201. Discuss how to effectively set up equipment and software for remote and hybrid proceedings
- 21202. Describe basic troubleshooting steps during videoconference and telephonic proceedings
- 21203. Describe basic operation of remote platforms (Zoom, WebEx, etc.)

## 13. Knowledge of Interpreters

- 21301. Identify the role of the interpreter
- 21302. Describe how to effectively work with an interpreter

## 14. Knowledge of Legal Videographers

- 21401. Identify the role of the videographer
- 21402. Describe how to effectively work with a videographer

## 15. Knowledge of Exhibit Management

- 21501. Describe how to properly mark physical and electronic exhibits
- 21502. Describe chain of custody
- 21503. Discuss how to submit physical and electronic exhibits when retained by the reporter
- 21504. Describe how to properly manage exhibits

## 16. Knowledge of Transcript Order Rules

- 21601. Describe transcript order protocol for each type of proceeding
- 21602. Discuss rough and expedited transcripts
- 21603. Compare and contrast original vs copy
- 21604. Describe how to calculate an estimated page count

## 17. Knowledge of Transcript Production

- 21701. Define the importance of an accurate and verbatim record and how it impacts judicial system
- 21702. Identify and compile everything necessary in order to create an accurate transcript
- 21703. Identify which participants need to be identified within the transcript
- 21704. Describe procedure when an attorney certifies a question
- 21705. Describe procedure when an attorney strikes something from the record
- 21706. Describe procedure when an attorney redacts something from the record
- 21707. Describe procedure when an attorney marks something confidential (i.e., portion of testimony or an exhibit)

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## 18. Knowledge of Pre-Proceeding Tasks

- 21801. Discuss how to properly meet participants
- 21802. Identify parties present for proceeding/deposition and gather relevant information
- 21803. Identify read-ons and digital reporter stipulations

## 19. Knowledge of Post-Proceeding Tasks

- 21901. Describe how to request and/or research proper nouns to verify spellings for transcription, including names, places, case law, and other case-specific terminology
- 21902. Discuss information required for case information and appearance sheet, including summary of witnesses, spellings, and exhibits
- 21903. Describe how to securely and timely distribute audio and job information
- 21904. Describe proper archival
- 21905. Define retention of all notes and records of proceedings as stipulated by applicable laws, rules, and regulations

## Domain 3 - LEGAL SYSTEM \_\_\_\_\_ 25%

### 1. Knowledge of Federal Rules of Procedure

- 30101. Identify who can order the transcript for non-court proceedings
- 30102. Define Federal Read and Sign protocol

### 2. Knowledge of Judicial and Quasi-Judicial Processes

- 30201. Differentiate between each type of proceeding (trials, hearings, depositions, Examination Under Oaths, Aid of Executions, arbitrations, mediations, meetings, statements, etc.)
- 30202. Describe the different types of cases
- 30203. Compare and contrast the differences between civil and criminal proceedings
- 30204. Identify the order of court and non-court proceedings
- 30205. Define the role of the reporter for court and non-court proceedings

### 3. Knowledge of Life Cycle of a Case and Who is Involved

- 30301. Identify the roles of the various parties involved in a proceeding (e.g., state, plaintiff, petitioner, defendant, respondent)
- 30302. Identify the roles of the various people involved in a proceeding (e.g. judge, clerk, bailiff, attorney, witness, also present, etc.)
- 30303. Identify the different types of witnesses
- 30304. Read and interpret legal documents applicable to reporters
- 30305. Describe the use, key elements, and benefits of a docket/court calendar
- 30306. Identify the role of the reporter in the appellate process

### 4. Knowledge of Jurisdiction

- 30401. Define venue and why venue may affect the duties of the reporter (federal case vs state case)
- 30402. Compare and contrast the differences between civil and criminal proceedings

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## 5. Knowledge of Case Law

- 30501. Discuss how case law is used and how it relates to a case
- 30502. Identify the elements of a case citation

## 6. Knowledge of Components of a Trial

- 30601. Describe the reporter's role as it relates to capturing jury selection/voir dire
- 30602. Discuss how to capture sidebar/bench conferences and in-camera discussions
- 30603. Compare and contrast a bench trial versus a jury trial

## Domain 4 – TERMINOLOGY \_\_\_\_\_15%

### 1. Knowledge of Legal Terminology

- 40101. Define basic legal terminology commonly heard in judicial proceedings

### 2. Knowledge of Latin Terminology

- 40201. Define basic Latin terminology commonly heard in judicial proceedings

### 3. Knowledge of Medical Terminology

- 40301. Define basic Medical terminology commonly heard in judicial proceedings