



AMERICAN  
ASSOCIATION OF  
ELECTRONIC  
REPORTERS AND  
TRANSCRIBERS

## 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.

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<b>KNOWLEDGE DOMAIN</b>	<b>PERCENT OF QUESTIONS ON THE EXAM</b>
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<b>KNOWLEDGE DOMAIN 1 - WORKING AS A LEGAL PROFESSIONAL</b>	<b>20%</b>
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This category may include questions on:

### **10100 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

### **10200 Knowledge of Court Reporting Confidentiality Obligations**

- 10201 Discuss maintaining confidentiality
- 10202 Describe Nondisclosure 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

### **10300 Knowledge of Professional Behavior**

- 10301 Describe the role of the digital reporter as an impartial, nonparty to the case
- 10302 Discuss etiquette in various settings outside the courtroom
- 10303 Explain etiquette for remote proceedings
- 10304 Compare and contrast necessary and unnecessary disruptions
- 10305 Discuss maintaining a neutral, calm, and professional demeanor



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- 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

### **KNOWLEDGE DOMAIN 2 - DIGITAL REPORTING** \_\_\_\_\_ **40%**

This category may include questions on:

#### **20100 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 (conference room, meeting, remote)
- 20104 Explain preparedness as it relates to equipment

#### **20200 Knowledge of Digital Reporting Software**

- 20201 Discuss basic functions of digital recording software
- 20202 Discuss confidence monitoring
- 20203 Describe how to perform playback or readback of requested testimony
- 20204 Describe real-time services

#### **20300 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



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### **20400 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

### **20500 Knowledge of Distributing/Assigning Channels**

- 20501 Define multichannel recording
- 20502 Describe how to properly distribute channels

### **20600 Knowledge of Other Components of Digital Audio Recording**

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

### **20700 Knowledge of Setting Up Equipment**

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

### **20800 Knowledge of Stationary Equipment**

- 20801 Identify permanently installed equipment

### **20900 Knowledge of Testing the Equipment**

- 20901 Identify permanently installed equipment vs mobile equipment
- 20902 Describe how to perform an audio/microphone test

### **21000 Knowledge of Basic Troubleshooting**

- 21001 Discuss how to troubleshoot equipment and software issues



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### **21100 Knowledge of Equipment Maintenance**

- 21101 Describe proper audio recording equipment maintenance (cables, mics, mixers, etc.)
- 21102 Describe proper computer usage and maintenance (software and computer updates, etc.)

### **21200 Knowledge of Reporter Responsibilities**

- 21201 Describe instructions to participants and remind as necessary (speak clearly, avoid cross talk, etc.)
- 21202 Describe how and when to go on and off the record
- 21203 Identify appropriate interruptions/clarifications
- 21204 Conduct the oath or affirmation of the witnesses
- 21205 Describe the different types of oaths (e.g., Witness, Interpreter, Children, Mentally Impaired).
- 21206 Discuss conduct during in person proceedings
- 21207 Discuss conduct during remote/virtual proceedings

### **21300 Knowledge of Covering Remote and Hybrid Proceedings**

- 21301 Discuss how to effectively set up equipment and software for remote and hybrid proceedings
- 21302 Describe basic troubleshooting steps during videoconference and telephonic proceedings
- 21303 Describe basic operation of remote platforms (Zoom, WebEx, etc.)

### **21400 Knowledge of Interpreters**

- 21401 Identify the role of the interpreter
- 21402 Describe how to effectively work with an interpreter

### **21500 Knowledge of Legal Videographers**

- 21501 Identify the role of the videographer
- 21502 Describe how to effectively work with a videographer



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### **21600 Knowledge of Pre- and Post- Proceeding Tasks**

- 21601 Discuss obtaining appearance information from everyone present
- 21602 Identify parties present for proceeding/deposition
- 21603 Identify read-ons and digital reporter stipulations
- 21604 Identify appropriate interruptions/clarifications
- 21605 Describe how to request and/or research proper nouns to verify spellings for transcription, including names, places, case law, and other unfamiliar terminology

### **21700 Knowledge of Exhibit Management**

- 21701 Describe how to properly mark physical and electronic exhibits
- 21702 Describe chain of custody
- 21703 Discuss how to submit physical and electronic exhibits when retained by the reporter
- 21704 Describe how to properly manage exhibits

### **21800 Knowledge of Transcript Order Rules**

- 21801 Describe transcript order protocol
- 21802 Discuss rough and expedited transcripts
- 21803 Compare and contrast original vs copy
- 21804 Describe how to calculate an estimated page count

### **21900 Knowledge of What is Needed from the Digital Reporter When Putting Together a Transcript**

- 21901 Identify and compile everything necessary in order to create an accurate transcript
- 21902 Identify which participants need to be identified within the transcript
- 21903 Describe what happens when an attorney certifies a question
- 21904 Describe what happens when an attorney strikes something from the record
- 21905 Describe what happens when an attorney redacts something from the record
- 21906 Describe what happens when an attorney marks something confidential (i.e., portion of testimony or an exhibit)



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**22000 Knowledge of How to Turn in an Assignment**

- 22001 Discuss information required for case information and appearance sheet, including summary of witnesses, spellings, and exhibits
- 22002 Describe how to securely and timely distribute audio and job information
- 22003 Describe proper archival
- 22004 Define how long all notes and records of proceedings must be maintained (stored) as stipulated by applicable laws, rules, and regulations.

**KNOWLEDGE DOMAIN 3 - LEGAL SYSTEM \_\_\_\_\_ 25%**

This category may include questions on:

**30100 Knowledge of Federal Rules of Procedure**

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

**30200 Knowledge of Judicial and Quasi-Judicial Processes**

- 30201 Describe the different types of cases
- 30202 Define the importance of an accurate and verbatim record and how it impacts judicial system
- 30203 Identify the order of non-court proceedings
- 30204 Define the role of the reporter for non-court proceedings

**30300 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 (attorney, witness, also present, etc.)
- 30303 Identify the different types of witnesses
- 30304 Read and interpret legal documents applicable to reporters
- 30305 Identify the role of the reporter in the appellate process



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### **30400 Knowledge of Other Legal Proceedings**

- 30401 Differentiate between each type of proceeding (trials, hearings, depositions, EUOs, Affidavits, Executions, statements, arbitrations, mediations, meetings, statements, etc.)
- 30402 Follow basic rules for other types of proceedings

### **30500 Knowledge of Jurisdiction**

- 30501 Define venue and why venue may affect the duties of the reporter (federal case vs state case)
- 30502 Compare and contrast the differences between civil and criminal proceedings

### **30600 Knowledge of Case Law**

- 30601 Discuss how case law is used and how it relates to a case
- 30602 Identify the elements of a case citation

**KNOWLEDGE DOMAIN 4 - TERMINOLOGY** \_\_\_\_\_ **15%**

This category may include questions on:

### **40100 Knowledge of Legal Terminology**

- 40101 Define basic legal terminology commonly heard in judicial proceedings

### **40200 Knowledge of Latin Terminology**

- 40201 Define basic Latin terminology commonly heard in judicial proceedings