



TABLE OF SPECIFICATIONS (BLUEPRINT) FOR THE CERTIFIED ELECTRONIC REPORTER (CER) EXAMINATION

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.

KNOWLEDGE DOMAIN	PERCENT OF QUESTIONS ON THE EXAM
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KNOWLEDGE DOMAIN 1 - WORKING AS A LEGAL PROFESSIONAL	20%
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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 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

10300. 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



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 (courtroom, conference room, meeting, remote, etc.)
- 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 read back 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

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



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20600. Knowledge of Other Components of Digital Audio Recording

- 20601. Describe how to actively adjust 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 Testing the Equipment

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

20900. Knowledge of Basic Troubleshooting

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

21000. 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.)

21100. Knowledge of Reporter Responsibilities

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



21200. 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.)

21300. Knowledge of Interpreters

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

21400. Knowledge of Legal Videographers

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

21500. 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

21600. 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

21700. 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



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21707. Describe procedure when an attorney marks something confidential (i.e., portion of testimony or an exhibit)

21800. 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

21900. 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

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. 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. Identify the order of court and non-court proceedings
30204. Define the role of the reporter for court and non-court proceedings



30300. Knowledge of Life Cycle of a Case and Who is Involved

- 30301. Describe each phase during the life cycle of a case
- 30302. Identify the roles of the various parties involved in a proceeding (e.g., state, plaintiff, petitioner, defendant, respondent)
- 30303. Identify the roles of the various people involved in a proceeding (e.g. judge, clerk, bailiff, attorney, witness, also present, etc.)
- 30304. Identify the different types of witnesses
- 30305. Read and interpret legal documents applicable to reporters
- 30306. Describe the use, key elements, and benefits of a docket/court calendar
- 30307. Identify the role of the reporter in the appellate process

30400. 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

30500. 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

30600. 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



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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

40300 Knowledge of Medical Terminology

40301. Define basic Medical terminology commonly heard in judicial proceedings