



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.

REFERENCES: AAERT's Best Practices Guide | Black's Law Dictionary | Merriam-Webster Dictionary | The Bluebook: A Uniform System of Citation | NCRA Advisory Opinions | Federal Rules of Civil Procedure | Guide to Judiciary Policy

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



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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
- 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



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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 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

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.)



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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

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



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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)

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



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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

30400 Knowledge of Other Legal Proceedings

- 30401 Differentiate between each type of proceeding (trials, hearings, depositions, EUOs, aid of executions, statements, arbitrations, mediations, meetings, 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