

# Digital Court Reporting Fundamentals Practice Test (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

**Remember:** successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## **1. Start with a Diagnostic Review**

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## **2. Study in Short, Focused Sessions**

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## **3. Learn from the Explanations**

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## **4. Track Your Progress**

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## **5. Simulate the Real Exam**

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## **6. Repeat and Review**

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## Questions

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- 1. Which statement best defines voir dire?**
  - A. The examination that determines individual suitability for randomly selected citizens to sit as jurors.**
  - B. The process of asking jurors about their opinions after the trial.**
  - C. The method of introducing evidence during trial.**
  - D. The judge's formal ruling on a verdict.**
  
- 2. Discovery Period refers to:**
  - A. The jury's deliberation phase.**
  - B. The time allowed for the judge to issue rulings on motions.**
  - C. The period of time that allows parties to marshal their evidence.**
  - D. The process of selecting a jury.**
  
- 3. Which is a common sample rate in digital audio?**
  - A. 8 kHz**
  - B. 192 kHz**
  - C. 320 kbps**
  - D. 44.1 kHz**
  
- 4. Which sequence correctly represents the standard order of events for criminal and civil trials?**
  - A. Discovery, Trial, Decision**
  - B. Trial, Discovery, Verdict**
  - C. Hearing, Evidence, Judgment**
  - D. Opening statements, Deliberation, Sentencing**
  
- 5. What term refers to the formal charge issued by a grand jury?**
  - A. Information**
  - B. Indictment**
  - C. Bill of Indictment**
  - D. Complaint**

- 6. Interrogatories are:**
- A. Requests for documents filed with the court.**
  - B. Requests to delay proceedings.**
  - C. A form of testimony given under oath.**
  - D. Posed by each side to the opposing side.**
- 7. During the first check of the day, which item is recited into the first microphone tested?**
- A. The Case Name**
  - B. The Location**
  - C. The Date**
  - D. The Witness**
- 8. Which statement describes the content of the reporter's annotations?**
- A. To identify only the speakers' names.**
  - B. To capture the verbatim record followed by no annotations.**
  - C. To identify important case events such as speakers, jargon, proper nouns, and key terms.**
  - D. To produce a summarized version after proceedings.**
- 9. What is the primary responsibility of the electronic reporter?**
- A. Edit the recording**
  - B. Obtain a high quality recording**
  - C. Publish the recording**
  - D. Label the file**
- 10. Which word best matches the concept of a formal accusation after review by a grand jury?**
- A. Information**
  - B. Bill of Indictment**
  - C. Indictment**
  - D. Complaint**

## Answers

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1. A
2. C
3. D
4. A
5. C
6. D
7. C
8. C
9. B
10. C

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## **Explanations**

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## 1. Which statement best defines voir dire?

- A. The examination that determines individual suitability for randomly selected citizens to sit as jurors.**
- B. The process of asking jurors about their opinions after the trial.**
- C. The method of introducing evidence during trial.**
- D. The judge's formal ruling on a verdict.**

Voir dire is the pre-trial screening of potential jurors where attorneys (often with input from the judge) ask questions to uncover biases, relationships, or experiences that could affect impartiality. The goal is to determine whether a citizen is suitable to serve on the case and to shape a fair jury, sometimes using challenges for cause or peremptory challenges. This is why the description of an examination that determines individual suitability for randomly selected citizens to sit as jurors is the best match. It captures the core purpose of voir dire: assessing who can be fair and unbiased. The other statements describe things that aren't voir dire: asking jurors about opinions after the trial refers to post-trial matters, introducing evidence happens during the trial, and the judge's formal ruling on a verdict relates to the outcome of the case, not the juror selection process.

## 2. Discovery Period refers to:

- A. The jury's deliberation phase.**
- B. The time allowed for the judge to issue rulings on motions.**
- C. The period of time that allows parties to marshal their evidence.**
- D. The process of selecting a jury.**

The discovery period is the pretrial phase where parties exchange information and gather evidence to build and narrow their cases, using tools like depositions, interrogatories, requests for production, and requests for admission. This step lets each side marshal the evidence they'll rely on at trial, identify key facts, and assess strengths and weaknesses, which can also lead to settlements without a full trial. The other stages happen at different times: juries don't deliberate until after evidence is presented at trial; motions are decided by the judge during pretrial work but discovery itself is about collecting and sharing information; and jury selection is a separate process that occurs before evidence is presented.

### 3. Which is a common sample rate in digital audio?

- A. 8 kHz
- B. 192 kHz
- C. 320 kbps
- D. 44.1 kHz**

The main idea here is understanding what a sampling rate is and why 44.1 kilohertz is a common default. A sampling rate is how many times per second the analog audio signal is measured. To faithfully reproduce the typical audible range (up to about 20 kHz), you need at least twice that frequency, which means a minimum around 40 kHz. 44.1 kHz provides a comfortable margin and has become the standard because it balances good sound quality with manageable data size. It's the rate used for audio CDs and is widely supported across devices and formats, which is why it's so common in digital audio workflows. The other choices aren't as fitting for common sampling in music. 8 kHz is too low for full-range audio and is mainly used for telephony with lower fidelity. 192 kHz is a very high sampling rate used by some professionals for specialized purposes, but it isn't as broadly standard as 44.1 kHz. 320 kbps is a bitrate, not a sampling rate, so it doesn't describe how often samples are taken per second.

### 4. Which sequence correctly represents the standard order of events for criminal and civil trials?

- A. Discovery, Trial, Decision**
- B. Trial, Discovery, Verdict
- C. Hearing, Evidence, Judgment
- D. Opening statements, Deliberation, Sentencing

In trials, the flow goes from gathering and sharing information before the case is heard, to actually presenting evidence in court, to the formal ruling after the evidence has been considered. Discovery happens before the trial so both sides know the facts and can prepare. The trial is where witnesses are examined and evidence is weighed. The decision is the formal conclusion, such as a verdict or judgment, issued after everything has been heard. Placing trial before discovery disrupts the logical buildup of facts and evidence, so that option doesn't fit. A sequence like hearing, evidence, judgment doesn't align with how discovery and full trial proceedings are typically described. And a path with opening statements, deliberation, and sentencing mixes phases that don't occur in that order during a standard trial—deliberation happens after a verdict, and sentencing follows a conviction in criminal cases (not part of the trial's usual order in civil cases).

**5. What term refers to the formal charge issued by a grand jury?**

- A. Information**
- B. Indictment**
- C. Bill of Indictment**
- D. Complaint**

When a grand jury finds sufficient cause, it issues a formal charging document. That written instrument is traditionally called a bill of indictment. It specifies the charges brought against the person and serves as the formal indictment. By contrast, an information is a charging document brought by a prosecutor without grand jury involvement, and a complaint is an initial sworn statement to commence proceedings. So the term that best fits the formal charge issued by a grand jury is bill of indictment.

**6. Interrogatories are:**

- A. Requests for documents filed with the court.**
- B. Requests to delay proceedings.**
- C. A form of testimony given under oath.**
- D. Posed by each side to the opposing side.**

Interrogatories are a discovery tool made up of written questions that one party serves on the other party to obtain specific facts. They're written and require written answers that are sworn to be true, within a set time frame. The questions themselves are not oral testimony; the sworn responses are the formal statements that come back in return. This format is why the statement that best fits is that they're posed by one side to the opposing side. They're not simply requests for documents (that would be a separate discovery tool), nor are they requests to delay proceedings (that would be a motion or continuance). They're also not testimony themselves, even though the answers are given under oath. So interrogatories are essentially structured written questions from one party to the other, answered under oath to gather factual information for the case.

**7. During the first check of the day, which item is recited into the first microphone tested?**

- A. The Case Name**
- B. The Location**
- C. The Date**
- D. The Witness**

When starting the day, reciting the date into the first microphone provides a clear time reference for the recording. It creates a timestamp for the day's proceedings, ensuring the audio file and any captions or transcripts are anchored to the correct date. The case name and location are usually known from the docket or shared materials and aren't needed to verify the recording system, while the witness is introduced when testimony begins. So stating the date first establishes the essential temporal context for all subsequent material in the record.

- 8. Which statement describes the content of the reporter's annotations?**
- A. To identify only the speakers' names.**
  - B. To capture the verbatim record followed by no annotations.**
  - C. To identify important case events such as speakers, jargon, proper nouns, and key terms.**
  - D. To produce a summarized version after proceedings.**

Annotations are there to tag and organize key elements of the proceedings, making the transcript easy to navigate and understand later. They identify not just who spoke, but also important jargon, proper nouns, dates, exhibits, and other key terms that mark events or issues in the case. This contextual tagging helps reviewers quickly locate relevant passages and grasp what happened, rather than just producing a plain verbatim record with no notes or delivering a separate summary after the fact. So, describing the reporter's annotations as identifying important case events such as speakers, jargon, proper nouns, and key terms best captures their content.

- 9. What is the primary responsibility of the electronic reporter?**
- A. Edit the recording**
  - B. Obtain a high quality recording**
  - C. Publish the recording**
  - D. Label the file**

Obtaining a high-quality recording of the proceedings is the essential duty of the electronic reporter. The entire purpose of the electronic record is to provide a clear, complete audio baseline that later supports an accurate verbatim transcript and any necessary review of what occurred. When the recording is strong—speakers are audible, background noise is controlled, and there are no gaps—the subsequent transcription and any checks or appeals are much more reliable. Editing the recording, publishing it, or even file labeling are important tasks, but they are secondary to capturing the best possible recording in the first place. If the audio quality isn't good from the start, other steps can't reliably rescue the record, which is why obtaining a high-quality recording is considered the primary responsibility.

- 10. Which word best matches the concept of a formal accusation after review by a grand jury?**
- A. Information**
  - B. Bill of Indictment**
  - C. Indictment**
  - D. Complaint**

The main idea is the formal accusation that results after a grand jury reviews evidence. When a grand jury determines there is probable cause to suspect someone committed a crime, it issues an indictment, the formal document that charges the person and starts the criminal case. This is why indictment is the best fit. Other terms have different contexts: an information is a charging document filed by a prosecutor without a grand jury, a complaint is an initial allegation to start charges in some jurisdictions, and a bill of indictment is another way of saying indictment but is less commonly used in modern practice.

## Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://digicourtreportingfund.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**

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