

# Michigan Court Reporting Certification Practice Exam (Sample)

## Study Guide



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## **Questions**

- 1. Which term refers to the formal process of questioning a witness under oath?**
  - A. Interrogation**
  - B. Testimony**
  - C. Deposition**
  - D. Affidavit**
- 2. What is required for case name listing in legal documents?**
  - A. List names freely with no formatting**
  - B. List exactly as filed; no corrections allowed**
  - C. Use simplified names for clarity**
  - D. Add titles as needed**
- 3. What is a key requirement for exhibit marking?**
  - A. Use of decorative symbols**
  - B. Inclusion of relevant witness information**
  - C. Sticker with specific details**
  - D. Only initials of the attorney**
- 4. What does the reinstatement request form pertain to?**
  - A. Request for new certification**
  - B. Request for reinstatement of certification**
  - C. Application for new job positions**
  - D. Feedback for certification process**
- 5. How many points are deducted for a missing title page in a transcript?**
  - A. 5 points**
  - B. 10 points**
  - C. 15 points**
  - D. 20 points**

- 6. Why is it important to follow specific formatting guidelines in court reporting?**
- A. To maintain consistency and professionalism**
  - B. To please the clients**
  - C. To make the document visually appealing**
  - D. To ensure faster processing**
- 7. What information does a case number typically include?**
- A. Only the last four digits of the year**
  - B. Year prefix and case type code**
  - C. The judge's name and year**
  - D. A unique identifier for each case**
- 8. What does a Court Reporting and Recording Program provide?**
- A. Legal training for attorneys**
  - B. Technical certification for judges**
  - C. Training program for CSRs and CSMRs**
  - D. Continuing education for court clerks**
- 9. What document is required for identification on exam day?**
- A. Social security card**
  - B. Passport**
  - C. Photo ID**
  - D. Driver's license only**
- 10. What documentation must CER candidates complete during certification?**
- A. Only the skills assessment**
  - B. Only the general knowledge assessment**
  - C. Both assessments**
  - D. No assessments are required**

## **Answers**

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

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## **Explanations**

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**1. Which term refers to the formal process of questioning a witness under oath?**

- A. Interrogation**
- B. Testimony**
- C. Deposition**
- D. Affidavit**

The term that refers to the formal process of questioning a witness under oath is "deposition." A deposition is typically conducted as part of the discovery process in legal proceedings, where an attorney questions a witness, and the responses are recorded for later use in court. This process ensures that both parties can gather relevant evidence and testimony before trial. During a deposition, the witness is legally obligated to answer questions truthfully while under oath, which helps to establish a reliable account of facts and circumstances related to the case. This recorded testimony can be pivotal in the trial, either supporting or challenging the evidence presented. The other terms do not specifically define this formal process. "Interrogation" usually relates to law enforcement questioning and may not always occur under oath. "Testimony" pertains to the actual evidence presented by a witness during a trial or deposition. An "affidavit" is a written statement that is sworn to be true, but it is typically not a verbal questioning process. Hence, "deposition" is the most accurate term in this context.

**2. What is required for case name listing in legal documents?**

- A. List names freely with no formatting**
- B. List exactly as filed; no corrections allowed**
- C. Use simplified names for clarity**
- D. Add titles as needed**

For case name listing in legal documents, it is essential to list the names exactly as they are filed in the court records without making any corrections. This requirement ensures accuracy and maintains the integrity of the legal document. Using the proper formatting and spelling as they appear in the official court filings is crucial because any deviation could lead to misidentification of the parties involved and cause confusion in legal proceedings. The necessity of adhering to the official case name also underscores the importance of consistency across legal documents, which is vital for clear communication within the legal system. Maintaining this precision helps all parties—including the court, attorneys, and involved clients—understand the specific case being referenced, thus reducing the likelihood of errors that could lead to legal complications.

### **3. What is a key requirement for exhibit marking?**

- A. Use of decorative symbols**
- B. Inclusion of relevant witness information**
- C. Sticker with specific details**
- D. Only initials of the attorney**

A key requirement for exhibit marking is the use of a sticker that includes specific details relevant to the exhibit. This sticker typically contains essential information such as the exhibit number, description, and possibly details concerning its admission into evidence. By using a sticker, the marking is clear and standardized, which helps to avoid confusion during court proceedings. This method ensures that the exhibit can be easily identified and referenced throughout the trial, facilitating effective communication among the court, attorneys, and witnesses. Proper marking is crucial as it contributes to the orderly presentation of evidence and supports the integrity of the legal process. Having clear and consistent exhibit markings helps maintain a reliable record, which is vital in the pursuit of justice.

### **4. What does the reinstatement request form pertain to?**

- A. Request for new certification**
- B. Request for reinstatement of certification**
- C. Application for new job positions**
- D. Feedback for certification process**

The reinstatement request form is specifically designed for individuals who have previously held a certification but have either allowed it to lapse or have had it revoked for certain reasons. This form facilitates the process of restoring that certification by providing the necessary documentation and information required to verify the applicant's qualifications and readiness to resume practice. In the context of professional certifications, reinstatement often involves demonstrating that the individual meets all current requirements and is in good standing with any continuing education or renewal obligations. This process is crucial for maintaining the integrity of the profession and ensuring that practitioners adhere to updated standards. The other options, while they may relate to different facets of the professional landscape, do not align with the specific intent of a reinstatement request form. A request for new certification would involve applying for a certification for the first time, an application for new job positions would pertain to employment opportunities rather than certification status, and feedback for the certification process focuses on providing opinions or critique rather than a formal request related to an individual's certification status.

**5. How many points are deducted for a missing title page in a transcript?**

- A. 5 points**
- B. 10 points**
- C. 15 points**
- D. 20 points**

A missing title page in a transcript results in a deduction of 15 points. The title page is an essential component of any formal transcript as it provides crucial information, such as the case title, the name of the court, the date, and the parties involved. This information not only identifies the transcript but also establishes its official status. When the title page is absent, it compromises the integrity and professionalism of the document, leading to a significant penalty. This ensures that court reporting standards are upheld, emphasizing the importance of adhering to specified formatting requirements in legal documentation.

**6. Why is it important to follow specific formatting guidelines in court reporting?**

- A. To maintain consistency and professionalism**
- B. To please the clients**
- C. To make the document visually appealing**
- D. To ensure faster processing**

Following specific formatting guidelines in court reporting is crucial for maintaining consistency and professionalism. Consistency across documents helps to establish a standard that is recognized and trusted within the legal community. This uniformity ensures that all parties involved, including judges, attorneys, and clients, can easily read and comprehend the written transcript. Professionalism is also key in court reporting, as it reflects the integrity and reliability of the reporting service. Well-formatted documents convey a sense of attention to detail and quality, which is essential in legal proceedings where accuracy is paramount. This adherence to formatting guidelines minimizes the risk of misinterpretation or confusion, which could have significant implications in a legal context. While pleasing clients and making documents visually appealing might be beneficial, they are secondary to the primary goal of maintaining the accuracy and integrity of legal records. Faster processing may also be a factor, but the primary concern remains ensuring that the information is presented in a way that is both consistent and professionally acceptable.

**7. What information does a case number typically include?**

- A. Only the last four digits of the year**
- B. Year prefix and case type code**
- C. The judge's name and year**
- D. A unique identifier for each case**

The correct answer highlights that a case number typically includes a year prefix and a case type code. This structure is essential for organizing and categorizing cases within the court system. The year prefix allows for quick identification of when the case was filed, which is particularly useful in jurisdictions where the volume of cases can be high and tracking by year is necessary for reference. The case type code helps differentiate between various types of legal actions, such as civil, criminal, family, or probate cases, thus facilitating the efficient management of court records. Having this information in the case number ensures that court personnel can easily retrieve and reference cases while maintaining an organized system for case management. Other options do not fully encompass the essential elements of a case number structure; for instance, mentioning only the last four digits of the year or focusing on the judge's name and year provides an incomplete view of how cases are systematically tracked.

**8. What does a Court Reporting and Recording Program provide?**

- A. Legal training for attorneys**
- B. Technical certification for judges**
- C. Training program for CSRs and CSMRs**
- D. Continuing education for court clerks**

A Court Reporting and Recording Program is specifically designed to prepare individuals for careers as Certified Shorthand Reporters (CSRs) and Certified Machine Shorthand Reporters (CSMRs). These programs offer specialized training that covers essential skills such as shorthand writing, transcription, legal terminology, and courtroom procedures. This curriculum equips students with the technical expertise needed to accurately capture and transcribe spoken dialogue during court proceedings, depositions, and other legal settings. The focus of such programs is tailored to meet the requirements of court reporting, enabling graduates to pursue certification and become employable in various types of legal environments. This choice reflects the primary purpose of the program, emphasizing the preparation of individuals for these specific roles within the legal system.

**9. What document is required for identification on exam day?**

- A. Social security card**
- B. Passport**
- C. Photo ID**
- D. Driver's license only**

The correct answer is the necessity of a photo ID for identification on exam day. For many professional certifications, including court reporting exams, a photo identification is crucial to verify the identity of the examinee. A photo ID serves to ensure that the individual taking the exam is indeed the person who registered, which helps prevent any potential impersonation and maintains the integrity of the testing process. While a social security card and a passport can serve as forms of identification, they may not include a photo, which is typically required to meet the identification standards set by exam administrators. A driver's license, while also a valid form of ID, is just one category within the broader category of photo IDs. The requirement for a photo ID is standard in many examinations to create consistency in identification methods. Therefore, specifying "photo ID" encompasses a range of acceptable forms that comply with technical and security prerequisites for the exam.

**10. What documentation must CER candidates complete during certification?**

- A. Only the skills assessment**
- B. Only the general knowledge assessment**
- C. Both assessments**
- D. No assessments are required**

The correct response involves understanding the requirements for Certification in Education Reporters (CER) candidates. To achieve certification, candidates must successfully complete both the skills assessment and the general knowledge assessment. Each assessment is designed to evaluate different aspects of a court reporter's competencies: 1. The skills assessment tests practical applications of court reporting, evaluating a candidate's ability to accurately transcribe spoken words, manage courtroom procedures, and utilize technology effectively. 2. The general knowledge assessment focuses on theoretical understanding and knowledge essential to the field, encompassing legal terminology, court procedures, and ethical practices. Completing both assessments ensures that candidates are comprehensively prepared to perform the duties required of a certified court reporter, confirming their proficiency in both practical skills and necessary knowledge. By passing both assessments, candidates demonstrate a well-rounded capability to undertake the responsibilities inherent in the profession.