

Michigan Court Reporting Certification Practice Exam (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. Don't worry about getting everything right, 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, and take breaks to retain information better.

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.

7. Use Other Tools

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!

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Questions

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- 1. What level of transcription accuracy is required for CER transcription?**
 - A. 85%**
 - B. 90%**
 - C. 95%**
 - D. 98%**

- 2. Where does parenthetical material start on a transcript page?**
 - A. At the left margin**
 - B. 15 spaces from the left margin**
 - C. At the center of the page**
 - D. At the right margin**

- 3. What is a recommended word processing tip for transcripts?**
 - A. Increase font size to improve readability**
 - B. Remove widow/orphan control in Word settings**
 - C. Use a double spacing format throughout**
 - D. Apply complex formatting for emphasis**

- 4. Who may administer an oath in a deposition if there is no notary public present?**
 - A. The Judge**
 - B. The Reporter**
 - C. The Clerk**
 - D. The Attorney**

- 5. Which document serves as a comprehensive guide for court reporting practices?**
 - A. Student Handbook**
 - B. Manual for Court Reporters**
 - C. Court Reporting Code**
 - D. Reporting Standards Manual**

- 6. What could potentially happen to a transcript with an incomplete submission?**
- A. It can be submitted later**
 - B. It can be examined without penalties**
 - C. It will be accepted without issues**
 - D. It leads to an automatic fail**
- 7. What is the recommended setting for the right-hand margin in a document?**
- A. Set at 1/2 inches**
 - B. Set at 3/8 inches**
 - C. No specific setting required**
 - D. Set at 1 inch**
- 8. What is the minimum print size required for documents in court reporting?**
- A. 8 characters per inch**
 - B. 10 characters per inch**
 - C. 12 characters per inch**
 - D. 14 characters per inch**
- 9. How is the prosecution referred to in Michigan court proceedings?**
- A. THE PEOPLE OF MICHIGAN**
 - B. THE STATE OF MICHIGAN**
 - C. THE PEOPLE OF THE STATE OF MICHIGAN**
 - D. THE STATE PROSECUTION**
- 10. In criminal cases, how is the prosecution typically named?**
- A. The State versus defendant**
 - B. The People versus defendant**
 - C. The Government versus defendant**
 - D. The Plaintiff versus defendant**

Answers

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

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Explanations

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1. What level of transcription accuracy is required for CER transcription?

- A. 85%**
- B. 90%**
- C. 95%**
- D. 98%**

The required level of transcription accuracy for Computerized Evidentiary Reporting (CER) is 95%. This high level of precision is crucial because it ensures that the transcripts are reliable and can be used effectively in legal settings. Accurate transcripts play a vital role in court proceedings, where the details are scrutinized and can significantly impact the outcomes of cases. A 95% accuracy standard demonstrates a commitment to professionalism and attention to detail, which are essential traits for court reporters. Such accuracy helps minimize errors that could lead to misunderstandings or misinterpretations of important legal information.

2. Where does parenthetical material start on a transcript page?

- A. At the left margin**
- B. 15 spaces from the left margin**
- C. At the center of the page**
- D. At the right margin**

In a transcript, parenthetical material is standardized to begin 15 spaces from the left margin. This specific placement is vital for maintaining clarity and organization within the transcript, ensuring that parenthetical comments or clarifications are easily distinguishable from the dialogue or main text. This layout convention helps readers quickly identify supplementary information without it interfering with the flow of spoken content. By positioning parentheticals consistently, court reporters foster a professional appearance in the transcript that is accessible for judges, attorneys, and other involved parties who may review the document. The other options do not align with the established formatting guidelines for transcripts, which is why they would not be correct in this context.

3. What is a recommended word processing tip for transcripts?

- A. Increase font size to improve readability**
- B. Remove widow/orphan control in Word settings**
- C. Use a double spacing format throughout**
- D. Apply complex formatting for emphasis**

Removing widow/orphan control in Word settings is a recommended word processing tip for transcripts because it ensures that the formatting of the document remains consistent and professional. Widow/orphan control prevents single lines of text from appearing at the beginning or end of a page, which can disrupt the flow of the transcript and make it harder for readers to follow. By disabling this feature, court reporters can maintain better formatting that keeps related text together, enhancing readability and continuity. While increasing font size can contribute to readability, it is not always practical, especially within formal contexts where specific formatting guidelines must be adhered to. Using double spacing is common in many transcript formats; however, it may not always be necessary depending on the specific requirements of the court or agency. Applying complex formatting for emphasis may detract from the clarity and simplicity desired in a formal transcript, as it can lead to distractions and inconsistencies. Therefore, focusing on straightforward formatting adjustments like removing widow/orphan control promotes a clean and accessible document.

4. Who may administer an oath in a deposition if there is no notary public present?

- A. The Judge**
- B. The Reporter**
- C. The Clerk**
- D. The Attorney**

In the context of a deposition, the person responsible for administering an oath, particularly when a notary public is not available, is typically the reporter. This is because court reporters are authorized to take oaths and are trained to ensure that the testimony is recorded accurately and that proper procedures are followed. Their role encompasses not only the transcription of the spoken word but also ensuring the integrity of the proceedings, which includes the administration of oaths. While judges, clerks, and attorneys also have roles in legal settings, their primary functions differ from that of the reporter in this scenario. Judges administer oaths primarily in court proceedings, clerks typically manage documents and court records, and attorneys represent their clients and may assist in legal proceedings, but they do not have the authority to administer oaths during a deposition as a standard practice. Therefore, the reporter's role is specifically recognized in this situation, which underscores the importance of their capability to take oaths and maintain the integrity of the deposition process.

5. Which document serves as a comprehensive guide for court reporting practices?

- A. Student Handbook**
- B. Manual for Court Reporters**
- C. Court Reporting Code**
- D. Reporting Standards Manual**

The document that serves as a comprehensive guide for court reporting practices is the Manual for Court Reporters. This manual typically includes a wide range of information critical for court reporters, such as procedural guidelines, ethical standards, best practices, and technical advice on equipment and transcription. It is designed to provide a thorough understanding of the roles and responsibilities of court reporters, which is essential for ensuring that all court proceedings are accurately documented. While other documents like a Student Handbook, Court Reporting Code, and Reporting Standards Manual might contain relevant information to different aspects of court reporting or training, they do not encompass the comprehensive breadth found in the Manual for Court Reporters. The Student Handbook generally focuses on guidelines for students, the Court Reporting Code may outline specific legal or ethical standards, and the Reporting Standards Manual would typically provide performance standards rather than an all-encompassing resource. Thus, the Manual for Court Reporters stands out as the primary reference for practitioners in the field.

6. What could potentially happen to a transcript with an incomplete submission?

- A. It can be submitted later**
- B. It can be examined without penalties**
- C. It will be accepted without issues**
- D. It leads to an automatic fail**

A transcript with an incomplete submission leads to an automatic fail because court reporting standards require thorough and complete records. A transcript that lacks necessary components, such as missing pages, signature, or certification, compromises the integrity and reliability of the document. Courts depend on complete and accurate transcripts for legal decisions, and any deficiencies can hinder the judicial process. Therefore, failing to submit a complete transcript reflects poorly on the reporter's professionalism and can result in failing the certification exam or facing penalties. Adhering to submission guidelines and completeness is crucial in court reporting to maintain legality and uphold the standards of the profession.

7. What is the recommended setting for the right-hand margin in a document?

A. Set at 1/2 inches

B. Set at 3/8 inches

C. No specific setting required

D. Set at 1 inch

The recommended setting for the right-hand margin in a document is typically set at 3/8 inches to create a balanced appearance while ensuring that the content is easily readable. This margin size allows for sufficient whitespace on the right side of the text, which facilitates a clean and professional layout. Margins that are too wide may result in a loss of space for content, while those that are too narrow could lead to a cramped look, making it difficult for readers to follow along. Selecting a right-hand margin of 3/8 inches helps maintain a cohesive design across various documents, especially in court reporting where formatting can impact the clarity of the transcript. This size strikes a good balance between space for notes or annotations and maintaining a professional aesthetic.

8. What is the minimum print size required for documents in court reporting?

A. 8 characters per inch

B. 10 characters per inch

C. 12 characters per inch

D. 14 characters per inch

The minimum print size required for documents in court reporting is 10 characters per inch. This standard is important because it ensures that all written materials presented in court are legible and can be easily read by judges, attorneys, and juries. Maintaining a consistent print size helps uphold the clarity and professionalism of legal documents, which is crucial in a court setting where precise details are vital for accurate record-keeping and comprehension. Choosing a print size that is too small could compromise readability, leading to potential misunderstandings or misinterpretations of the text. A size of 10 characters per inch strikes a balance between providing enough information while ensuring easy legibility.

9. How is the prosecution referred to in Michigan court proceedings?

- A. THE PEOPLE OF MICHIGAN**
- B. THE STATE OF MICHIGAN**
- C. THE PEOPLE OF THE STATE OF MICHIGAN**
- D. THE STATE PROSECUTION**

In Michigan court proceedings, the prosecution is most accurately referred to as "THE PEOPLE OF THE STATE OF MICHIGAN." This terminology emphasizes that the prosecution represents the collective interests of the citizens in the pursuit of justice, rather than just a governmental entity or office. This distinction is significant as it highlights the role of the prosecution in enforcing the law and upholding societal norms on behalf of the public. The use of "THE PEOPLE OF THE STATE" conveys a sense of community involvement in criminal cases, reinforcing the idea that crimes are offenses against society as a whole, not just against an individual. This nomenclature is consistently used throughout Michigan's legal framework, including in court filings, indictments, and official communications related to criminal cases. By using this phrasing, the court system underscores the principle of the rule of law and the shared responsibility of governance and justice in the state.

10. In criminal cases, how is the prosecution typically named?

- A. The State versus defendant**
- B. The People versus defendant**
- C. The Government versus defendant**
- D. The Plaintiff versus defendant**

In criminal cases, the prosecution is typically named as "The People versus the defendant." This naming convention reflects the idea that the prosecution represents the interests of the public, or the community at large, in bringing a case against an individual accused of committing a crime. It emphasizes the role of the government as a representative of society, asserting that the defendant has violated laws that protect the community's welfare. This nomenclature distinguishes criminal cases from civil cases. In civil matters, a private individual or entity brings a lawsuit against another, thus using terms like "plaintiff" and "defendant." In criminal law, since the prosecution is representing the broader interest of the public rather than a specific individual, it is appropriate to refer to the prosecuting entity as "the People."

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.

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

<https://micourtreporting.examzify.com>

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