

**STATE OF ARKANSAS
BOARD OF CERTIFIED COURT REPORTER EXAMINERS**

**APPLICATION FOR EXAMINATION
FOR CERTIFICATE AS CERTIFIED COURT REPORTER**

Name of Applicant

(ATTACH TO THIS SPACE AN
UNMOUNTED, RECENT PHOTOGRAPH
OF YOURSELF)

**(ALSO ATTACH A COPY OF YOUR DRIVER'S
LICENSE)**

This photograph was taken _____
(Date)

I, _____, a resident of the
County of _____, State of _____,

hereby apply for permission to take the next regular examination for Certified Court Reporter, under Section 4 (amended by Supreme Court Per Curiam order dated January 1, 2000) and Section 6 (amended by Supreme Court Per Curiam order dated July 1, 1991) of the Regulations of the Board of Certified Court Reporter Examiners. I am enclosing my remittance of \$75 (in-state) or \$150 (out-of-state) payable to Leslie Steen, Clerk, Arkansas Supreme Court.

THE FOLLOWING QUESTIONS SHALL BE ANSWERED IN DETAIL. IF ADDITIONAL SPACE IS NEEDED TO ANSWER QUESTION, ATTACH SEPARATE SHEET INDICATING APPROPRIATE QUESTION AND ANSWER.

1. Name: _____ Sex _____
2. Residence Address: _____
3. Telephone Numbers: Residence _____ Work _____
E-mail address: _____
4. Date of Birth _____ Place of Birth _____
(If foreign born and naturalized, give place and date of naturalization or explain present status as to citizenship.)
5. Marital Status (Indicate by check mark):
Married _____ Divorced _____ Widowed _____ Single _____
6. My immediate family consists of:
7. Education:
8. Employment Record:

9. Condition of Health:
10. Record of Convictions: (State date, place and nature of offense, other than nonmoving traffic violations, of which you have been convicted and the disposition of each criminal offense. **If there are none, state NONE.**)
11. The following two individuals have knowledge of my character, integrity, general reputation, and my record for meeting my financial obligations; and I consent that inquiry may be made of them with full disclosure by them concerning these matters. **(Give full names, addresses, and telephone numbers.)**
12. I am certified in the state(s) of _____. Attached is documentation of my good standing in each state.
13. My system of verbatim reporting is _____.
14. I am a voice writer and I will be using digital equipment. The name of my digital software is _____.
15. I am a machine writer and I will be using CAT (computer aided transcription) software. The name of the software is _____.

Signature of Applicant

STATE OF _____
COUNTY OF _____

SUBSCRIBED AND SWORN to before me this _____ day of _____,
20____.

Notary Public

My commission expires: _____

READ THIS DOCUMENT CAREFULLY

USE OF ELECTRONIC EQUIPMENT STATEMENT AND AGREEMENT

I UNDERSTAND AND AGREE THAT:

If I use any type of electronic equipment during the examination, including, but not limited to, a laptop computer, digital recorder, stenomachine with computer aided transcription software, et cetera, I must complete, sign and file this Electronic Equipment Statement and Agreement with the Board of Certified Court Reporter Examiners, Supreme Court Clerk's Office, 625 Marshall Street, Little Rock, AR 72201, with the attached application for examination and/or temporary certificate.

Failure to file this document will result in me recording and transcribing the dictation sections of the exam without the use of electronic equipment.

[Voice Writers] I understand that if I use a digital recorder, I am required to save my voice in one of four formats: DSS, WAV, WMA or MP3 to a CD. Failure to produce a CD of my voice in one of these four formats will result in me being disqualified. I understand that I am not allowed to use voice-recognition (real-time) software or equipment during the examination.

[Machine Writers] I understand that I may use CAT software. I understand that I am not allowed to use real-time during the examination. I understand that if I am using a paperless steno machine, I must have a steno machine that allows me to save steno notes to diskette or CF card. I understand that I will be required to print my steno notes and turn them in with my transcript.

I understand that, prior to taking the examination, I must delete note/memory file from my steno machine. If my steno machine does not use a disk, e.g., a RAM memory, I must eliminate all jobs that may be in my steno machine's memory. I understand that I am to provide the equipment necessary to delete the flashcard/SD card. Failure to delete the flashcard/SD card will result in me forfeiting the flashcard/SD card.

I am responsible for furnishing all equipment and supplies necessary for taking this examination,

including, but not limited to, all electronic equipment, (including printer), paper, necessary cables, extension cords, pencils, pens, dictionary, et cetera.

The Board will furnish diskettes and/or CDs. I will not bring CDs or diskettes to the examination.

I will have three hours to complete the transcription for all sections of the dictation exam.

I will proof my transcript on my computer before printing and no other corrections can be made by me after printing the transcript.

When I am ready to print my exam, a test proctor will come to my desk and monitor my printing. Only one (1) copy of my transcript s will be printed and will be considered the original for grading purposes.

I understand that if any of my equipment, including my printer, should malfunction, I am not allowed to use or borrow equipment from anyone.

Any equipment malfunction is my responsibility and the test proctors will not assist me in correcting or repairing the malfunction.

Applicant's Name (Print)

Applicant's Signature

Date:_____

TYPE OF ELECTRONIC EQUIPMENT I WILL BE USING: [PLEASE PRINT]

Laptop computer _____

Digital recorder _____ Name of software _____

Printer _____ Regular recorder _____

Stenomachine _____ Name of CAT software _____

My equipment requires: CD _____ Diskette _____