

FREELANCE MENTOR CHECKLIST

Please initial in the space provided after completion of each item.

____ The new reporter has accompanied me on at least three depositions, hearings, etc.

____ I have proofread behind the new reporter on his/her first transcript(s).

Please discuss the following topics with the new reporter:

- ____ Setting up at the location
- ____ Keeping a worksheet of necessary information (C-7 & Samples)
- ____ Swearing the witness (D-3)
- ____ Going on and off the record
- ____ Readbacks
- ____ Certified Questions (D-4)/ Read and Sign (B-5)
- ____ Marking exhibits and assembling for transcript (D-4)
- ____ Differences in transcripts (i.e. hearings, depositions) (D-1/F-1)
- ____ Making the transcript, original and copies (A-1(1)(10)-(F-1)
- ____ Certificate page (C-4)
- ____ Telephone depositions (D-3)
- ____ Video depositions (B-4) (C-2)
- ____ E-mailing transcripts
- ____ Disks
- ____ Condensed transcripts/e-transcript
- ____ Impartiality (B-2)
- ____ Billing (B-3(2) & (C-7)

I have completed the above checklist with the new reporter and will remain available to answer any questions of the new reporter for at least one year from date assigned.

I acknowledge that any views, opinions, guidance or remarks I may make are personal and may not reflect the views, opinions, guidance or remarks of the Board of Certified Court Reporter Examiners or any other professional association.

_____() Date_____
Mentor's Signature Cert.#

_____() Date_____
Mentor Leader's Signature Cert.#

New Reporter:_____ Date Assigned:_____

Mentor Leader:_____

Please sign and date your checklist upon completion and send it to your Mentor Leader to be submitted for 10 continuing education credits. All 10 CE credits will attach at the time the checklist is completed and approved.

