

NEW REPORTER CHECKLIST -- OFFICIAL

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

I have accompanied my mentor on at least one or more of each of the following hearings/trials:

- Criminal/Plea and Arraignment)
- Jury Trial (Criminal or Civil)
- Bench Trial (Contested divorce, Custody or Probate)

- My mentor proofread 30 pages of my first transcript.

I have discussed the following topics with my mentor:

- Getting set up in the courtroom (sound equipment/backup equipment)
- Worksheet (C-7)
- Swearing the witness (D-3 and E-1)
- Going on and off the record/interrupting the record/readbacks
- Exhibits (marking/storing) (E4e - E5b and 2.4)
- Colloquy, parentheticals (E4a - E4d)
- Reporting bench conferences/ in-camera
- Preparation of a transcript for purposes of appeal (E1a-E6a)
- Certificate page (E6a)
- Impartiality
- E-mailing transcript/ disks
- Billing/estimates/deposits
- Record Retention (2-4 and 2-5)
- Review Rules for Preparation of transcript(A1)
- Review Arkansas Code of Judicial Conduct (3-1)
- Review Rules/Regulations of Court Reporters (1-1 and 2-1)
- Review Freedom of Information Act (see www.nfoic.org/web/resource/arkans/arkans.htm)

I have completed the above checklist with my mentor and understand my mentor will remain available to answer any questions I may have for up to one year.

I understand and acknowledge that any views, opinions, guidance or remarks of my mentor are specific to him/her and may not reflect the views, opinions, guidance or remarks of the Board of Certified Court Reporter Examiners or any other professional association.

New Reporter's Name (Printed)

_____() Date _____
New Reporter's Signature Cert.#

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

Mentor Name _____ 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.

