

NEW REPORTER CHECKLIST -- FREELANCE

Please initial in the space provided after completion of each.

I have accompanied my mentor on at least three depositions, hearings, etc.

_____ My mentor has proofread behind me on my first transcript(s).

I have discussed the following topics with my mentor:

- _____ 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 (D-4) (C-2)
- _____ E-mailing transcripts
- _____ Disks
- _____ Condensed transcripts / E-transcripts
- _____ Impartiality (B-2)
- _____ Billing (B-3(2)) & (C-7)

I have completed the above checklist with my mentor and understand my mentor will remain available to answer any questions I may have for at least one year from the date assigned.

I acknowledge that any views, opinions, guidance or remarks made by my mentor 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 _____
New Reporter's Signature Cert. #

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

Mentor Name: _____ Date Assigned _____

Mentor Leader: _____

Please sign and date upon completion and send it to your Mentor Leader to be submitted for your continuing education credits when you have completed the mentoring process. Your 10 CE credits will attach at the time your checklists are completed and approved.