

OFFICIAL MENTOR CHECKLIST

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

The new reporter has accompanied me on at least one hearing from each proceeding listed below:

- _____ Criminal (Plea and Arraignment)
- _____ Jury Trial (Criminal or Civil)
- _____ Bench trial (Contested divorce, Custody or Probate)
- _____ I have proofread at least 30 pages produced by the new reporter from one of the above proceedings.

I have discussed the following topics with the new reporter:

- _____ Setting up in the courtroom
- _____ Worksheet (C-7)
- _____ Swearing the witness (D-3)
- _____ Going on and off the record/interrupting the record
- _____ Readbacks
- _____ Exhibits (marking/storing/noting in transcript) (E4d and E5a - E5b and 2-4)
- _____ Colloquy, parentheticals (E4a - E4d)
- _____ Reporting bench conferences/ in-camera (E4b)
- _____ 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(A-1)
- _____ 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 the new reporter and will remain available to answer any questions of the new reporter for up to one year.

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.

Mentor's Name (Printed)

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

_____ Date _____
Mentor Leader's Signature

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.

