

**ELECTRONIC RECORDER REGISTRATION
FOR FRIDAY, MAY 14, 2010 TRAVERSE CITY CERTIFICATION EXAMINATION**

Please read the following warnings and instructions before proceeding:

- Falsifying information on your registration will result in your exclusion from the certification program.
- Your employer must sign your registration and attach a request to obtain your temporary certification.
- Registrations will not be processed unless all requested information is provided. **Please fill in all blanks.**
- A \$60.00 registration fee is required by MCR 8.108(G)(3). Please send a check or money order only, made payable to the "State of Michigan." **DO NOT SEND CASH. This fee is not refundable or transferable.**
- Completed registrations and the registration fee must be **postmarked** no later than April 1, 2010. Send to **Certification, PO Box 30048, Lansing, MI 48909.**

NOTE: Registration may close before the posted deadline because of limited seating.

IDENTIFYING INFORMATION (please print or type)

CER no.			Type of equipment used	
Date of birth			Length of service with employer and title of position	
Last name	First name	Middle initial	Firm identification no.	
Residence address			Name of employer, business, or court	
City and zip			Business address	
Area code and telephone no.		E-mail address	City, county, and zip	
Area code and telephone no.		Area code and FAX no.		

Have you been convicted of a felony? Yes No If yes, what was the date?
 Are you on probation or parole? Yes No
 If no, what date were you released from jail/prison or discharged from probation/parole?
 If yes, what date does your jail/prison sentence expire or what date does your term of probation/parole expire?

EQUIPMENT

Please indicate your choice of equipment. **You must know Microsoft Word XP if you choose to use HOJ word processing equipment.** If you bring your own word processor, you must bring your CPU, monitor, keyboard, printer, 10' extension cord, and supplies.

Own Word Processor Hall of Justice (HOJ) Word Processor Own Transcriber

EXAM LOCATION - Northwestern Michigan College University Center, 2200 Dendinos Drive, Traverse City, Michigan

Scheduling information and materials will be sent to you approximately 2-3 weeks before the examination.

For temporary official recorders only: This applicant has the requisite skills and experience to fulfill the duties of official court recorder. Furthermore, the applicant will be under or will have access to instruction from a certified electronic recorder.

NOTE: An applicant will be permitted to take this examination only if he or she has submitted documentation to the State Court Administrative Office showing satisfactory completion of a post-high school board-approved workshop; course of study, or other board-approved workshop or course of study; or other board-approved curriculum. An applicant who currently holds a CSR designation is exempt from this requirement.

I attended am registered to attend the board-approved workshop on _____ Date _____.

I do not need to attend a board-approved workshop because I already hold a CSR designation.

Date

Registrant's signature

Employer's signature for temporary certification

Employer's name and title (type or print)