Approved, SCAO

ELECTRONIC RECORDER REGISTRATION
FOR THURSDAY, APRIL 15, 2010 RETEST 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 March 1, 2010. Send to **Certification, PO Box 30048, Lansing, MI 48909.**

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

Please check each part of the exam you need to retake. ☐ Transcription ☐ Written

IDENTIFYING INFORMATION (please print or type)

_____ Type of equipment used

_____ CER no.

_____ Length of service with employer and title of position

_____ Date of birth

_____ Firm identification no.

_____ Last name First name Middle initial

_____ Name of employer, business, or court

_____ Residence address

_____ Business address

_____ City and zip

_____ City, county, and zip

_____ Area code and telephone no.

_____ E-mail address

_____ 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 <u>must</u> 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 - State Court Administrative Office, Hall of Justice, 925 W. Ottawa, Lansing, 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)