

# Top Things Certified Electronic Recorders (CERs) Wish Certified Electronic Operators (CEOs) Knew

- Accurate transcript production starts with the CEO. The CEO and the CER are a team to produce an accurate record of court proceedings.
- Log notes are important!! The person transcribing may not be familiar with the parties or events involved, and they may be transcribing several years after the proceeding.
- The following items are required for accurate transcript production. Caption of the day should include:
  - Day and Date
  - Judge's name
  - Docket type
  - Prosecutor's name/P-number
  - Public Defender's name/P number
  - Parties and other participants who are present:
    - Interpreter
    - Guardian
    - Plaintiff's Attorney name and P-number
    - Defense Attorney name and P-number
    - Witnesses
    - Jurors.
- The timing of the notes and proper spelling are essential.
- Identifying who is speaking at any given time is very important, especially if there are multiple attorneys or parties of the same gender
- Hitting the initiating button (Tab or Enter or F2 or whatever generates a timestamp) should be at the same time as whatever event is happening. It should **not** be generating a time stamp and then including a note four minutes later.

For example, if an exhibit is entered at 10:10 AM, the timestamp should match that time.

- Proper spellings of any names, places, streets, buildings, organizations, drugs, and technical terms are very important. Please see the list of research aids published online.
- There should be no extraneous commentary or interpretations about anything happening in the courtroom - for example, witness is laughing, nods head yes, etc. Only an indication of (demonstrating) or (No verbal response) should be used.