



Michigan Supreme Court

State Court Administrative Office

Field Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

MEMORANDUM

DATE: June 15, 2021

TO: Interested Individuals

FROM: Denice Purves
Program Coordinator

RE: Temporary Certification Online Application Process

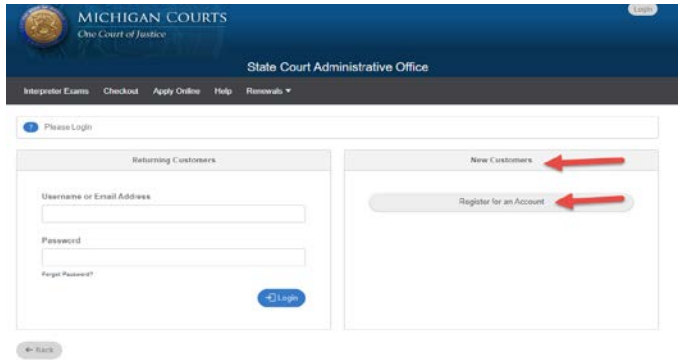
Field Services is implementing a new online process for courts and Court Reporting and Reporting Board-approved firms to apply for temporary court recorder/operator certification for employees who are registered to take the certification examinations.

***Please have the following documents ready to upload:**


- a). Certificate of completion of required course of study. Or, for court employees who have not yet completed the course of study, a copy of your registration confirmation for the required course of study. If you have not completed the MECRA or LCC required training, make sure you have time to view the two-hour pre-recorded webcast training before beginning this process.
- b). Examination registration confirmation.
- c). Completed and signed [Employer Authorization Form](#)

HOW TO PROCESS A REQUEST FOR TEMPORARY CERTIFICATION

1. Navigate to michigancourts.configio.com/login
2. Login to your online account. If you do not have an account, click on the "Register for an Account" button under "New Customers".



3. Enter your information into all the required fields. It is very important that your account e-mail address is unique to you. In other words, it should not be a generic work e-mail address that is shared with others. All of your account information is tied to the e-mail address associated with your account.

 Account Information

Profile Photo

[Change Photo](#)

*Email Address (E-mail address be unique to this account. It cannot be used on multiple accounts within this system)

| | |
|--|--|
| *Password | * Re-Enter Password |
| <input data-bbox="326 1241 805 1272" type="text"/> | <input data-bbox="818 1241 1297 1272" type="text"/> |
| *First Name | Middle Initial |
| <input data-bbox="326 1318 805 1350" type="text"/> | <input data-bbox="818 1318 1297 1350" type="text"/> |
| *Last Name | *Birthdate |
| <input data-bbox="326 1396 805 1428" type="text"/> | <input data-bbox="818 1396 1297 1428" type="text"/> |
| *Social Security Number (last 4 digits) | Interpreter I.D. Number |
| <input data-bbox="326 1474 805 1505" type="text"/> | <input data-bbox="818 1474 1297 1505" type="text"/> |
| CSR/CSMR/CER/CEO Certification Number | *Gender |
| <input data-bbox="326 1551 805 1583" type="text"/> | (Choose) <input data-bbox="818 1551 1297 1583" type="text"/> |

*Work Phone Cell phone

*Home Phone

*I am a (check all that apply):

Court Interpreter
 Court Interpreter Firm
 Court Reporter/Recorder/Operator
 Court Reporting Firm

*Enter your address

*Address 1 Address 2

*Postal Code *City

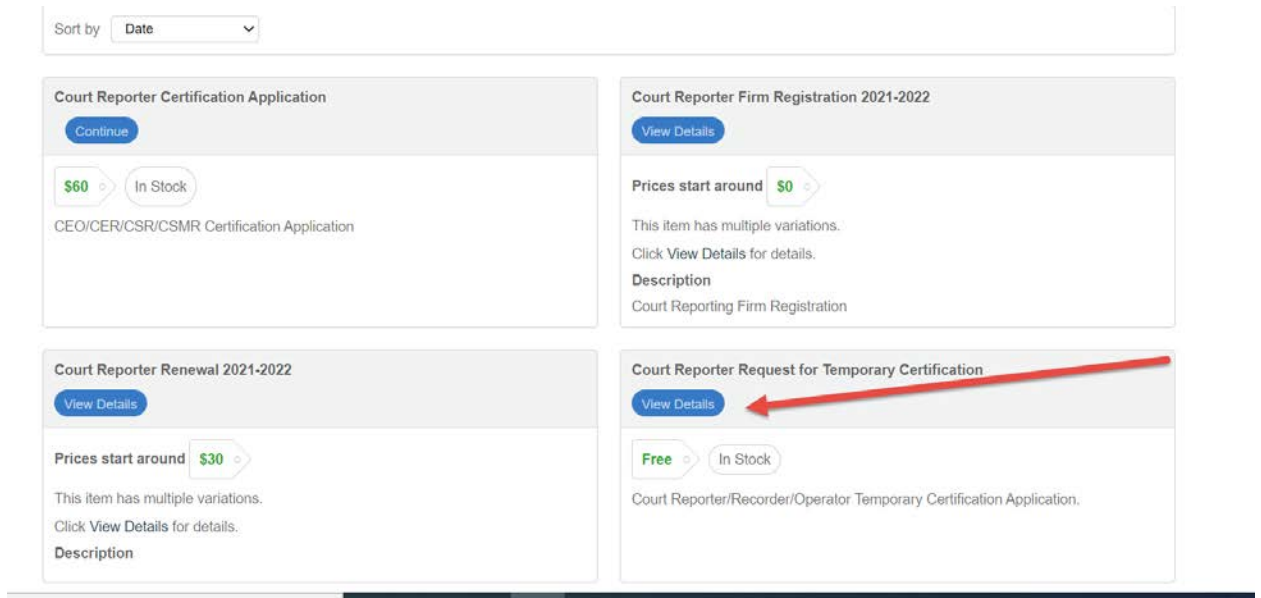
State Country/State

[Create Account](#)

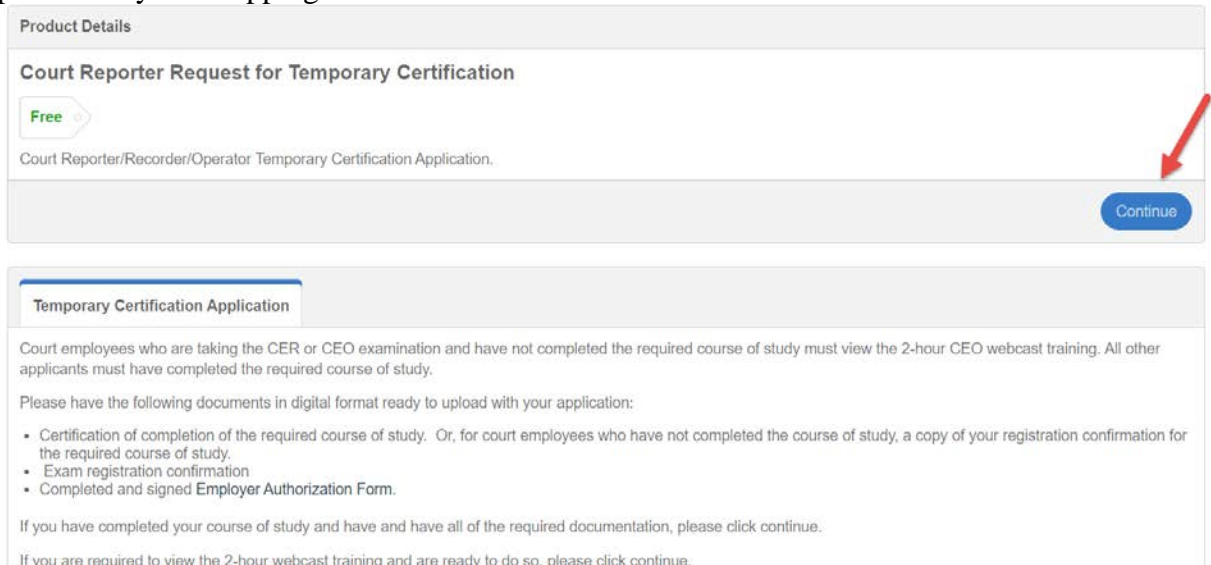
4. After creating your account, click on the “Court Reporters, Recorders, and Operators” link found on the black ribbon.



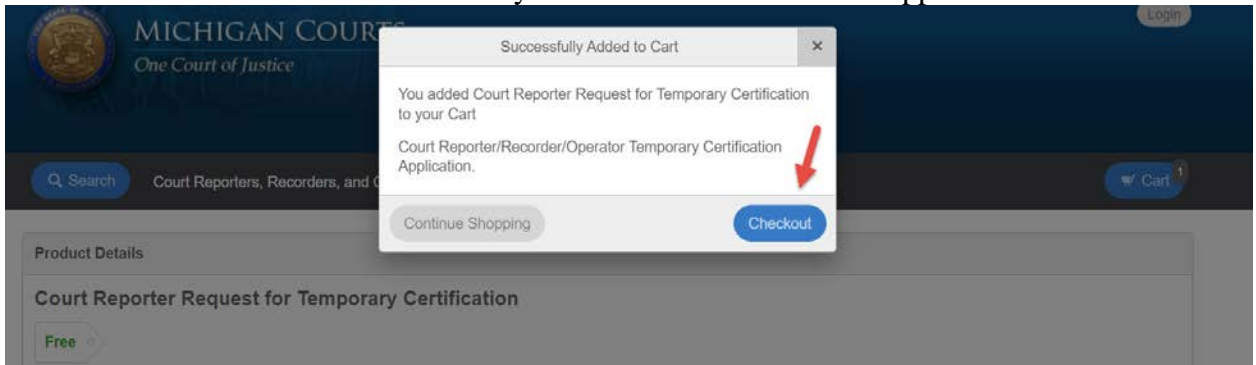
5. This will bring you to the court reporter/recorder products list. Click on the blue “View Details” button on the “Court Reporter Request for Temporary Certification” product to access the application form.



6. Click on “Continue” to add the Court Reporter Request for Temporary Certification product to your shopping cart.



7. Click on “Checkout” to add the item to your cart and continue to the application form.



8. If you have not completed the course of study, when you click on “No” you will be required to view the webcast training.

Please complete the form below

Save & Continue →

Form 1 of 1: Please complete this form for Court Reporter Request for Temporary Certification

Court employees seeking a CER or CEO certification who have not completed the required course of study, must view the CEO webcast training. Please allow yourself 2 hours to view the video. All other applicants must have completed the required course of study.

Please have the following documents in digital format ready to upload with your application:

- Certification of completion of the required course of study. Or, for court employees who have not completed the course of study, a copy of your registration confirmation for the required course of study.
- Exam registration confirmation
- Completed Employer Authorization Form signed by your employer

***NOTE: Falsifying information on your application will result in your exclusion from the certification program.**

* Are you a court employee?
 Yes
 No

* Have you completed your course of study?
 Yes
 No

* Have you previously taken a CEO, CER, CSMR, or CSR examination?
 Yes
 No

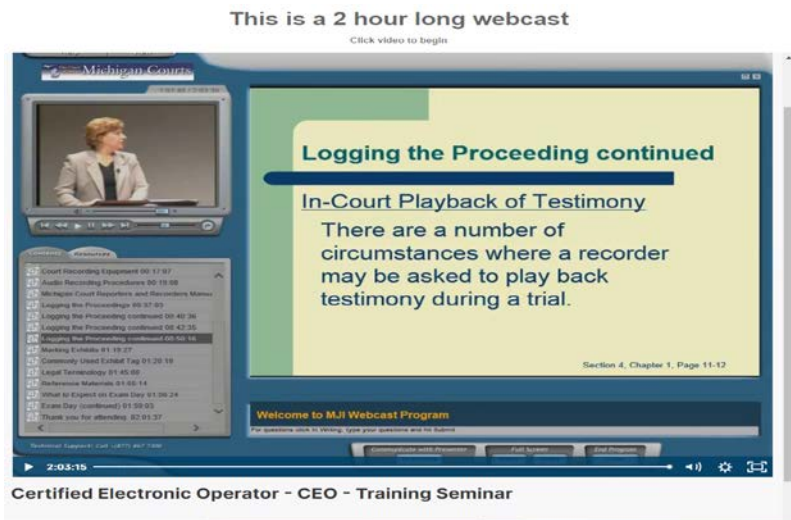
* Have you ever been convicted of a felony?
 Yes
 No

* Upload copy of examination registration
Choose File No file chosen Upload

* Please upload copy of course of study registration or certificate of course of study completion.
Choose File No file chosen Upload

* Please upload Employer Authorization Form
Choose File No file chosen Upload

* Type of temporary certification applying for:
 Temporary CEO
 Temporary CER
 Temporary CSR
 Temporary CSMR



9. When you have completed the webcast, check the box indicating you have viewed the two-hour webcast CEO webcast training video and continue filling out the form.

10. To upload your documents, click on “Choose File” and navigate to the location on your computer where the file is stored. Select the file you want to upload. When the file has been properly selected, you will see the name of the file next to the “Choose File” field. To complete the upload, click on the blue “Upload” button.

* I have watched the CEO webcast training video

* Have you ever been convicted of a felony?
 Yes
 No

* Please upload copy of course of study registration or certificate of course of study completion.
 No file chosen

* Type of temporary certification applying for:
 Temporary CEO
 Temporary CER
 Temporary CSR
 Temporary CSMR

* Have you previously taken a CEO, CER, CSMR, or CSR examination?
 Yes
 No

* Upload copy of examination registration
 Registration... firmation.pdf

* Please upload Employer Authorization Form
 No file chosen

11. Once you have uploaded all of the required documents, click on the blue “Save & Continue” button.

Temporary CSR
 Temporary CSMR

10. You must now process the order. Click on the blue “Process Order” button.

Contact Information

*First Name: Denice *Last Name: Purves
*Email Address: purved3@hotmail.com *Confirm Email Address: purved3@hotmail.com
CC Email Addresses: Phone Number (optional): 517-373-9526

Process Order

Your order is not complete until you click the "Process Order" button.

| | |
|--------------------|---------------|
| Item(s) | \$0.00 |
| Grand Total | \$0.00 |

Review Your Order

| | | |
|--|------------|------|
| * Court Reporter Request for Temporary Certification | Item Total | Free |
|--|------------|------|

11. When you have successfully processed your order, the confirmation message shown below will appear:

Thank you for submitting your application.
If you chose to complete your application at a later time, you can click on your username located at the top of the page and choose Notifications to view your incomplete forms.

12. Your order will be processed and a copy of your temporary certification documents will be mailed to your employer.

If you need assistance during this process, contact CtRec-Info@courts.mi.gov.