

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

	State Court Adminis	trative Office	
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Please Login			
Returning Customers		New Cu	stomers
Username or Email Address		Register for	an Account
Personal			
forget Passonet?			

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
*First Name	Middle Initial
*Last Name	*Birthdate
*Social Security Number (last 4 digits)	Interpreter I.D. Number
CSR/CSMR/CER/CEO Certification Number	*Gender (Choose) ~

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	Cell phone		
"Home Phone	*I am a (check all that apply):		
	Court Interpreter Court Interpreter Firm Court Reporter/Recorder/Operator Court Reporting Firm		
Enter you address			
*Address 1	Address 2		
"Postal Code	*City		
Postal Code	*City Country/State		

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

State Court Adm	inistrative Office
Court Reporters, Recorders, and Operators Court Interpreters Checkout	
Please Login	
Returning Customers	New Customers
	Register for an Account
Username or Email Address	
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Password	

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.

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Son by Date	
Court Reporter Certification Application	Court Reporter Firm Registration 2021-2022
\$60 In Stock	Prices start around \$0 This item has multiple variations. Click View Details for details.
	Description Court Reporting Firm Registration
Court Reporter Renewal 2021-2022 View Details	Court Reporter Request for Temporary Certification
Prices start around \$30	Free In Stock
This item has multiple variations. Click View Details for details. Description	Court Reporter/Recorder/Operator Temporary Certification Application.

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



If you have completed your course of study and have and have all of the required documentation, please click continue.

If you are required to view the 2-hour webcast training and are ready to do so, please click continue.

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.

	Save & Continue →
Form 1 of 1: Please complete this form for Court Reporter Request for Temp	orary Certification
Court employees seeking a CER or CEO certification who have not complete yourself 2 hours to view the video. All other applicants must have complete	ed the required course of study, must view the CEO webcast training. Please allow d 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 cou 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	rt employees who have not completed the course of study, a copy of your registration ion from the certification program.
Are you a court employee?	* Have you completed your course of study?
Yes	Yes
Have you previously taken a CEO, CER, CSMR, or CSR examination?	* Have you ever been convicted of a felony?
Yes	Ves
No	No
Upload copy of examination registration	 Please upload copy of course of study registration or certificate of course of study completion.
Choose File No tile chosen Upload	Choose File No file chosen Upload
Please upload Employer Authorization Form	* Type of temporary certification applying for:
Choose File No file chosen	Temporary CEO
	Temporary CER
	Temporary CSR
	Transmis Comp

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Contraction of the second	Logging the Proceeding continued In-Court Playback of Testimony There are a number of circumstances where a recorder may be asked to play back testimony during a trial.
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Restored Support Col (477) and 1889	Communicates with Presenter
2:03:15	

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.

Ch Logging the Proceeding continued 00:42:35	www.msn.com
Logging the Proceeding continued 00:50:16 Welc	ome to MJI Webcast Program
K For questo	ns click in Writing, type your questions and hit Submit
Technical Support: Call +(877) 867.7300	Communicate with Presenter Pull Screen End Program
2:48 -	
Cortified Electropic Operator	- CEO - Training Sominar
sertified Electronic Operator	- CEO - Training Seminar
have watched the CEO webcast training video	Have you previously taken a CEO, CER, CSMR, or CSR examination?
•	
	Y TES
	(•) No

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 previously taken a CEO, CER, CSMR, or CSR examination? Yes No
* 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. Choose File No file chosen	* Upload copy of examination registration Choose File Registrationfirmation.pdf * 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	

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

Temporary CSMR	
← Back	Save & Continue →

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

L Contact Information				W Process Order	
*First Name	*Last Name			Your order is not complete unt	il vou click the
Denice	Purves			"Process Order" button.	
*Email Address	*Confirm Email Address			Item(s)	\$0.00
purvesd3@hotmail.com	purvesd3@hotmail.com			Grand Total	\$0.00
CC Email Addresses	Phone Number (optional)			Process Or	der
	517-373-9526				
🛒 Review Your Order					
× Court Reporter Request for Tempora	ry Certification	Item Total	Free		
← Back					

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



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 <u>CtRec-Info@courts.mi.gov</u>.