

**Court Reporter / Recorder / Operator  
Late Certification Renewal Application**

**Please read the following warnings and instructions before proceeding:**

Falsifying information on your application may result in permanent revocation of your certification.

Applications will not be processed unless **all** requested information is provided.

Certifications beyond 90 days of the expiration date will likely require re-testing.

Completed application, fee, and fine should be mailed to: Certification, PO Box 30048, Lansing, MI 48909. Make check payable to: State of Michigan

**You may not report or record any proceedings until the Board of Review reaches a decision regarding your expired certification. You will receive written notification when a decision has been reached.**

**STANDARDS FOR LATE RENEWALS**

**Renewals submitted after August 1 and on or before August 31:**

Renewal will be automatically processed if accompanied by the \$30 renewal fee and \$100 late fee.

**Renewals submitted after August 31:**

Must be accompanied by the \$30 renewal fee and \$100 late fee, and the applicant must complete the late renewal application.

If the application for renewal was submitted within 90 days after expiration, the board may reinstate a certification upon a finding that the applicant has retained the professional skills required for original certification and had good cause for not timely applying for and paying the renewal fee. Reinstatement under these circumstances will generally be retroactive to the date of expiration.

If the application for renewal was submitted more than 90 days after expiration, the board will generally not reinstate a certification without retesting. The board may however, grant a limited retroactive certification for purposes of allowing preparation of transcripts of proceedings recorded after the certification had lapsed upon a finding that the proceedings were recorded and upon payment of any penalty fee established by the board and approved by the Supreme Court.

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**Part 1 Applicant Information**

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Last name

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First name

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Residence address

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Area code and telephone no.

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City and zip

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E-mail address

**Part 1 Applicant Information cont.**

Have you been convicted of a felony in the last two years? Yes No (Circle one)

If yes, please specify the date, crime, court, and sentence:

**Part 2 Employer Information**

Name of employer, business, or court

Business address

City and zip

County of employer

Name of immediate supervisor (please print)

Area code and telephone no.

**Part 3 Certification Information**

Certification no.

Date of Birth

Circle the designation(s) that expired.

CSR CER CEO CSMR

Do you record proceedings for any court? Yes No (circle one)

If yes, list all courts you have recorded proceedings for in the past 12 months.

What year did you receive your certification? \_\_\_\_\_

Do you hold a certification in another state or a national certification? \_\_\_\_\_

If yes, list each certification noting when you became certified and when the certification expires.

**Part 4 Work History**

What is the date that you realized your certification had expired. \_\_\_\_\_

Briefly explain how you discovered that your certification had expired?

What was the last date you reported or recorded proceedings? \_\_\_\_\_

Did you receive the annual renewal notification? Yes No (circle one)

How many hours have you worked as a court reporter, recorder, or operator in the last year?

Example: List how many hours per week, how many weeks per year and indicate if any work was done for a Michigan court.

Other than the Court Reporting Board of Review who have you informed regarding your expired certification? \_\_\_\_\_

Has an order to show cause been issued against you for failure to timely file a transcript or a reporter's certificate in the last year? Yes No (circle one)

If yes, for each order to show cause state when the order was issued and by what court, explain why the order was issued and how the matter was resolved.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_