



**Michigan Supreme Court
State Court Administrative Office
Trial Court Services Division**
Michigan Hall of Justice
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Updates to the Manual for Court Reporters and Recorders

FROM: Colin F. Boes, Forms and Manuals Analyst

RE: May 2015 Update

The following changes have been made to the Manual for Court Reporters and Recorders:

- Section 2, Chapter 6(B): The citation to MCR 8.119(F) was updated to MCR 8.119(I).
- Section 2, Chapter 6(D): The section on equipment and supplies was deleted.
- Section 2, Chapter 7(A): A reference was added to the end of the paragraph to component 23 of the Case File Management Standards.
- Section 2, Chapter 7(B): The reference to page 38 of component 23 of the Case File Management Standards was updated to page 41.
- Section 2, Chapter 8: References to the procedures being optional were removed and the distinction between the manual's procedures for analog and a reference to those now existing for digital was added. The section was modified to read: These procedures are required to assist in achieving maximum quality in analog recording. Both electronic operators (CEOs) and court recorders (CERs) must comply with these procedures. MCR 8.109(B). For purposes of this chapter, the term "operator" includes both CEOs and CERs. If the proceedings are recorded with digital video or audio equipment, the operator is required to follow the operating procedures outlined in Michigan Trial Court Standards For Courtroom Technology, which can be accessed at http://courts.mi.gov/Administration/SCAO/Resources/Documents/standards/ct_stds.pdf.

- Section 2, Chapter 8(A): The first sentence of (A)(2)(c), relating to what the record consists of, was moved to be the second sentence of (A)(1). A new paragraph was started after this addition.
- Section 2, Chapter 8(B): The standard for the judge was updated to mirror the standards for digital technology found in the Standards for Court Technology.
- Section 2, Chapter 8(C)(1): In subpart c., the reference to “for analog recording or compact disk digital recording” was removed.
- Section 2, Chapter 8(C)(2): In subpart b. the reference to “For an analog system” was removed. Subpart d. was removed, subsequent items were renumbered. In item e. “no matter what recording system is being used” was removed. In f. “For analog system” was deleted. Subpart g. was deleted, subsequent items were renumbered. In h. “For any recording system” was deleted.
- Section 2, Chapter 8(C)(3): In d. “for analog systems” was deleted. Subpart e. was deleted.
- Section 3, Chapter 2(B): The parenthetical following subpart (5) was deleted.
- Section 3, Chapter 2(B)(7): The citation to MCR 8.108(G)(3)(d) was corrected to MCR 8.108(G)(3)(e).
- Section 3, Chapter 3(F)(3): The parenthetical indicating when the subpart was revised was deleted.
- Section 3, Chapter 3(F)(5): The parenthetical indicating when the subpart was revised was deleted.
- Section 4, Chapter 1: The title was amended to add the word “Mandatory” in light of the amendment to MCR 8.109(B).
- Section 4, Chapter 1(D)(2): This section was deleted, as the standards for digital recording as now covered by the Courtroom Technology Standards.
- Section 4, Chapter 3: The references to operators being involving in taking a deposition were removed from the first paragraph, the first paragraph under (A), and from (A)(4).
- Section 4, Chapter 3(B)(3):

- Section 5, Chapter 1(B)(6): Subpart (e) was mistakenly labeled as subpart (d). This was corrected.
- Section 5, Chapter 2(H): A new (H) was added with a title page example for appearances.
- Section 5, Chapter 3(B): An extra space was removed before the name “JUDY SMITH.”
- Section 5, Chapter 4(A)-(B), (D) and (F)-(I): Parentheticals in these sections that were single spaced were corrected to be double spaced.
- Section 6, Chapter 2(A)(2)(a): The statute relied on as authority for this section was amended and no longer supports the proposition stated relating to the authority to charge for an original and a certified copy. This section was removed. The heading was changed to “Regulation by Statute.”
- Section 6, Chapter 2(B)(3): The citation to MCR 6.425(F) was corrected to (G).
- Section 6, Chapter 2(B)(4): The citation to MCR 6.425(F)(2) was corrected to (G)(2).
- Section 7, Chapter 2(A)(1): The citation in the first and last paragraphs to MCR 3.977(I)(3) was corrected to (J)(3). The citation to MCR 6.425(F)(2) in the first paragraph was corrected to MCR 6.425(G)(2).

Additionally, the last paragraph makes it sound like the court will always order a transcript for an indigent party, which is not true in all cases. The last sentence was extended to clarify this as follows: If the appellant is indigent, the trial court will issue an order for preparation and filing of the transcript and for payment of the reporter’s fees if the case involves subject matter for which an indigent party is entitled to a transcript at the public’s expense (i.e. criminal or termination of parental rights appeals).

- Section 8, Chapter 2(F): The description on the use of dashes was changed from “There should be no space before or after a pair of dashes” to “There should be a space before and after a pair of dashes.” The samples were changed accordingly.
- Section 8, Chapter 2(G): A typographical error was corrected under item 24. It now correctly reads “He will...”
- Section 9, Chapter 1: A new section C entitled “Domestic Relations Actions” was added and under it a citation to MCR 3.210(A)(4).

- Section 9, Chapter 4(A) – MCR 6.001: The language of MCR 6.001(B) was updated to: MCR 6.001-6.004, 6.005(B) and (C), 6.006, 6.102(D) and (F), 6.103, 6.104 (A), 6.106, 6.125, 6.202, 6.427, 6.435, 6.440, 6.445(A)-(G), and the rules in subchapter 6.600 govern matters of procedure in criminal cases cognizable in the district courts.
- Section 9, Chapter 4(A) – MCR 6.006: The language in MCR 6.006(A) was updated to: Defendant in the Courtroom or at a Separate Location. District and circuit courts may use two-way interactive video technology to conduct the following proceedings between a courtroom and a prison, jail, or other location: initial arraignments on the warrant or complaint, probable cause conferences, arraignments on the information, pretrial conferences, pleas, sentencings for misdemeanor offenses, show cause hearings, waivers and adjournments of extradition, referrals for forensic determination of competency, and waivers and adjournments of preliminary examinations.
- Section 9, Chapter 4(A) – MCR 6.419: The citation to MCR 6.419(E) was corrected to (F).
- Section 9, Chapter 5 – MCR 7.210: The citation within the rule to MCR 3.977(I)(3) was corrected to MCR 3.977(J)(3).
- Section 10, Chapter 2(D) – MCL 600.859: This section was updated to reflect changes made by 2013 PA 201.
- Section 10, Chapter 2(E) and Chapter 4(D) – MCL 712A.17a: The language of MCL 712A.17a was updated to: In any case in which a record of the hearing is kept by a recording device, a transcription of the hearing need not be made in the absence of a request by an interested party. The recording of the hearing shall be maintained as prescribed by rules of the supreme court.
- Section 10, Chapter 3 – MCL 600.2507: A section number (1) was added to the beginning.
- Section 10, Chapter 3 – MCL 600.6410: The section number was corrected from (2) to (4).
- Section 10, Chapter 4 – MCL 600.2137: This section was deleted. Instead, cite to MCL 600.1428

- Section 10, Chapter 4 – MCL 600.8344: This section was deleted. Instead, cite to MCL 600.1428
- Section 10, Chapter 4 – MCL 600.859: This section was deleted. Instead, cite to MCL 600.1428
- Section indexes and the word index were updated as necessary.
- Hyperlinks were removed throughout to the court rules and statutes.