

### REGISTRATION FOR COURT REPORTING/RECORDING FIRM CERTIFICATION

All court reporting/recording firms, including out-of-state court reporting/recording firms, shall be certified by registering with the State Court Administrative Office (SCAO). If a court reporting/recording firm fails to register, the State Court Administrative Office may assess a reasonable administrative fine not to exceed \$500, payable to the State of Michigan.

Send this completed registration to: **Certification, PO Box 30048, Lansing, MI 48909-7552**

---

---

**IDENTIFYING INFORMATION (please print or type)**

\_\_\_\_\_  
Firm name

\_\_\_\_\_  
Firm identification no. (to be completed by SCAO)

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City, state, and zip

\_\_\_\_\_  
County

\_\_\_\_\_  
Area code and telephone no.

\_\_\_\_\_  
Area code and FAX no.

\_\_\_\_\_  
E-mail address

---

**Principal Officers:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

---

**Manager/Contact Person:**

\_\_\_\_\_  
Name

I certify that our firm adheres to the transcript format set forth in the Manual for Court Reporters and Recorders.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of firm representative

\_\_\_\_\_  
Name (type or print)