

**ELECTRONIC RECORDER REGISTRATION
FOR MONDAY, October 10, 2016, CERTIFICATION EXAMINATION**

Please read the following warnings and instructions before proceeding:

- Falsifying information on your registration will result in your exclusion from the certification program.
- Your employer must sign your registration and attach a request to obtain your temporary certification.
- Registrations will not be processed unless all requested information is provided. **Please fill in all blanks.**
- A \$60.00 registration fee is required by MCR 8.108(G)(3). Please send a check or money order only, made payable to the "State of Michigan." **DO NOT SEND CASH. This fee is not refundable or transferable.**
- Completed registrations and the registration fee must be **postmarked** no later than September 1, 2016. Send to **Certification, PO Box 30048, Lansing, MI 48909.**

NOTE: Registration may close before the posted deadline because of limited seating.

Please check each part of the exam you need to take.

Transcription

Written

IDENTIFYING INFORMATION (please print or type)

			Type of equipment used	
CER no. (if applicable)			Length of service with employer and title of position	
Date of birth			Firm identification no.	
Last name	First name	Middle initial	Name of employer, business, or court	
Residence address			Business address	
City and zip			City, county, and zip	
Area code and telephone no.		E-mail address	Area code and telephone no.	
Area code and FAX no.				

Have you been convicted of a felony? Yes No If yes, what was the date?
 Are you on probation or parole? Yes No
 If no, what date were you released from jail/prison or discharged from probation/parole?
 If yes, what date does your jail/prison sentence expire or what date does your term of probation/parole expire?

EQUIPMENT - Hall of Justice Word Processor (Microsoft Word 2010)

EXAM LOCATION - Hall of Justice, 925 W. Ottawa St., Lansing, Michigan 48915

Scheduling information and materials will be e-mailed to you approximately 2-3 weeks before the examination.

For temporary official recorders only: This applicant has the requisite skills and experience to fulfill the duties of official court recorder. Furthermore, the applicant will receive instruction from and be supervised by a certified electronic recorder.

NOTE: An applicant will be permitted to take this examination only if he or she has submitted documentation to the State Court Administrative Office showing satisfactory completion of a post-high school board-approved workshop or course of study, or other board-approved curriculum. An applicant who currently holds a CSR designation is exempt from this requirement.

I attended am registered to attend the board-approved workshop on _____ Date _____.

I do not need to attend a board-approved workshop because I already hold a CSR designation.

Date

Registrant's signature

Employer's signature for temporary certification

Employer's name and title (type or print)