

# court reporters texas written knowledge test Questions and answers latest update

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# court reporters texas written knowledge test

If an official court reporter is unable to perform his duties in reporting proceedings in court due to illness, other official work, or unavoidable disability, what does the judge do? - correct answer appoints a deputy court reporter

does a deputy court reporter receive the same salary as an official court reporter? - correct answer yes

while unable to perform duties, does official court reporter still receive their salary? - correct answer yes for up to 30 days

who appoints the official court reporter? - correct answer the judge

do court reporters take an official oath? - correct answer yes

how long does the court reporter have to furnish a transcript of the evidence to someone that requested it - correct answer 120 days from request or payment

do court reporters charge extra fees for postage or express charges; photostating, blueprinting, or other reproduction of exhibits; indexing; and preparation for filing and special binding of original exhibits. - correct answer yes

who is responsible for court reporters charges for a deposition - correct answer the attorney who called the deposition and the attorneys firm

advisory board - correct answer court reporters certification advisory board

who appoints the members of the Court Reporters Certification Advisory Board? - correct answer the Supreme Court



how many members are in the Court Reporters Certification Advisory Board - correct answer at least 7 members

what to the members of the Court Reporters Certification Advisory Board Consist of - correct answer 1 active District Judge

1 active attorney

2 active official court reporters

2 active shorthand reporters

1 representative of a shorthand reporting firm

what terms to members of Court Reporters Advisory Board serve - correct answer members serve staggered six year terms

do members of court reporters advisory board get paid? - correct answer no

are members of court reporters advisory board entitled to travel reimbursement and other necessary expenses? - correct answer yes

can an apprentice court reporter serve as a shorthand reporter - correct answer yes, with approval

how fast is Q & A dictation on Part A? - correct answer 225 WPM

how fast is Jury Charge dictation on Part A? - correct answer 200 WPM

how fast is literary dictation of Part A? - correct answer 180 WPM

what score do you need to pass part A - correct answer 95%

can you use a dictionary during part a - correct answer yes



what score do you need to pass part b - correct answer 75%

can a CSR administer oaths in the state they are certified? - correct answer yes

what is the max amount of time your certification can be suspended? - correct answer 12 months

can a court reporter agree to relinquish control of original reposition transcript and copies before it is certified and delivered to custodial attorney - correct answer no

can a court reporter provide services not made available to all parties - correct answer no

can a court reporter give advantage to any party - correct answer no

what has the title, appearance, index, correction and certification page(s) in an official reporters record - correct answer administrative pages

what does ASCII stand for - correct answer American Standard Code for Information Interchange

a format that has been reduced and printed to accommodate two or four normal sized pages on one printed 8.5 x 11 inch page - correct answer compressed

CRCB - correct answer Court Reporters Certification Board

duplex - correct answer printed on both sides of page

the bottom lines on an Official Reporters Record or Freelance Reporters Record which appears BELOW LINE 25 - correct answer footer

the top lines on a page of an official reporters record or Freelance reporters record that briefly describe the testimony of witnesses and/or events - correct answer header



a listing of the contents of an Official Reporter's Record or a Freelance Reporter's Record - correct answer index

a detailed, legible description of proceedings being recorded by a court recorder - correct answer log

the space around the text on a page - correct answer margin

the compilation of multiple indexes in an Official Reporter's Record, which is required only for records with more than one volume and will always be labeled as Volume 1 - correct answer Master Index

the master index is always what? - correct answer Volume 1

an audio or audio-visual recording - correct answer non stenographic record

events or happenings in the courts, legislature, state agencies, depositions, grand juries, and court commissions - correct answer proceedings

as spoken - correct answer sic

sotto voce - correct answer soft voice

style - correct answer the name of the lawsuit or matter pending before a court or an agency of the state

text - correct answer the main body of matter in a transcript

title page - correct answer the first page of reporter's record, listing pertinent information included within the record

what is always the first page of an official record - correct answer the title page



transcription - correct answer means the act or process of transcribing, or something transcribed

venire - correct answer means an entire panel from which a jury is drawn

venireperson - correct answer member of venire

what is the page size - correct answer 8.5 by 11 inches

what is the pitch (characters per inch) - correct answer 9 or 10

margin distance - correct answer no less than 6.5 inches between left and right marginal lines

format box - correct answer a format box consisting of solid top, bottom, left and right marginal lines is required to mark the margins of a transcription

dashes - correct answer interruptions of speech must be denoted by use of

first tab setting - correct answer for q & A

second tab setting - correct answer for text that comes after q & A

third tab setting - correct answer used for speaker identification followed by colon and two spaces. also used for parentheticals

where for line numbers go - correct answer to the left of the format box

how many lines on a page - correct answer 25



is the transcript double spaced - correct answer yes

are blank lines permitted - correct answer no

is time stamping required - correct answer no, optional

where does the page number go - correct answer top right corner of the page

