

# Study material for the Written (CSR exam) WK Questions and answers latest update

written by

Schoolflix



The Marketplace to Buy and Sell your Study Material

At Stuvia, you will find the best notes, summaries, flashcards & other study material. Search for your school or uni and find the study material you need.

[www.stuvia.com](http://www.stuvia.com)



# Study material for the Written (CSR exam) WKT

JBCC maintains: - correct answer 1. Record of Board proceedings

2. Record of each certification (issued, renewed, revoked

3. Record of each registration (issued, renewed, revoked

JBCC shall: - correct answer 1. Administer/enforce chapter 52

2. Administer exam

3. Set fee (subject to approval by Supreme Court)

4. Charge and collect fee

5. Determine qualifications and eligibility of persons applying for certification

6. Keep record of CR firms that are registered

7. Register CR firms

JBCC may: - correct answer 1. Appoint subcommittees

2. Designate board employee as director

3. Approve curriculum for CR schools

4. Approve CR schools/ programs at community colleges

5. Approve CE courses

20 days - correct answer The witness must return the transcript to the depo officer within how many days of the date the transcript was provided to the witness or the witness's attorney or witness will be waived the right to make changes.

Testifying by telephone - correct answer Sworn in by me, the officer, and it is treated the same as if they were testifying at the depo and a taking attorney doesn't have to be where the witness is.

Disperse - correct answer To go or move in different directions, to spread apart.



Disburse - correct answer To pay out, money, from that has been created for a special purpose.

Malasie - correct answer Spelling of discomfort or illness.

In absentia - correct answer Without being present

Consecrate - correct answer Dedicated to a sacred purpose

Pleurisy - correct answer A serious and painful disease of the lungs

Attorney "ad litem" - correct answer For the designated party

What section is the Government Code - correct answer 154

Marginal lines need to be - correct answer Left, right, top, and bottom.

The heading/header needs to go - correct answer Above line 1, outside the format box

If your CSR certification is expired 90 days or less, how much does it cost to get it renewed - correct answer One and a half times the renewal fee

If someone makes a complaint against a CSR, that person must - correct answer Have personal knowledge of the issue

What must you report to JBCC - correct answer A finding of contempt by a state or federal court

What is the latest you have to turn in a completed non Appellate transcript - correct answer 120 days



Scan documents must be - correct answer Black and white with 300 dpi resolution

Paper volume must be - correct answer 8.5 x 13, 13 pound weight

The volume cover must be - correct answer 140 pound number one sulfite paper or heavy weight transparent plastic approved material approved by court

What must not be included in the court reporter's record - correct answer No physical evidence or original exhibits, only an 8.5 x11 photocopy or photo unless ordered otherwise

Paper size and weight - correct answer 8.5 x 11 inches, at least 13 pounds for both originals and copies

Photographs - correct answer Must be not less than 2,048 x 1,536, 3 megapixels, resolution

In grayscale is encouraged but color depth if necessary @ 12 bit + 18 bit

Each volume must contain how many indexes and of what kind - correct answer 1. Chronological 2. Alphabetical, & 3. Exhibits.

Each witness - correct answer Must have a separate volume

Are board members (JBCC) compensated for their service? - correct answer No, but they can get reimbursed for necessary expenses.

You can't be a member of JBCC if - correct answer Lobbyist, instructor or owner of Cr school, if they or their spouse is a judge, lawyer, certified by board, elected official, full time government employee, or business receives money from board.

J BCC board member terms are - correct answer 6 years long

Official court reporter - correct answer Shorthand Reporter appointed by Judge



Margins - correct answer The distance between left and right marginal lines must be no less than 6.5" or between 56 and 63 spaces or characters per line.

Character spacing - correct answer The pitch(characters per inch) must be 9 or 10.

Page size - correct answer Each page must be formatted as 8.5 x 11 inches.

Venireperson - correct answer A member of venire

Venire - correct answer Entire panel from which a jury is drawn

Title page - correct answer First page of a record, listing pertinent info included within the record.

Text - correct answer Main body of matter in a transcript

Style - correct answer Name of the lawsuit or matter pending before a court or an agency of the state.

Sotto voce - correct answer Soft voice

Sic - correct answer As spoken

Shorthand Reporter - correct answer Person who engages in shorthand reporting

Shorthand Reporter or court reporter - correct answer Person who engages in shorthand reporting

Shorthand reporting - correct answer Practice of shorthand / making verbatim record

How many members are in the JBCC? - correct answer 13 total



The members of the JBCC are appointed by the Supreme Court and are composed of - correct answer 1 active judge, chairman.

2 active attorneys (5+ years practicing)

2 active Official CR's (5+ years practicing)

2 active CSRs (freelance..5+ years)

1 rep from non CSR-owned firm (3+ years)

1 rep from CSR owned firm (3+ years)

4 reps from general public

Proceedings - correct answer Events or happenings in the courts, legislature, state agencies, depositions, grand juries, referees, and court commissions.

Non Stenograph record - correct answer Audio or audio-visual recording

Non Stenograph recording - correct answer May be used to the same extent as a depo taken by Stenograph it means. However, the court may require that the party seeking to use this must first obtain a complete transcript of the depo recording from a certified court reporter.

What happens if the jury disagree on a statement of any witness - correct answer They may have read to them from a court reporter's notes that part of such witness's testimony on the point in dispute. However, if there is no reporter or if the notes cannot be read to the jury, the witness may be brought to speak again.

How many hours must a court reporter complete of continuing education during each certification period? - correct answer 10 hours of continuing education. The 10 hours must include a minimum of 2.5 hours in ethics, Texas rules, or both. The hours must be earned prior to expiration of the court reporter's certification period.

When must the Reporter submit request for approval of continuing education by? - correct answer September 30th of the year that the Reporter's certification expires.

CE may be earned by: - correct answer 1. Attendance or participation in an approved program, activity, or course.



2. Serving as an instructor, speaker, or panel member at an approved CE course.
  3. Writing articles pertaining to court reporting profession that are published in a state.
- (no more than 2.5 hours earned under this category)

Penalty matrix, when the court Reporter is in trouble - correct answer First offense is a fine up to but not greater than \$1,000. Second offense is up to but not greater than \$3,000, third offense is up to but not greater than \$5,000.

The term Texas court reporter's certification commission - correct answer Is referred to as the JBCC or the Commission

CRF - correct answer Court reporting firm

Good standing - correct answer Is defined as a CSR whose license is eligible for renewal and a CRF with a current registration with the JBCC.

A CSR or CRF shall notify - correct answer All parties or their attorneys of a request for a transcript or Reporter's record, or any part, in sufficient time for copies to be prepared and delivered at the same time with the original

A CSR shall not go off the record during a depo when - correct answer It is not agreed to by ALL parties or their attorneys unless otherwise ordered by the court.

A CSR shall go on the record during depo at the request of - correct answer ANY party or the party's attorney

A CSR shall preserve shorthand notes in accordance with the statute or court order for a period of - correct answer 3 years for oral depositions in civil cases.

A CSR or CRF shall report in writing to the Commission the occurrence of any of the following within 30 days of the date the CSR or CRF has knowledge of the events: - correct answer Conviction a felony of crime, any crime involving moral turpitude, any crime related to qualifications, functions, duties of CSR or CRF. Etc



What does the title page consist of? - correct answer Court name and number, county and state, case style, case number, name / title of Judge, type of proceeding, date/location of proceeding, volume number, method recorded, SBOT number and phone number and Party represented

The party paying for the original must be - correct answer Identified on cert page in final volume

Certified questions are - correct answer Questions witness refuses to answer or is instructed not to answer.

must be listed in the index

When striking on the record, - correct answer Don't take out anything on the record.

For a rough draft - correct answer You must put "unedited rough draft only" as a watermark or a header/footer.

What kind of numerals must you use for volume numbering? - correct answer Arabic numerals only. No Roman numerals for numbering.

How many pages is the limit for a volume? - correct answer 300 pages.

Do exhibits have their own separate volume? - correct answer Yes

Audio files (mp3) must not exceed - correct answer 100 Mb

Video files (mp4, mpeg4) must not exceed - correct answer 5 GB

The court reporter or stenographer shall file all the exhibits which were admitted in evidence to who - correct answer The clerk





Does the court reporter or stenographer have the right to withdraw filed exhibits upon giving the Clerk proper receipt, when necessary for the court reporter to transmit such original exhibits to an appellate court? - correct answer Yes, the court reporter has the right.

What does JBCC stand for? - correct answer Judicial branch certification committee

What is a master index? - correct answer Compilation of multiple indexes in an official's record, required only for records with more than one volume and is always labeled volume 1

Margin - correct answer Space around the text on a page

Index - correct answer Listing of the contents

Header - correct answer Top lines on a page, briefly describe the testimony of witnesses and/or events.

Footer - correct answer The bottom lines, which appears below line 25

Duplex - correct answer Printed on both sides of a page

CSR - correct answer Certified shorthand Reporter certified by Supreme Court of Texas

Any request for a change of address shall be sent to JBCC within how many days after the change of address becomes effective? - correct answer 30 days

What is the copy rate? - correct answer No more than 1/3rd the per page cost of the original and first copy.

The fee - correct answer From time to time the Supreme Court and Court of Criminal Appeals may set the fee that the court reporter may charge for preparing the Reporter's record.

What does CRCB stand for - correct answer Court reporters Certification Board



Court recorder - correct answer Court employee who creates an electronic recording of court proceedings

Log - correct answer Detailed, legible description of proceedings being recorded by a court recorder

Compressed - correct answer A format that has been reduced and printed to accommodate 2-4 normal sized pages on one printed 8.5 x11 inch page.

ASCII format - correct answer American Standard Code for Information Interchange

What do the administrative pages consist of - correct answer Title, appearance, index, correction, and certification pages

Where do you place the page heading - correct answer If used, a page heading must appear above line 1, outside format box. A page heading does not count as a line

Where is the placement of the page number? - correct answer Must be placed at the top right corner of the page ,flush with right margin, inside or outside format box And it does not count as a line

Placement of time stamping - correct answer This is optional. When used, it must be placed to the left of line numbers or to the right of the right marginal line. It may be smaller pitch than the 9 or 10 required for text.

Line numbers - correct answer 1-25 must be placed to the left of format box

Format box - correct answer Consisting of solid top, bottom, left, and right marginal lines is required to mark the margins of a transcript

Dashes - correct answer Interruptions of speech must be denoted by the use of dashes at the point of interruption and again at the point the speaker resume speaking



What are the position of the tab settings - correct answer First tab must be on the 5th space, second tab must be on the 10th space, and third tab must be on the 15th space

What are the use of the tab settings? - correct answer The first tab (5 spaces) is used for Q&A, the second tab (10 spaces) is used for the beginning of text after the Q or A, the third tab (15 spaces) is used for speaker identification followed directly by a colon and two spaces or a paragraph or parenthetical.

Page numbering - correct answer The pages of the official's record must be numbered consecutively beginning with page 1 for each volume. Index pages may not be numbered with Roman numerals.

In a criminal case where a party requests a reporter's record, - correct answer The court reporter must prepare a duplicate of the record and file it with the trial court clerk.

In a case where the death penalty was assessed, - correct answer The court reporter must prepare 2 duplicates of the Reporter's record.

The appellate record must be filed in the appellate court within 60 days after the judgment is signed except - correct answer 1. If rule 26.1 applies, within 120 days of judgement is signed (motion for new trial)

2. If rule 26.1 applies, within 10 days after notice of appeal is filed (accelerated appeal)

3. If rule 26.1 applies, within 30 days after notice of appeal is filed. (Restricted appeal)

