

## **Legal & Judicial Terminology Questions:**

What is the meaning of stare decisis?

- A legal principle that obligates courts to follow historical cases when making a ruling on a similar case.

What does amicus curiae mean?

- Friend of the court; someone who is not a party to a case who offers information to assist the court in deciding a matter before it.

What is the term for a written statement given under oath?

- An affidavit is a written statement given under oath and notarized.

## **Professional Standards & Ethics Questions:**

How long must a court reporter maintain backup audio files?

- 3 years from the date of the proceeding.

Can a court reporter serve as a notary public in the same proceeding?

- No, it creates a conflict of interest.

What is the required timeframe for delivering a certified transcript?

- Within 30 days of the request unless otherwise specified by court order.

## **Transcription Standards Questions:**

What is the minimum speed requirement for real-time court reporting?

- 225 WPM.

How should speaker identification be formatted in Q&A?

- The speaker should be identified in all caps followed by a colon.

What is the proper format for indicating an exhibit in a transcript?

- EXHIBIT [Number/Letter] followed by description in parentheses.

## **Grammar & Vocabulary Questions:**

What is the correct usage of voir dire in legal context?

- It refers to the preliminary examination of a witness or juror to determine their competency.

How should Latin legal phrases be formatted in transcripts?

- Latin phrases should be italicized or underlined, depending on court preference.

What is the proper way to handle interrupted speech in transcripts?

- Use two hyphens (--) to indicate interrupted speech mid-sentence.