

T H E O F F I C I A L



**REGISTERED  
PROFESSIONAL  
REPORTER**

S T U D Y G U I D E

**FIRST EDITION**

**SAMPLE**

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**SAMPLE**

# How to Use This Book

The National Court Reporters Association knows how seriously you take your career as a reporter, and a major part of that is becoming credentialed. Credentialed professional court reporters are highly sought after because of their high level of skills and proficiency. Court reporters who hold the professional certifications offered by NCRA typically earn more money and are more secure in their job opportunities. Earning the Registered Professional Reporter, or RPR, is the first step in setting yourself apart from others in the field.

By using this book, you are giving yourself the best chance at successfully passing the exam. In this guide, you will learn more about how the RPR exam works and what you need to know about NCRA testing as you begin studying. Consider the *RPR Study Guide* a road map to help guide your focus as you begin to study for the RPR exam.

The *RPR Study Guide* is not meant to be a one-stop shop. The written knowledge test covers a profession that could not be addressed by just one book. But this guide will help you find additional resources and offer tips and tricks along the way, not just as you prepare for the exam, but also to help you have a productive and rewarding career in the court reporting profession. Ready? Let's begin.

## **What is the RPR exam?**

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The RPR exam has two components: the written knowledge test and the skills test.

The written knowledge test, usually referred to as the WKT, is comprised of 115 questions that cover the knowledge base you should have as a beginning court reporter. You need a scaled score of 70 or above to pass.

Note that 15 of the WKT questions are included for statistical purposes as potential future test questions and do not count toward your score. However, since you don't know which are real questions and which are not, your best strategy is to treat them all seriously.

The skills test, usually referred to as the SKT, is comprised of three legs: literary at 180 wpm, jury charge at 200 wpm, and testimony/Q&A at 225 wpm, all of which require 95 percent accuracy or higher. Each of the skills test legs are five minutes long with a one-minute warm-up beforehand.

## **How can I pass the RPR exam?**

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Careful study and attention are what you need to pass the written knowledge test. If you master the subject matter, you will be successful on the exam. This book is intended not only to drill you on exam questions, but also to teach you the concepts behind the answers. Practice and speedbuilding are your keys to success for the skills test. Ultimately, these are individual pursuits, but this book provides you with an understanding of what to expect when you take the test as well as tips for mastering your speeds.

## **Who wrote this book?**

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For this study guide, the National Court Reporters Foundation, the charitable arm of NCRA, commissioned Brenda L. Fauber, RDR, CRR, CPE, FAPR, as a subject matter expert. In 2014, she served on both the Item Writing Committee and the Test Advisory Committee, making her an ideal resource.

## Why should I get my RPR?

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Just ask an RPR what he or she thinks about the program: 94 percent say RPR certification is an important part of the court reporting profession, and 81 percent say their RPR designation is valuable to them as individual reporters. NCRA certification will help distinguish you from the crowd. Additionally, some states require the RPR, or accept it along with a state certification exam, in order to practice as a court reporter in that state.

## Do I need to be an NCRA member to get my RPR?

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You do not need to be a member of NCRA to take the RPR exam. Upon successful completion of the RPR written knowledge test and the three skills tests, NCRA members are automatically awarded the RPR certification. Nonmembers will *not* be awarded RPR status; however, you can immediately join NCRA upon passing and then start using the RPR designation.

## Navigating the RPR Study Guide

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The *RPR Study Guide* is full of essential information and helpful suggestions. Keep an eye out for these navigation symbols in the margins:



This symbol appears next to important information within the lesson.



This symbol appears next to information that can be found online.

# Professional Standards

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What you will learn in this chapter:

- Which professional resources are available to you on *NCRA.org*
- How the Association works and is guided
- The recommended resources to study for the RPR Exam
- The advantages of being an NCRA member
- The role legal videographers and captioners provide in the legal setting

**SAMPLE**

# Professional Standards

## **NCRA: How it works and how it works for you**

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It is important to understand and use resources from the National Court Reporters Association to help you fulfill your potential as a court reporter. NCRA provides an extensive, information-rich website, reference materials, publications, and many other tools to assist court reporters, and the Association wants you to take full advantage of your membership.

The NCRA website is *NCRA.org*. Read it. Use it. There will be test questions about it. The website's search function is powerful if you can't readily find a link to a particular document. Some of the important and useful references on the website are the COPE Opinions, *Policies and Procedures Manual*, Constitution & Bylaws, continuing education requirements, and *CART in the Courtroom: Model Guidelines*, to name a few.



***NCRA.org* is your ultimate source, and there will be test questions about the website.**

## **General Requirements and Minimum Standards**

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NCRA promotes excellence among those who capture and convert the spoken word to text, and it is committed to supporting every member in achieving the highest level of professional expertise. Your livelihood depends on it. To achieve that, the General Requirements and Minimum Standards, or GRMS (pronounced “grams”), ensure that the schools providing education to students teach at a high standard, that the basis of the professional education is uniform across the country, and that students have the knowledge to pass the RPR exam and perform the job of court reporting at a high level of expertise. The GRMS were established by NCRA's Council on Approved Student Education.

Whether the educational program is offered through day, evening, or online classwork, all institutions are required to meet, and are encouraged to exceed, these GRMS. The certification process is intended to assist institutions by providing GRMS to incorporate and adhere to in each institution's curriculum. The full set of GRMS is located on *NCRA.org* as a PDF document.



The GRMS contain a detailed outline of a reporter's education.

The GRMS are not just guidelines for institutions; they contain a detailed outline of a reporter's education. The GRMS represent what NCRA believes you should be taught in school. Reviewing these standards might help you find any areas that you may have forgotten or weren't sufficiently covered in your education and that you may want to study to be prepared for the RPR written knowledge test.

For instance, the judicial program section of the GRMS contains a listing of required courses, including English, law/legal terminology, anatomy/medical terminology, reporting procedures, technology, and current events. Following the individual course name is a description of what the students are expected to have learned once the course is completed. A review of the course descriptions will also point you in the direction of topics that are likely to be on the RPR WKT. In addition to the judicial reporting section, there are similar sections for the captioning educational program and for the CART program.

## Job Analysis

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One of the appendices of the GRMS is the RPR Job Analysis. The Job Analysis is an overall outline of the RPR's duties. The duties are separated into categories called domains. Based on a survey of NCRA Registered Members, the domains were assigned a percentage that represents the time a reporter would spend on a specific task or duty.



The Job Analysis is the overall outline of the RPR's duties and is the basis of the WKT.

The Job Analysis is the basis of the WKT. This document describes the overall professional practice domains and associated tasks essential for an RPR. Listed below each domain are examples of subcategories that may provide further information about that subject's questions on the test. Each domain has a percentage that corresponds with the number of questions that deal with that topic on the WKT. The most current Job Analysis is available in PDF format on NCRA's website, but it is periodically updated, so

keep tabs on it to ensure you are reviewing the latest version. If the domains or their associated percentages change on future job analyses, then the number of questions dealing with the topic on the test would also change. As of this printing, the Job Analysis had been last revised in 2011, but the content does not vary much from year to year. Please refer to the current Job Analysis for current percentages.



**Each domain has a percentage that corresponds with the number of questions that deal with that topic on the WKT.**

### **DOMAIN 01: TECHNOLOGY (22 PERCENT)**

The subcategories included in the technology section cover how to use electronic equipment to generate transcripts, litigation support services, and computers. There will also be questions pertaining to computer troubleshooting and potential causes for the inability to deliver electronic services.

### **DOMAIN 02: REPORTING PRACTICES (62 PERCENT)**

The largest domain in the Job Analysis is reporting practices. It covers the broadest category of job duties, and, therefore, this topic has the most test questions. This domain may be broken down to transcript production, determining what resource material to use in your transcript production, the requirements for a specific job, the equipment required, and the management/disposition of exhibits and evidence that may come into your possession on the job.

### **DOMAIN 03: PROFESSIONAL PRACTICES (16 PERCENT)**

The final category of questions on the test will involve providing equal and impartial treatment regarding services, invoicing, communications, business practices, and ethics. This category also covers implementing necessary confidentiality requirements and privacy concerns in all aspects of court reporting, as well as professional conduct and ethics, and the implementation of applicable rules regarding court reporting.

## Reference books

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NCRA does not expect you to read every reference book cover to cover, but you should know that the questions on the WKT come from the references below. They're also useful references for the working professional.

### PROFESSIONAL

NCRA website: *NCRA.org*  
NCRA Constitution & Bylaws  
NCRA COPE Opinions  
NCRA *Policies and Procedures Manual*  
*Journal of Court Reporting, TheJCR.com; JCR Weekly*  
*CART in the Courtroom: Model Guidelines*

### GENERAL

*Court Reporter's and CART Services Handbook*  
by Robert W. McCormick and Mary H. Knapp  
*The Complete Court Reporter's Handbook and Guide for Realtime Writers*  
by Robert W. McCormick, Mary H. Knapp, and Melissa H. Blake  
*The Deposition Handbook*  
by Lynn Brooks  
*Bartlett's Familiar Quotations*  
by John R. Bartlett  
*Fairly Familiar Phrases*  
by Mary Louise Gilman  
*Merriam-Webster's Dictionary*

### GRAMMAR AND PUNCTUATION

*The Gregg Reference Manual* (10<sup>th</sup> ed.)  
by William A. Sabin  
*Morson's English Guide for Court Reporters*  
by Lillian Morson  
*The Proofreading Manual: A Guide for Court Reporters,  
Scopists and Proofreaders*  
by Peggy Armstrong  
*Glossaries for Court Reporters* (NCRA)  
*Grammar for Court Reporters* (NCRA)

## **BUSINESS**

*Barron's Dictionary of Business Terms*  
*Barron's Dictionary of Insurance Terms*

## **COMPUTER**

Windows Help on your personal computer  
*Ask Mr. Modem!* (2nd ed.)  
by Richard A. Sherman  
*Barron's Dictionary of Computer and Internet Terms*  
*Richard's No-Nonsense Guide To Web Sites For Court Reporters*  
by Richard A. Sherman

## **LEGAL**

*Black's Law Dictionary* (9<sup>th</sup> ed.)  
*The Bluebook: A Uniform System of Citations*  
Federal Rules of Civil Procedure  
Federal Rules of Appellate Procedure  
Federal Register: *federalregister.gov*

## **MEDICAL**

*Stedman's Medical Dictionary* (28th ed.)  
*Prentice Hall Health Professional's Drug Guide*

## **TECHNOLOGY**

*Alternative Realtime Careers: A Guide to Closed Captioning  
and CART for Court Reporters*  
by Gary D. Robson  
*An Introduction to Court Reporter Technology*  
by Joseph Spinozzi  
CAT software manuals  
*The Closed Captioning Handbook*  
by Gary D. Robson  
*McGraw-Hill Dictionary of Scientific and Technical Terms*  
*Inside Captioning*  
by Gary D. Robson  
*Realtime Systems Administrator Pocket Guide* (NCRA)  
*Realtime Writing: The Court Reporter's Guide to Mastering Realtime Skills* (NCI)

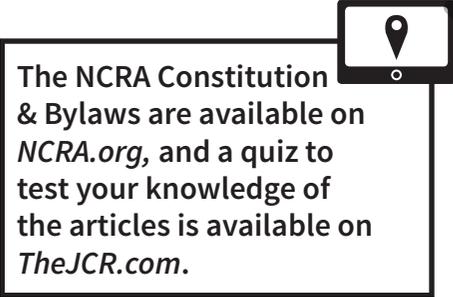
## Constitution & Bylaws

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NCRA operates in accordance with its Constitution & Bylaws, which outline the organization's basic structure and how it functions. The Constitution explains the fundamental principles that govern NCRA's operation as listed by the Articles. The Bylaws establish the specific rules of guidance and the methods of operation under the corresponding principles.

The structure of NCRA includes its members; committees, councils, and task forces; professional and executive staff; the Board of Directors and its officers; and an Executive Committee.

The president, with approval from the Board of Directors, has the ability to create and appoint committees, councils, and task forces as needed for the duration of one year unless specified otherwise. Standing committees include the Committee on Professional Ethics, the Constitution & Bylaws Committee, and the Distinguished Service Award Committee.



The NCRA Constitution & Bylaws are available on *NCRA.org*, and a quiz to test your knowledge of the articles is available on *TheJCR.com*.

The entire NCRA Constitution & Bylaws are available on the NCRA website, along with the Articles of Incorporation. Proposed amendments to the Constitution & Bylaws are available through a link above the Constitution's articles. The *JCR* June 2014 issue included a quiz to test your knowledge of the articles, which is now available online at *TheJCR.com*.

**NCRA CONSTITUTION & BYLAWS ARTICLES**

Article I	Name
Article II	Purposes
Article III	Membership
Article IV	Dues
Article V	Board of Directors
Article VI	Officers
Article VII	Executive Committee
Article VIII	Nomination and Election of Officers and Directors
Article IX	Meeting and Voting
Article X	Academy of Professional Reporters and its Council
Article XI	Council on Approved Student Education
Article XII	Structure
Article XIII	Executive Staff
Article XIV	Fiscal and Legal Procedures
Article XV	Indemnification and Insurance
Article XVI	Affiliated Units
Article XVII	Distribution of Assets
Article XVIII	Amendments
Article XIX	Miscellaneous

## Continuing education

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Continuing education is important to court reporters because they must stay current with the latest developments, skills, and technologies required to perform their jobs as top professionals. All industries, even court reporting, continuously change and update, and continuing education is an important way to remain competent and informed. Continuing education is also necessary in order to understand the topics and vocabulary heard while on the job.



**Continuing education is an important way to remain competent and informed.**

NCRA's Continuing Education Program is established and administered by the Council of the Academy of Professional Reporters, also known as CAPR. The operation of this council is mandated by the Bylaws of NCRA, and its members are appointed by the NCRA Board of Directors. The Accrediting Council for Continuing Education & Training, or ACCET, is the national organization that accredits NCRA's continuing education program.

NCRA offers many opportunities to earn continuing education units, or CEUs, including e-seminars, webinars, and in-person events and conferences. CEUs may also be earned through non-NCRA state and national convention seminars, college courses, vendor software training, and, with approval, eligible independent study projects.

While CEUs cover things like seminars at conventions or classes – what most people normally think of as an educational setting – NCRA understands that many members learn through activities that occur outside a traditional classroom. Professional Development Credits, or PDCs, were created to measure professional development activities that do not conform to the definition of a CEU.

**PDCS CAN BE EARNED BY:**

- ✓ Promoting the profession to external audiences
- ✓ Providing pro bono services
- ✓ Serving on NCRA, National Court Reporter Foundation, or affiliated association boards or committees
- ✓ Getting involved in a mentoring program
- ✓ Passing the Association 101 Manual exam
- ✓ Transcribing an oral history via NCRF
- ✓ Presenting at seminars or training
- ✓ Competing in speed and/or realtime contests
- ✓ Passing the SKT or WKT for advanced certifications
- ✓ Practicing dictation (must be formally supervised)
- ✓ Logging time on Realtime Coach
- ✓ Passing book and *JCR* article tests

**For more information on continuing education, visit the NCRA website.**

## Code of Professional Ethics

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The Code of Professional Ethics, or COPE, was established to preserve the professional integrity of court reporters and to prevent any exploitation of the client. As such, COPE protects both court reporters and those they serve. COPE covers how court reporters conduct business and how court reporters conduct themselves, and it lays out guidelines for professional practice. COPE also covers the relationships between court reporters and the public, between court reporters and judges, and between court reporters and lawyers.



The NCRA Code of Professional Ethics is available on [NCRA.org](http://NCRA.org).

Court reporters are highly skilled in a very specific discipline. As specialized professionals, court reporters must have the trust of those they serve. The only way to ensure that court reporters are commercially viable is by ensuring the integrity of individual reporters and their product. The entire Code is available on the NCRA website. You will need it for the test as well as a professional reference tool.

The preamble introduces the scope of the Code.

### CODE OF PROFESSIONAL ETHICS:

A Member Shall:

1. Be fair and impartial toward each participant in all aspects of reported proceedings, and always offer to provide comparable services to all parties in a proceeding.
2. Be alert to situations that are conflicts of interest or that may give the appearance of a conflict of interest. If a conflict or a potential conflict arises, the Member shall disclose that conflict or potential conflict.
3. Guard against not only the fact but the appearance of impropriety.
4. Preserve the confidentiality and ensure the security of information, oral or written, entrusted to the Member by any of the parties in a proceeding.
5. Be truthful and accurate when making public statements or when advertising the Member's qualifications or the services provided.

6. Refrain, as an official reporter, from freelance reporting activities that interfere with official duties and obligations.
7. Determine fees independently, except when established by statute or court order, entering into no unlawful agreements with other reporters on the fees to any user.
8. Refrain from giving, directly or indirectly, any gift or anything of value to attorneys or their staff, other clients or their staff, or any other persons or entities associated with any litigation, which exceeds \$150 in the aggregate per recipient each year. Nothing offered in exchange for future work is permissible, regardless of its value. Pro bono services as defined by the NCRA Guidelines for Professional Practice or by applicable state and local laws, rules, and regulations are permissible in any amount.
9. Maintain the integrity of the reporting profession.
10. Abide by the NCRA Constitution & Bylaws.

The Code of Professional Ethics includes general guidelines on several topics. These are on the NCRA website and are listed separately. Just as there are rules and guidelines that must be followed when a reporter is working in a courtroom, there are also rules for other work environments. How long must a reporter preserve his or her steno notes? Is it all right for a reporter to serve as the official reporter and as a CART provider to a litigant at the same time? How is an uncertified rough draft transcript different from a regular transcript? Should a reporter turn over a copy of an audio file if an attorney asks for it? All of these questions and more are answered in the COPE General Guidelines under the following sections:



**There are important rules and guidelines for working outside the courtroom, too.**

- Section I - Court Reporter
- Section II - Realtime Reporter in Legal Proceedings
- Section III - Communication Access Realtime Translation (CART)  
Provider in a Legal Setting
- Section IV - Communication Access Realtime Translation (CART)  
Provider in a Nonlegal Setting
- Section V - Guidelines on Providing Uncertified Rough Draft Transcripts
- Section VI - Broadcast Captioner
- Section VII - Backup Audio Media

Transcript format guidelines are also available on the COPE website, which are intended solely for state supreme courts and state legislatures to provide guidance in those situations in which federal, state, and local laws or rules are silent and local custom and usage is undefined, unclear, or nonexistent with respect to transcript format. The guidelines are not intended for use by individuals; nor are they intended to supplant applicable federal, state, or local laws nor to undermine or usurp local custom and usage. Individuals should adhere to such laws or rules or custom and usage governing transcript format that are applicable in their particular locality.

The COPE website also spells out the process for filing a complaint and describes the investigation of the complaint. The complaint forms are online at *NCRA.org* in the COPE section pertaining to complaints. This section defines proceedings by the Committee on Professional Ethics, how to appeal, and how costs and expenses are covered.

### **COPE ADVISORY OPINIONS**

From time to time, a court reporter may have a question or a conflict pertaining to an issue regarding professional relationships, professional practices, or professional conduct. For example: “I was working for this firm, and they asked me to do ABC. I think this violates professional ethics, and I need help.” If a scenario similar to this is on your mind, you can read through the COPE opinions to see if the issue has been previously addressed. If not, you may need to request an opinion. This is not a complaint; instead, this is a request for advice in order to solve a problem or to answer a question.

Any NCRA member in good standing may request a Private Advisory Opinion. This process is confidential and is sometimes used in lieu of a complaint as outlined in COPE. The Committee on Professional Ethics reviews the request and issues the advisory.

On occasion, a Private Advisory Opinion may draw attention to an issue that would benefit the entire membership by highlighting a particular item in the Code of Professional Ethics. The Committee on Professional Ethics would then make the Private Advisory Opinion into a Public Advisory Opinion by deleting any identifiable references and sharing the opinion with the membership.

As of August 2014, 46 public opinions have been issued. They are listed in the Advisory Index. However, 12 of those opinions have been rescinded, modified, or combined with other opinions in a revision process that is overseen by the committee as well as the Board of Directors. Opinions are continuously monitored to ensure they are practical and up-to-date. Therefore, it is imperative that court reporters stay on top of these opinions as well. Review all of the Public Advisory Opinions, not only for the purposes of the WKT, but to understand the ethical situations reporters must handle.

## ***Policies and Procedures Manual***

Similar to the Code of Professional Ethics guiding the membership of NCRA, the *Policies and Procedures Manual* governs the structure and function of NCRA as an organization. The NCRA Board of Directors embraces transparency, good business practices, and responsible governance.



The *Policies and Procedures Manual* is available at [NCRA.org](http://NCRA.org).

The *Policies and Procedures Manual* is essentially a great compilation of the details of NCRA. It covers membership categories, NCRA committees, information on the Certified Legal Video Specialist program, the structure of the NCRA Board, advertising rules, antitrust information, state affiliates, position statements, and more.

The overall governance of NCRA is described by broad, formally worded policies – the “what and why” of positions, thinking, and philosophy on subjects pertaining to the organization. Policy follows, and never contradicts, the NCRA Constitution & Bylaws. Although policy speaks in general terms, it is also meant to be concise and easy to comprehend.

Procedures are the instructions for “how and when” to accomplish a given task, described in great detail but in simple terms. Although the wording is often more informal than policies, the procedures present the necessary details to execute an action or make a sound decision relating to a specific situation.

Specialized policies and extensive, detailed procedures, such as the Code of Professional Ethics and the General Requirements and Minimum Standards, are included as appendices to the *Policies and Procedures Manual*.

The NCRA Board of Directors revises and maintains the *Policies and Procedures Manual* and its appendices on an annual basis. The board reviews one-third of the manual every year and explicitly reaffirms, revises, or rescinds each item in order to maintain a current working document. The executive staff maintains the master copy.

## ***Journal of Court Reporting***

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The *Journal of Court Reporting*, commonly referred to as the *JCR*, is the official publication of NCRA, which is published in magazine format 11 times per year and is available online at *TheJCR.com*. The *JCR Weekly* is an additional e-newsletter. Each of these publications is an important link to current events, news, technology, business, and people influencing the profession, and they are benefits of NCRA membership. The *JCR*, which features stories on the topics that are the most important to court reporters and related professionals, is one of the most popular and useful membership benefits. Reading the *JCR* is one of the easiest ways to stay current in the profession, and *JCR* archives are useful and easily retrievable.



JCR articles are archived on *TheJCR.com*.

## **Legal video, captioning, and CART**

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To be an effective court reporter, you must have a basic understanding of other service providers in the workplace.

### **LEGAL VIDEO**

The certified legal video specialist, or CLVS, runs the video camera in depositions and may be involved with video presentation in the courtroom.



Other service providers in the marketplace are legal videographers and CART and broadcast captioners.

Legal videographers and court reporters are partners in the legal process. To ensure the integrity of the video of legal proceedings, NCRA offers a certification that establishes and enforces standards for competency in the capture, use, and retention of legal video. NCRA also promotes awareness of these standards within the legal marketplace.

## CAPTIONING AND CART

Captioning assists consumers who are hard of hearing. A realtime captioner conducts live captioning by transforming audio into text. Closed captioning needs a decoder that the viewer can turn on and off. Open captioning is readily visible and cannot be switched off.

CART is Communication Access Realtime Translation. It can be displayed to only one consumer or projected to entire audiences and is associated with live proceedings.

### ***CART IN THE COURTROOM: MODEL GUIDELINES AND THE CART PROVIDER'S MANUAL***

In January 2003, the *JCR* published a significant article entitled *CART in the Courtroom: Model Guidelines*. A PDF version of the article is located on the NCRA website. The guidelines were developed jointly by the National Court Reporters Foundation and the American Judges Foundation to provide a model to meet the needs of people in the courtroom who are hard of hearing. CART is approved by the Americans with Disabilities Act as an effective assistive technology that provides communication access. The article provides the basic framework for the effective operation of CART by addressing how to arrange for CART, the role of the CART captioner, ethics and guidelines for practice, and protocols.

*The CART Provider's Manual* addresses the role of the CART captioner in more detail than *CART in the Courtroom*. As an instant speech-to-text service, CART is important to those who are hard of hearing, have cognitive or motor challenges, need assistance with reading/language skills, or have other communication barriers. The manual especially addresses professionalism, skills, location setup, the legal setting, broadcast captioning, remote CART, equipment, compensation, and how to get started as a CART captioner. *The CART Provider's Manual* is available on the NCRA website in PDF format.



***CART in the Courtroom: Model Guidelines is available on the NCRA website.***



**For more information about CART, including the CART Consumer Bill of Rights and *The CART Provider's Manual*, visit the NCRA website.**

The NCRA website has additional information about CART, including the CART Consumer Bill of Rights.

## Professional Standards

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Important points from this chapter:

- *NCRA.org* is full of professional resources for you to use during your career.
- The Job Analysis and reference list should guide your studying for the RPR.
- Take advantage of NCRA membership benefits, and play an active role in your Association.
- Become familiar with your colleagues in court reporting: CART captioners, broadcast captioners, and legal videographers.



# Professional Standards Study Questions

1. Which of the following topics is *not* included in the General Guidelines of NCRA's Code of Professional Ethics?

- A. Requirements for attaining your state CSR
- B. Gift-giving activities of the association's members
- C. Length of time for retention of steno notes
- D. Basic transcript format guidelines

There are some jurisdictions where definitive rules about the practice of reporting are not available. In that situation, reporters can rely on the guidelines put out by NCRA.

The Code of Professional Ethics covers a variety of topics and all NCRA members must follow them. In order to figure out the answer to this question, you must have a general understanding of all of the topics in the Code. Here, (A) is the answer because the Code does not delineate rules and regulations for any state's CSR; it deals with NCRA rules. The topics in the other three answers are meant for all reporters and are covered in the Code.



**2. A reporter appears at an office to take a deposition and realizes the deponent is a former relative. How should the reporter handle the situation?**

- A. No action is necessary since the witness is no longer related to the reporter.
- B. Privately ask the witness if he or she is comfortable having the reporter in the deposition.
- C. Call the reporter's office and get permission to remain at the deposition.
- D. Advise counsel of the relationship and have the attorneys make the decision if another reporter should report the deposition.

This type of situation may not be covered in a textbook. However, all reporters must be aware of how to handle the situation. A review of the COPE Advisory Opinions is helpful. (A) cannot be correct since being a blood relative is not the deciding factor in this situation. (B) is inappropriate because this is not a decision that just the witness can make. (C) is not right since this decision is also not to be made by the reporter's office or boss. (D) is the correct answer since any relationship is to be disclosed to counsel so they can decide how they wish to handle it.



3. According to *CART in the Courtroom: Model Guidelines* from NCRA, which of the following is *not* one of the duties the CART provider should follow?

- A. Include environmental sounds, such as laughter, while reporting.
- B. Delete all files immediately after the assignment.
- C. Since verbatim writing is unnecessary, prep is kept to a minimum.
- D. Refrain from counseling or injecting personal opinions.

After reading all of the choices, even if you are unsure on the details of some of them, you should know that (C) is not a guideline to be followed. CART reporters should write as close to verbatim as possible, and preparation will most definitely be necessary to produce the final product for the client.



**4. A reporter is hired by a law firm to report a public meeting. The reporter is not working for the group conducting the meeting. Afterward, other people ask to purchase a copy of the transcript of the meeting. How should this situation be handled?**

- A. Since the meeting is open to the public, the reporter can sell copies of the transcript to anyone.
- B. The reporter should get the permission of the person running the meeting prior to selling copies of the transcript.
- C. Since the reporter was hired by an outside firm and not the people running the meeting, no transcript sales are allowed.
- D. The reporter should seek the permission from the lawyer who arranged for the reporter, and the lawyer should make the decision.

Situations such as this occur frequently, and reporters must be prepared to deal with them appropriately. There may not be any choices in the answer that you can automatically eliminate. Things to consider are: being hired by a law firm, it's a public meeting, it's not the official record of the meeting, and people not associated with the law firm or the meeting want to buy copies.

A review of the COPE Advisory Opinions will point out why (D) is the correct answer. Just because the meeting is open to the public does not mean the transcript can be sold. Since the reporter was hired by a law firm, the person running the meeting should not dictate the actions of the reporter. The reporter must get the permission of the hiring lawyer before any copies are sold.



5. NCRA has published position statements offering information and guidance to its members. Which of the following is *not* a topic covered by these position statements?

- A. Electronic filing of transcripts
- B. Third-party contracting
- C. Ways to earn continuing education credits
- D. Transcript repositories

Included within the NCRA *Policies and Procedures Manual*, which is posted on the NCRA website, is a list of position statements on issues that state associations and reporters across the country may deal with. Review the four choices above with the mindset that the question is asking about global issues for all reporters and associations. (A), (B), and (D) are all such issues, while answer (C) describes a topic that isn't necessarily an issue that NCRA would need to take a formal position on; instead, it is information about maintaining membership within NCRA. (C) is the correct answer.