MISSISSIPPI BOARD OF CERTIFIED COURT REPORTERS

Post Office Box 369
Jackson, Mississippi 39205-0369
Telephone: (601)576-4622
Website: www.courts.ms.gov

450 High Street
Jackson, Mississippi 39201
E-Mail: angela.ward@courts.ms.gov

Application to Practice Court Reporting in the State of Mississippi:

Certification as a Certified Shorthand Reporter, Temporary Permission as a Noncertified Court Reporter, or Temporary Permission as a Nonresident Court Reporter

INSTRUCTIONS:

1. Read Sections 9-13-101, et seq. (enclosed)

2. Fill out the application form. **NOTE:** All **completed** applications must be received 10 business days prior to the BCCR Board Meeting. (See website for a list of dates)

3. Sign before a notary.

4. Enclose a short letter stating why the Board should consider your application, a photocopy of your current Mississippi driver's license, or a driver's license from the state in which you reside, and any other documents required by this application.

5. **For reporters applying for Certification as a Certified Shorthand Reporter (In-State) OR for reporters applying for Temporary Permission as a Nonresident Court Reporter:** Obtain and enclose two (2) Statements of Reference, using the forms included with the application packet. These must be signed before a notary.

   For reporters or students applying for Temporary Permission as a Noncertified Court Reporter: Obtain and enclose two (2) Statements of Reference **AND** Statement of Reference from the instructor which certifies that the applicant has successfully passed the speed of 200 words per minute multi-voice testimony (Q&A). Forms are included with the application packet. These must be signed before a notary.

6. Include a check for $100 made payable to the Board of Certified Court Reporters.

7. Return application, Statements of Reference, and check to Board of Certified Court Reporters, Post Office Box 369, Jackson, MS 39205.

8. PLEASE KEEP A COPY OF YOUR ENTIRE APPLICATION PACKET.

9. ONLY AN ORIGINAL COMPLETED APPLICATION, STATEMENTS OF REFERENCE, AND AFFIDAVITS WILL BE ACCEPTED. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

10. **YOU MAY <u>NOT</u> BEGIN WORKING AS A COURT REPORTER UNTIL YOU HAVE RECEIVED NOTIFICATION FROM THE BOARD OF CERTIFIED COURT REPORTERS**

CONFIDENTIAL

Board of Certified Court Reporters
State of Mississippi
Post Office Box 369
Jackson, MS 39205

FOR OFFICE USE ONLY
Date Received: _____
Fee Received: Yes _____ **No** _____
Date of Action: _____
Approved: _____ **Denied:** _____
CSR No. Assigned: _____

DATE: _____

Application for (Select One):

_____ **CERTIFICATION (MS residency required – RENEWABLE ANNUALLY)**

_____ **By Reciprocity (RPR and/or applicable CSR/CCR/CVR from another state)**

_____ **By Examination (Mississippi CSR or applicable CSR/CCR/CVR from another state)**

_____ **NONCERTIFIED TEMPORARY PERMISSION (MS residency required) (NONRENEWABLE AFTER 36 MONTHS)**

_____ **NONRESIDENT TEMPORARY PERMISSION (MUST REAPPLY ANNUALLY)**

Method of reporting by which applicant practices and is requesting certification or permission:

____ Written symbols or abbreviations by pen shorthand

_____ Machine shorthand (Stenotype)

_____ Oral stenography (Stenomask)

1. Full Legal Name: _____

2. Date of Birth: _____

3. Social Security Number: _____

4. Driver's License Number and State: _____
(Please enclose photocopy)

5. Home Address, Telephone Number, Email: _____

_____

_____

6. Office Address and Telephone Number: _____

_____

_____

7. How long have you maintained an office at the above location?

_____years _____months

8. Other offices maintained during the period of five (5) years immediately preceding the date of this application:

Firm name: _____

_____ _____ _____
Address From To

Firm name: _____

_____ _____ _____
Address From To

Firm name: _____

_____ _____ _____
Address From To

9.

A. I am a court reporting graduate of _____located in _____ (city & state) and have successfully passed the speed level of 180wpm Literary; 200wpm Jury Charge; 225wpm Multi-Voice Testimony (Q&A).

Is this an NCRA-accredited school? ____Yes ____No

Is this an NVRA-endorsed school? _____ Yes _____No

(<u>Please enclose a copy of dated diploma and/or certificate</u>)

9.

B. I am presently a court reporting student at _____, located in _____ (city & state) and have successfully passed the speed level of at least 200 words per minute Multi-Voice Testimony (Q&A).

Is this an NCRA-accredited school? ____Yes ____No

Is this an NVRA-endorsed school? _____Yes ____No

(Please enclose copy of official school transcript, statement of reference, AND affidavit of court reporting instructor. Forms attached).

10. **For reporters applying for certification as a Certified Shorthand Reporter (In-State) OR for reporters applying for temporary permission as a nonresident court reporter:** Submit below two (2) Statements of Reference. Please provide names below and attach hereto said Statements of Reference and Affidavits as required.

For reporters or students applying for temporary permission as a noncertified court reporter: Submit below two (2) Statements of Reference AND Statement of Reference from the court reporting instructor which certifies that the applicant has successfully passed the speed of 200 words per minute multi-voice testimony (Q&A). Please provide names below and attach hereto said Statements of Reference and Affidavits as required.

A. **Reference No. 1:**

_____ _____
Name Occupation/Title – Firm Name

_____
Address

_____ Contact Phone Number

B. **Reference No. 2:**

_____ _____
Name Occupation/Title

_____
Address

_____ Contact Phone Number

C. **Instructor:**
(Applies only to applicants applying for Noncertified Temporary Permission)

_____ _____
Name School

_____
Address

_____ Contact Phone Number

11. National Certifications:

A. Are you certified as an RPR/RMR/RDR through the National Court Reporters Association (NCRA)?

_____Yes _____No

If yes, which certification(s) _____ NCRA No: _____

(Please enclose copy of current membership/licensure card)

B. Are you certified as a CVR through the National Verbatim Reporters Association (NVRA)?

_____Yes _____No

If yes, NVRA CVR No: _____

(Please enclose copy of current membership/licensure card)

12. State Certifications:

A. Have you ever been certified as a court reporter under the statutes of any other state?

____Yes ____No

If yes, when and where were you so certified?

State: _____ CSR/CCR/CVR Number: _____

Currently Valid: _____ Yes _____ No Expiration Date: _____

State: _____ CSR/CCR/CVR Number:_____

Currently Valid: _____ Yes _____ No Expiration Date: _____

State Certifications Continued:

State: _____ CSR/CCR/CVR Number:_____

Currently Valid: _____ Yes _____ No Expiration Date: _____

(Please enclose copy of current state licensure card(s) and/or certificate(s)

B. Have you ever practiced court reporting in any state that does not require certification?

_____Yes _____No

If yes, when and where were you employed?

State: _____

Time Period: _____

State: _____

Time Period: _____

State: _____

Time Period: _____

13. Have you ever been convicted of a felony?

_____Yes _____No

14. If yes, when, where, and of what were you convicted?

When: _____

Where: _____

What crime(s): _____

Disposition(s): _____

(Please enclose a copy of any final disposition order(s)/sentencing judgment(s)

15. Have you been in the past or are you currently being treated for a mental condition?

_____ Yes _____ No

If yes, what condition: _____

Medication(s) currently prescribed: _____

_____

_____

16. Have you ever been sanctioned or subject to any disciplinary proceedings by any court or agency governing court reporters?

_____Yes _____No

If the answer is yes:

Identify the court(s) or agency and the date(s) for each such instance:

_____

_____

_____

_____

_____

_____

_____

(Please attach a copy of the final disciplinary disposition; or if no final disposition has been handed down, attach a brief description of each instance and the current status of each, and any explanation).

17. I possess the requisite moral character and fitness to serve as a court reporter in the State of Mississippi, and there is nothing in my background which would reflect negatively on my character.

18. I agree to abide by all rules and regulations promulgated by the Supreme Court of Mississippi and the Board of Certified Court Reporters of the State of Mississippi.

19. In making and filing this application as a court reporter, I authorize all persons, firms, officers, corporations, associations, organizations, state or federal agencies, and institutions to furnish to the Board of Certified Court Reporters of the State of Mississippi or any of its authorized representatives all relevant, nonprivileged documents, records, or other information that may be requested in the investigation of this application.

_____
Signature of Applicant

State of _____

County of _____

I, _____ (Print), being duly sworn, state that I have read the foregoing application and attached exhibits, if any, and have made each statement herein and answered each question therein fully and frankly and without concealment or reservation; and such questions and answers are, within my personal knowledge, true and complete.

_____
Signature of Applicant

SWORN TO AND SUBSCRIBED before me, this the _____ day of

_____, 20_____.

_____
Notary Public – Please Print

_____
Signature of Notary Public

My commission expires:

_____

CONFIDENTIAL

Statement of Reference

to

Board of Certified Court Reporters
State of Mississippi
Post Office Box 369
Jackson, Mississippi 39205

In re: application of: _____

The individual named above has applied to become a Certified Shorthand Reporter or has applied for temporary permission to become a Noncertified Court Reporter or a Nonresident Court Reporter under the provisions of Section 9-13-101, et seq., Mississippi Code of 1972, as Amended. The Board of Certified Court Reporters of the State of Mississippi solicits your cooperation in completing this Statement of Reference and Affidavit.

1. Name: _____

2. Office Address: _____
Street

_____
City, County, State, ZIP

3. Telephone Number: _____

4. Check and complete all that apply:

____ I am a court reporter.
CSR/CCR/CVR No. _____ State: _____
CSR/CCR/CVR No. _____ State: _____
NCRA Certifications: _____ NCRA No. _____
NVRA Certifications: _____ NVRA No. _____

____ I am a freelance firm owner: _____
(name of firm)

____ I am an attorney and have been licensed to practice in the State of _____ (please specify) for at least five (5) years.

____ I am a judge of a court of record in the State of _____ (please specify state and district).

____ I am a judge of a court of record in the Federal Court _____ (please specify).

____ Character/personal: _____.
(please specify)

5. I have been acquainted with the applicant since _____ (year).

6. I **(am) (am not)** related by blood or marriage to the applicant.

7. State how well you know the applicant and what opportunity you have had to actually know of the applicant's activity in the practice of court reporting for use in litigation in the courts of this state.

_____

_____

_____

_____

_____

8. I **(have) (have not)** observed the applicant making a verbatim record of:

A. _____ An oral court proceeding.
B. _____ A deposition.
C. _____ Proceeding before a grand jury.
D. _____ Proceeding before a referee.
E. _____ Proceeding before an administrative agency.
F. _____ Other (Please specify): _____

9. I **(have) (have not)** observed the applicant make a verbatim record by means of:

A. _____ Written symbols or abbreviations in pen shorthand
B. _____ Machine shorthand writing (Stenotype)
C. _____Oral stenography (Stenomask)

10. In my opinion, said applicant is of good moral character, and I know of no incidents in his/her past which might adversely affect his/her reputation or indicate any deficiency of character, except the following: (if none, state N/A)

_____

_____

_____

_____

_____
Signature of Reference

AFFIDAVIT OF REFERENCE

State of _____

County of _____

I, _____ (Print), being duly sworn, state that I have made each statement herein and answered each question herein fully and frankly and without concealment or reservation; and such questions and answers are, within my personal knowledge, true and complete.

_____
Signature of Reference

SWORN TO AND SUBSCRIBED before me, this the _____day of

_____, 20___.

_____
Notary Public – Please Print

_____
Signature of Notary Public

My commission expires:

_____

CONFIDENTIAL

COURT REPORTING INSTRUCTOR'S STATEMENT OF REFERENCE

to
Board of Certified Court Reporters
State of Mississippi
Post Office Box 369
Jackson, Mississippi 39205

In re: application of: _____

The individual named above has applied for temporary permission to become a Noncertified Court Reporter under the provisions of Section 9-13-101, et seq., Mississippi Code of 1972, as Amended. The Board of Certified Court Reporters of the State of Mississippi solicits your cooperation in completing this Statement of Reference and Affidavit.

PLEASE PRINT:

1. Name of Instructor: _____

2. Name of School: _____

3. Office Address: _____
   Street

   _____
   City, County, State, Zip

4. Telephone Number: _____

5. A. Is this an NCRA-accredited school? _____Yes _____No

   B. Is this an NVRA-endorsed school? _____ Yes _____No

6. I have been acquainted with the applicant since _____ (year).

7. I **(am) (am not)** related by blood or marriage to the applicant.

8. State how well you know the applicant and your opinion as an instructor as to the applicant's knowledge, ability, and skills as a court reporting student:

   _____

   _____

   _____

   _____

9. I **(have) (have not)** observed the applicant making a verbatim record of:

A. _____ An oral court proceeding.
B. _____ A deposition.
C. _____ Proceeding before a grand jury.
D. _____ Proceeding before a referee.
E. _____ Proceeding before an administrative agency.
F. _____ Proceeding before school/university agency
G. _____ Other (Please specify): _____
H. _____ Classroom setting only.

10. I **(have) (have not)** observed the applicant make a verbatim record by means of:

A. _____Written symbols or abbreviations in pen shorthand
B. _____Machine shorthand writing (Stenotype)
C. _____Oral Stenography (Stenomask)

11. In my opinion, said applicant is of good moral character, and I know of no incidents in his/her past which might adversely affect his/her reputation or indicate any deficiency of character, except the following: (if none, state N/A)

_____

_____

_____

_____

12. I hereby attest that said applicant, on this _____ day of _____, 20_____, has successfully passed the speed of 200 words per minute of multi-voice testimony (Q&A) as set forth in Rule IV(A) of the Rules and Regulations Governing Certified Court Reporters, achieving a grade of _____% based upon transcription. (Note: Must obtain 95% accuracy)

_____
Signature of Court Reporting Instructor

AFFIDAVIT OF COURT REPORTING INSTRUCTOR

(Applies only to those applicants applying for temporary permission as a Noncertified Court Reporter -- Pursuant to Rule IV(A) of the Rules and Regulations Governing Certified Court Reporters)

State of _____

County of _____

I, _____ (Print), being duly sworn, state that I have made each statement herein and answered each question herein fully and frankly and without concealment or reservation; and such questions and answers are, within my personal knowledge, true and complete.

_____
Signature of Reference

SWORN TO AND SUBSCRIBED before me, this the _____day of

_____, 20_____.

_____
Notary Public – Please Print

_____
Signature of Notary Public

My commission expires:

_____

CHECKLIST OF REQUIREMENTS

Completed applications must be received 10 business days prior to the BCCR Board Meeting. Please check the website for Board Meeting dates.

_____ $100 check made payable to Board Certified Court Reporters

_____ Completed and Notarized Application

_____ Two Statements of Reference and Notarized Affidavits

_____ Court Reporting Instructor's Statement of Reference and Notarized Affidavit – (Required for Noncertified Temporary Permission)

_____ Copy of Driver's License

_____ Copy of dated Diploma and/or Certificate

_____ Copy of Official School Transcript – (Required for Noncertified Temporary Permission)

_____ Copy of NCRA and/or NVRA Membership Card(s) – (if applicable)

_____ Copy of State Licensure Card(s) and/or State Certificate(s) – (if applicable)

_____ Copy of Criminal Disposition(s) – (if applicable)

_____ Copy of Final Disciplinary Action(s) – (if applicable)