

COURT REPORTING SERVICES – STATE OF ILLINOIS
TRANSCRIPT PRODUCTION CERTIFICATION EXAM
APPROVAL FORM

EMPLOYEE INFORMATION:

FIRST AND LAST NAME:	
CURRENT TITLE:	Court Specialist 1
CIRCUIT:	
EMPLOYMENT START DATE:	

APPROVAL 1 — TRANSCRIPT PRODUCTION CERTIFICATION STUDY GUIDE

Authorization for the employee to request the Transcript Production Certification Study Guide

___ *Approved* ___ *Denied* *Supervisor's Initials* _____

APPROVAL 2 — PROMOTION TO COURT SPECIALIST 2

Authorization for the employee to advance to the Court Specialist 2 classification, contingent upon passing the CRS Transcript Production Exam.

___ *Approved* ___ *Denied* *Supervisor's Initials* _____

APPROVAL 3 — OFFICIAL TRANSCRIPT PRODUCTION

Authorization granting the employee formal administrative authority to prepare, certify, and submit official court transcripts upon successfully passing the CRS Transcript Production Certification Exam and any probationary period determined by local practices.

___ *Approved* ___ *Denied* *Supervisor's Initials* _____

SUPERVISOR ACKNOWLEDGEMENT AND APPROVAL SIGNATURE:

I acknowledge that it is the supervisor's responsibility to determine if and for how long official transcripts shall be proofed and verified before submission. All official transcripts must follow the Mandatory Standards for Transcript Production.

Supervisor Signature: _____ Date: _____

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that authorization to take the CRS Transcript Production Certification Exam does not automatically guarantee promotion or transcript production privileges. The Chief Judge and Supervisor retain the right to deny these privileges at any time.

Employee Signature: _____ Date: _____