

# CCRA *online*

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## Alliance of California Judges

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### CCRA Online Copy Deadlines

The deadline for ad and article copy for CCRA Online is the first of the month prior to the scheduled publication date. Articles, ad copy, changes of address, complaints of nondelivery and subscription requests should be directed to CCRA, 65 Enterprise, Aliso Viejo, CA 95656 or call (949) 715-4682. Advertising inquiries also should be directed to the Association office. Photographs accompanying articles should be RGB color JPEG files with a resolution no less than 120 ppi.

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the California Court Reporters Association

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### CCRA MISSION STATEMENT

The mission of the California Court Reporters Association is to advance the profession of verbatim shorthand reporting by promoting professional reporting excellence through education, research, and the use of state-of-the-art technology; establishing and maintaining professional standards of practice; and advocating before legislative and regulatory bodies on issues which impact the judicial system and others served by the court reporting profession of California.

## President's Message

*By Debby Steinman, CSR, CRR, RDR, CMRS, CPE  
CCRA President*



Thursday, January 27, 2011, CCRA's legislative team — Carolyn Dasher, Brooke Hendrickson, and our lobbyist, Jim Cassie — returned to the Capitol once again to represent court reporters in the fight against ER/DR. You may have gotten a glimpse of them on

Channel 10 News.

I've been in the reporting field — school and reporting — for 40 years. I've heard about tape recording since I was a student, and as a reporter, I've also heard about ER and DR, and all its mutations, as technology has evolved. I'm sorry to say, it hasn't gone away and it never will. But we will if we become complacent and cavalier and decide to ignore it or, worse, rest on our laurels.

I've heard the complaints for years. Why do we always have to fight for our jobs? Well, just think where you'd be, we'd be, if we didn't fight for our jobs.

We have a unique and interesting job. Not many people can do it. You, and each of you, got through school. You passed a rigorous four-voice exam at 97.5% accuracy. That is the incredibly high standard we are held to on a daily basis.

But that's not all **that** is expected of us. We do realtime for our judges. Sometimes we do realtime for trial counsel. We read back to counsel, juries and our clerks. We prepare rough drafts on short notice for our judges and attorneys.

As I once explained to our management in Orange County, picture yourself with your supervisor or manager hovering over your shoulder expecting perfection for eight hours and imagine the pressure you would be under to perform. It's not that easy! That put our job in a new perspective to those managers — short-lived though it may have been.

No other method of reporting can do what we do!

To say our job is difficult at best is an understatement, but I still feel that the majority of reporters love their job and want to keep reporting. I'm just grateful that the reporters who came before me/us had the foresight to realize that this profession was worth fighting for and didn't give up. They proposed laws and got them passed to protect us.

So wouldn't we be remiss if we didn't continue the fight?

This is where you come in. When the time is right, CCRA will be asking reporters to go visit their local representatives to explain to them the value of live reporters versus a machine. We need you because we need a representative's constituent to appear. Will we throw you to the wolves cold turkey? No! CCRA will give you the proper information and documents to present to them, and we'll give you instructions on how to do the presentation. We will also try to have someone with experience go along for training and moral support.

If you've never done this before, it's actually fun and they love meeting and talking to their constituents (especially the talking part). Be sure to take your camera and have your picture taken with them. They love that too.

United we stand. If you know someone who is not a member, convince them to join. There's power in numbers. An association is only as good as the involvement of its members; an organization is only as viable as those who join. CCRA fights for our profession. Reporting is a profession, not a job. It's up to us, each one of us, to protect our profession. We can do it. But it takes all of us. We're a team!

Remember what the subcommittee chair, Sen. Loni Hancock (D-Berkeley) said last Thursday at the subcommittee meeting. An inaccurate or incomplete record is justice denied. We, steno reporters, provide that accurate and complete record.

Membership Link:

<https://web.memberclicks.com/mc/quickForm/viewForm.do?orgId=ccra&formId=82382>



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# Alliance of California Judges — Trial Judges Slam Court Administrators on Latest Proposal to Hire 18 Technical Workers

January 24, 2011

Chief Justice **Tani Cantil-Sakauye**  
Supreme Court of California  
350 McAllister Street  
San Francisco, CA 94102-4797



## Dear Chief Justice Cantil-Sakauye:

A memorandum from the Administrative Office of the Courts dated January 11, 2011 reflects a Request for Proposal to retain 18 new contract personnel, adding to the AOC's already bloated bureaucracy. The AOC memo from the "Finance Division," bearing your name and title in the letterhead, indicates that these new personnel will be paid anywhere from \$135,000.00 and \$232,000.00 per year. The proposal states that these new workers will, "procure the appropriate staff, acquiring needed tools, create all the development, test, and pre-production environments, and documenting and training for all processes and procedures." Thus the clear and unambiguous intent is to retain even more personnel.

The timing of the AOC proposal is astonishing in that the Governor's budget proposal was released January 10th, the day before the AOC proposal. On the next day, the AOC announced its intention to hire 18 additional highly paid "Key Personnel" (independent contractors) to carry on with its \$2 billion dollar case management system.

Equally troubling is the indication that the 18 new personnel are needed "for maintenance and support services related to the CCMS-V3 application for six (6) courts....." No doubt this money will come from the trial court trust funds which now, more than ever, the trial courts desperately need to keep their doors open for the taxpaying citizens of California. Because CCMS was never independently funded, the entire cost of this problem plagued system has come from trial court operational funds. Thus, the continued irresponsible expenditure decisions of the Administrative Office of the Courts will leave the trial courts in the untenable position of cutting hours or cutting into the remaining staff. Either way, trial courts have no acceptable ways left to deal with the impending budget cuts that seem to be near.

The action of the AOC is contrary to your quote in the January 11 [Daily Journal article by Emily Green](#), "It's deep, it's grave, and it's alarming to us" and our recent urgent request to "take measures to reduce the budget of the Administrative Office of the Courts (AOC) by at least 25% to match the figure Governor Brown promised to reduce annual spending in his own office." Inexplicably the AOC, seemingly unrestrained by any economic reality finds it appropriate to expand its bureaucracy despite the real concern of layoffs of necessary staff to courtroom operations.

In December, the Presiding Judge of Sacramento told the Judicial Council that the legislature and the Governor are watching their fiscal decisions as it pertained to CCMS and salary increases for Administrative Office of the Courts employees. The continued reckless spending decisions of the AOC during the State's current budget crisis will inevitably cause this branch further embarrassment and irreparable damage. The Legislature, employee unions and Sheriff's Associations will also be astounded by these hiring decisions. Also, many trial judges will be dismayed by these decisions as they work within a budget that is critically depleted to provide service to their very deserving constituencies.

I, along with the Directors of the Alliance of California Judges, strongly urge you to review and reconsider this decision particularly until the branch has received adequate funding to provide access to justice for all of California's citizens. Additionally, we believe it would be prudent to delay any further expenditure toward a system that some estimate could cost as much as \$2 billion until the Bureau of State Audits completes and publishes its long awaited report.

Respectfully,  
Daniel B. Goldstein Director, A  
Alliance of California Judges Judge,  
San Diego County State of California



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### Review Windows Updates

**Q. I've installed a number of Windows updates, but I can't remember which ones I have installed. Is there somewhere I can check to determine which updates have been installed?**

A. If you're using Windows XP, go to your Control Panel and click Add/Remove Programs. Place a check mark in the box labeled "Show Updates." Any installed updates, and their respective date(s) of installation, will be displayed for your review. If you're using Vista, go to Control Panel > Programs & Features. Under "Tasks" on the left, select "View Installed Updates." Windows 7 users, click Start and in the Search field, type "View installed updates" to navigate to that area.

**Q. I am trying to retrieve some information from a Web site and have been informed that in order to do this, my browser (Firefox) must have pop-up blocking enabled. I don't know how to do this. Can you help, Mr. M?**

A. The message you received probably asks you to disable (not enable) pop-up blocking in order to allow a pop-up required by the site in question. Either way, click Tools > Options > Content tab.

Rather than remove the check mark beside "Block pop-up windows" which would then allow pop-ups to appear on any and all Web sites, click the Exceptions button and add an exception by typing in the Web site address of the site (or sites) from which you do want to permit pop-ups.

**Q. When I receive photos by email, they are very large. Too large. Is there a way that the photos can be made smaller? Thanks in advance for your help, Mr. M.**

A. The problem with super-large photos usually lies with the senders of those photos. It's best to take low-resolution photos if you're planning to send them by email. Most digital cameras have a setting for that, but instead, many people send higher resolution photos that are great for making prints, but often result in huge files or displayed photos.

You can resize the photos yourself, though you might want to politely suggest that the sender actually open the manual that came with his or her camera and learn how to take low-resolution photos, or determine what settings might exist for that specific purpose. Some cameras have an "Email" setting which produces low-resolution photos, perfect for emailing.

If you are the recipient of a super-large photo, Shrink Pictures ([www.shrinkpictures.com](http://www.shrinkpictures.com)) is a Web-based service that enables you to reduce the size of digital photos. No software is required and the service is free. As an alternative, Resize2mail.com ([www.resize2mail.com](http://www.resize2mail.com)) is also free. Senders of photos would be well advised to use either of these sites before sending photos.

My suggestion for anybody who wants to share photos with others is to simply use one of the free, online photo albums such as Snapfish ([www.snapfish.com](http://www.snapfish.com)), Shutterfly ([www.shutterfly.com](http://www.shutterfly.com)), PhotoBucket ([www.photobucket.com](http://www.photobucket.com)), or Picasa

*continued on Page 8*

*(continued from Page 7)*

(<http://picasa.google.com>). Once uploaded, you can simply send the Web address to others, who can then view your photos online, rather than having to fuss with downloading and resizing. Photos can also be posted on one's Facebook page or other similar "social media" site.

**Q. How can I convert ALL CAPS to an Initial Cap and the rest of the letters in lower case when working on a Word document?**

A. In Word, SHIFT + F3 is the case toggle, so just select (highlight) the words you want to change and press SHIFT + F3 to switch between ALL UPPER, all lower, or Initial Capitalization, also known in the biz as "nish caps."

## Mr. Modem's DME (Don't Miss 'Em) Sites of the Month

### 10MinuteMail.com

A disposable email address can help keep you off spammers' lists. By providing this type of address when shopping online, for example, you can still receive a purchase confirmation, but avoid subsequent spam or follow-up solicitations. 10MinuteMail, as its name suggests, exists for 10 minutes. It's free, so just go to the site and you will be assigned an email address. Any email sent to this address will appear on the 10MinuteMail Web page where you can read it, click on links, and even reply, but the email address will self-destruct after 10 minutes, vanishing without a trace. You can, however, click to obtain an additional 10 minutes, which is kind of like a snooze alarm, but without the annoyance.

<http://10minutemail.com>

### Paper-Cut Sculptures

It doesn't require a lot of expensive material to create great art, just an incredible amount of imagination and talent. Check out the work of sculptor Peter Callesen, who uses single sheets of paper to create astonishingly intricate "Paper-cut Sculptures." (After years of intensive practice and significant blood loss, I am proud to say that I have mastered the "paper-cut" portion of his technique.)

[http://oddee.com/item\\_89460.aspx](http://oddee.com/item_89460.aspx)

### Gas Prices

Now that gasoline prices are on the way up again, there are a number of sites that can help you track down the lowest prices in your area or while on the road, if you're traveling. Several of the more popular gas-price monitoring sites include: [GasBuddy.com](http://GasBuddy.com), MapQuest Gas Prices (<http://gasprices.mapquest.com>), [GasPriceWatch.com](http://GasPriceWatch.com), and [FuelEconomy.gov](http://FuelEconomy.gov).

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# Become a CRR

By Jerry Kelly, CRR

**There are currently 2,370 NCRA members who hold the CRR certificate (16% of reporter members).**

**TO THE OTHER 84%: GOOD GRIEF! THIS TEST WAS ADJUSTED DOWN TO 180 WPM. WHAT IS THE HOLDUP? IS IT FEAR OF FAILURE? YOU PASSED THE CSR AND RPR AT 225 WPM.**

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## Who is Eligible to Sit for the CRR Exam

You must be a member in good standing of NCRA and a current RPR to register for the CRR.

## How to Register for the CRR Exam

All RPRs are eligible to take the CRR Exam. Registration information is sent with the January and July issues of The Journal of Court Reporting. You may register online as well. The CRR is currently offered three times per year, concurrent with the two annual RPR exams and the Annual Convention. <http://ncraonline.org/certification/>

### NCRA Mailing Address

National Court Reporters Association  
8224 Old Courthouse Road  
Vienna, Virginia 22182-3808

### Contact Numbers

Toll Free: 800/272-6272 (NCRA)  
Local: 703/556-6272 (NCRA)  
Fax: 703/556-6291  
TTY: 703/556-6289



## What it Takes to Pass the CRR Exam

1. The CRR Exam consists of three steps:  
Setting up and operating your equipment
2. Accurately writing realtime for five minutes at 96% accuracy from professionally recorded literary material at the speed of 180 words per minute.
3. Converting your file to an ASCII text file. You are only graded on your final submitted text file.

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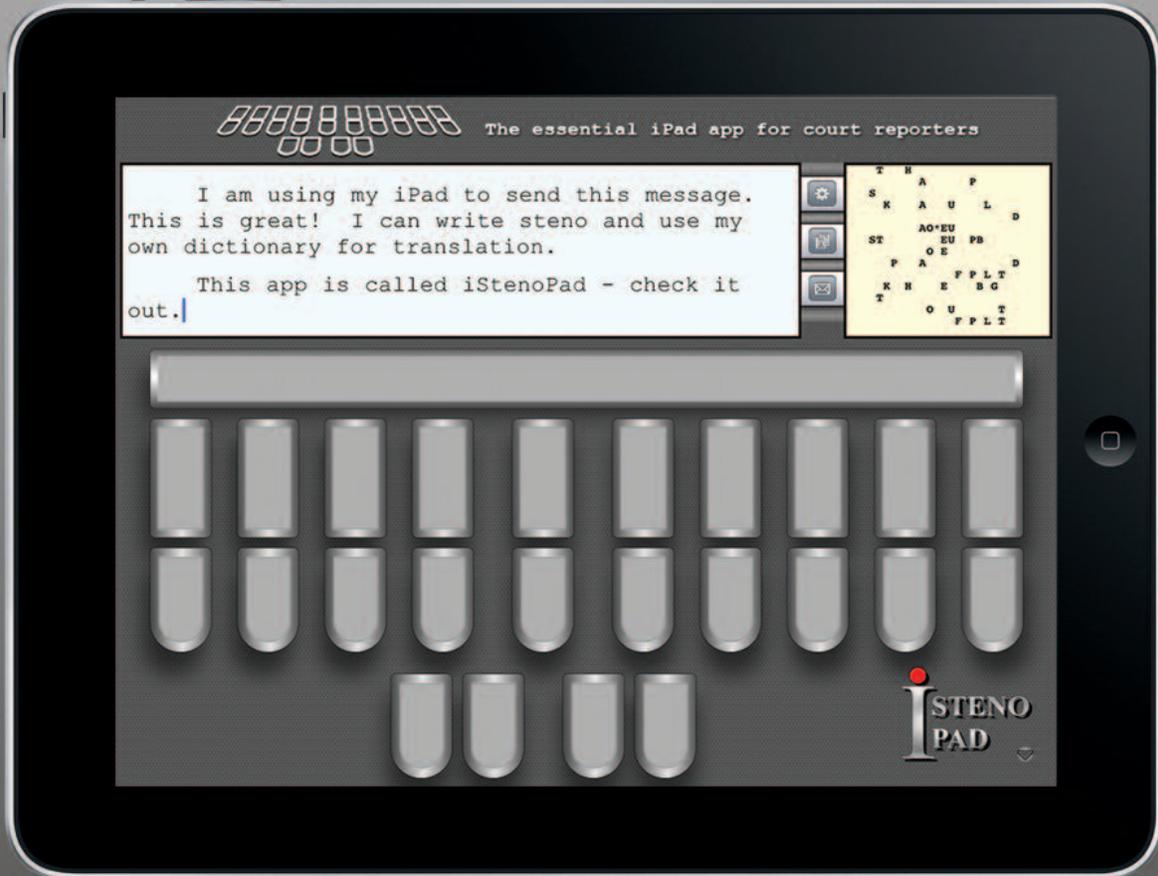
After you've earned your CRR you'll receive a handsome certificate to display in your home or office. You'll also be recognized in the Journal of Court Reporting, the Court Reporter Sourcebook, and on NCRA's Web site.

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## Frequently Asked Questions on NCRA's Ethics First Program

### What is Ethics First?

Ethics First is a program developed by NCRA to recognize members who have made a commitment to abide by and promote the rules of the Code of Professional Ethics (COPE) regarding gift-giving. Ethics First seeks to positively educate court reporters, firms, and clients that the impartiality and neutrality of the court reporter is of utmost importance in maintaining an unbiased legal system.

### Who is eligible to participate in the Ethics First campaign?

Currently, individual court reporters and court reporting firms are eligible. Members and nonmembers of NCRA may join. CART providers, captioners, vendors, school owners, state associations, law firms, and legal support staff are encouraged to join as Ethics First supporters as well.

### Where can I sign up?

You may go to the Ethics First home page on the NCRA Web site to join. Go to <http://ncraonline.org/ethicsfirst/logo/>.

### Why should I join Ethics First?

Each reporter can play a role. A strong grassroots effort is needed to educate our consumers about why incentive gifting is harmful. With a larger presence, we can reach more attorneys, paralegals, and law firms and our message that incentive gifting degrades the neutrality of the profession will be disseminated far and wide. Additionally, your name will be published under Ethics First in the NCRA Sourcebook, in the Professional Services Locator (PSL), and on the Ethics First website.

### What happens once I sign up?

Once you join, the Ethics First logo is available for immediate use by you or your firm in publicizing your participation in this program. Educational materials are being developed for individual members and state associations, and articles are currently available for your review on the Ethics First home page.

### Who else has joined?

On the Ethics First home page, you will find a list of people who have signed up. Go to <http://ncraonline.org/ethicsfirst/ethicsparticipants/default.htm> to see the most current list of participants. Use this list for referrals and networking to be confident you are working with reporters who concerned about gift-giving practices. Check to see if your local colleagues are members. If not, encourage them to join. These lists will also be posted in the Professional Services Locator (PSL) and in the NCRA Sourcebook.

### What's next for the Task Force?

Members of the Ethics First Task Force will be giving presentations to state court reporting associations, state bar associations, and court reporting schools with goals of increasing membership in the program, as well as encouraging attorneys to hire firms and reporters who are Ethics First members. Downloadable articles and promotional materials that you can customize to your own needs will be provided. Videos, PowerPoint presentations, and social media marketing campaigns are all in various stages of development.

### My firm has given gifts in excess of the current \$100 limit in the past. May I be a member of Ethics First?

Quite simply, yes. We acknowledge that firms may have made mistakes in the past, but given that the goal of Ethics First is to educate court reporting firms, court reporters, law firms, attorneys, and other legal players on the drawbacks of excessive gift-giving, Ethics First will forgive all previous violations of the current \$100 annual limit. As long as you or your firm does not violate COPE again, you may advertise yourself as a member of Ethics First.

### I'm an official court reporter and this seems like a freelance issue. How can I help?

Official court reporters are a very high-profile example of our profession. The good example set by the visibility of the officials in our profession keeps the profession in the forefront of the minds of the general public and attorneys alike. The exposure officials could add to this program would be far-reaching because of their contact with so many consumers. For official reporters, the logo can be incorporated into business cards and possibly correspondence, and in general is just a good reminder of the ethics that are important to our profession.

### What if an Ethics First member violates COPE #8?

When you sign up for the program and are allowed to use the logo, you agree to abide by COPE. This applies to both members and non-members. Should the gift-giving rules be violated, a COPE complaint can be filed against the violator, and NCRA can take action to protect its copyright on the use of the logo. Additionally, NCRA will send letters to violators stripping them of membership in Ethics First if they are found guilty of violating COPE. Ethics First is not an enforcement agency, but we will expel clear violators of COPE and that firm or individual will lose the right to market themselves as a member of Ethics First.

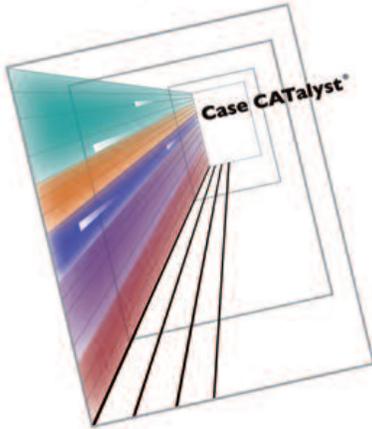


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# Vocabulary Quiz

By Debby Steinman

As usual, these words come from the mouths of counsel, the Commentary section of the newspaper, and my occasional leisure reading. Two were suggestions from CCRA members. And I have to admit, I had to look up some of them myself.

For the definitions, I use Merriam-Webster's 11th Collegiate Dictionary and The New Oxford American Dictionary on my Kindle. For the multiple-choice answers, I use many synonym and antonym dictionaries, and my imagination.

If you have a unique, interesting word, send it to me at [dsteinmancsr@cox.net](mailto:dsteinmancsr@cox.net) and I will try to work it in.

1. **Inchoate: adj.**
  - a. decayed
  - b. partly in existence
  - c. vacant
  - d. completely formed
2. **Advert: intrans verb**
  - a. to turn the attention to
  - b. to change direction
  - c. to have a dislike
  - d. to avoid
3. **Apposite: adj.**
  - a. inane
  - b. cogent
  - c. contradictory
  - d. relevant
4. **Cloture: noun**
  - a. stitches
  - b. hostile encounter
  - c. close of debate
  - d. a road closed at one end
5. **Lagniappe: noun**
  - a. small gift with purchase
  - b. lasso
  - c. lunch box
  - d. a hair decoration
6. **Flibbertigibbet: noun**
  - a. a cheerful or optimistic person
  - b. an innocent person
  - c. a silly, flighty person
  - d. a narcissistic person
7. **paeon: noun**
  - a. a hymn of praise
  - b. a heathen
  - c. a condemnation
  - d. a spiritualist
8. **hoary: adj.**
  - a. promiscuous
  - b. fragile
  - c. lumpy
  - d. aged
9. **trope: noun**
  - a. group of performers
  - b. figure of speech
  - c. a keepsake
  - d. common practice
10. **misprision: noun**
  - a. wrongful confinement
  - b. misunderstanding
  - c. wrong performance of official duty
  - d. misinterpretation

ANSWER KEY ON PAGE 18



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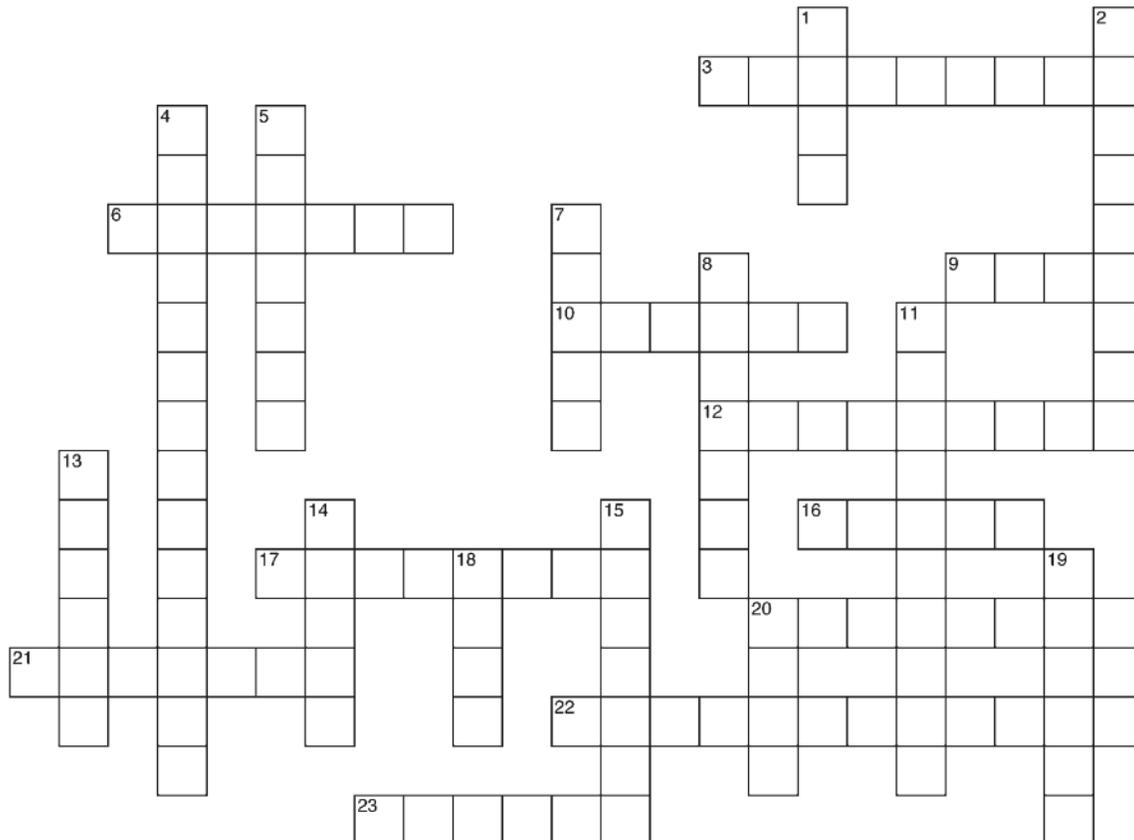
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# Legal Terms Crossword Puzzle

## Legal Terms



Constructed with Crossword Weaver

### ACROSS

- 3 Person who complains
- 6 The jailing or imprisonment
- 9 Statement of being guilty or not guilty
- 10 Case of review
- 12 Person accused
- 16 Short version of the facts
- 17 Cause to appear in court
- 20 Proclaimed punishment after conviction
- 21 Preliminary proceeding where evidence is taken to find fact
- 22 Court order to bring a person before a court (2 wds.)
- 23 To deprive a person of liberty

### DOWN

- 1 Money taken for temporary liberty
- 2 Sworn statement of facts
- 4 Accused twice same crime (2 wds.)
- 5 One who testifies
- 7 Right to money or property
- 8 Decision made by jury
- 11 Finding a person guilty
- 13 List of cases to be tried
- 14 The person with the authority to hear a case
- 15 Order to arrest
- 18 Oral pledge
- 19 Declare not guilty
- 20 Stopping an arrest or court

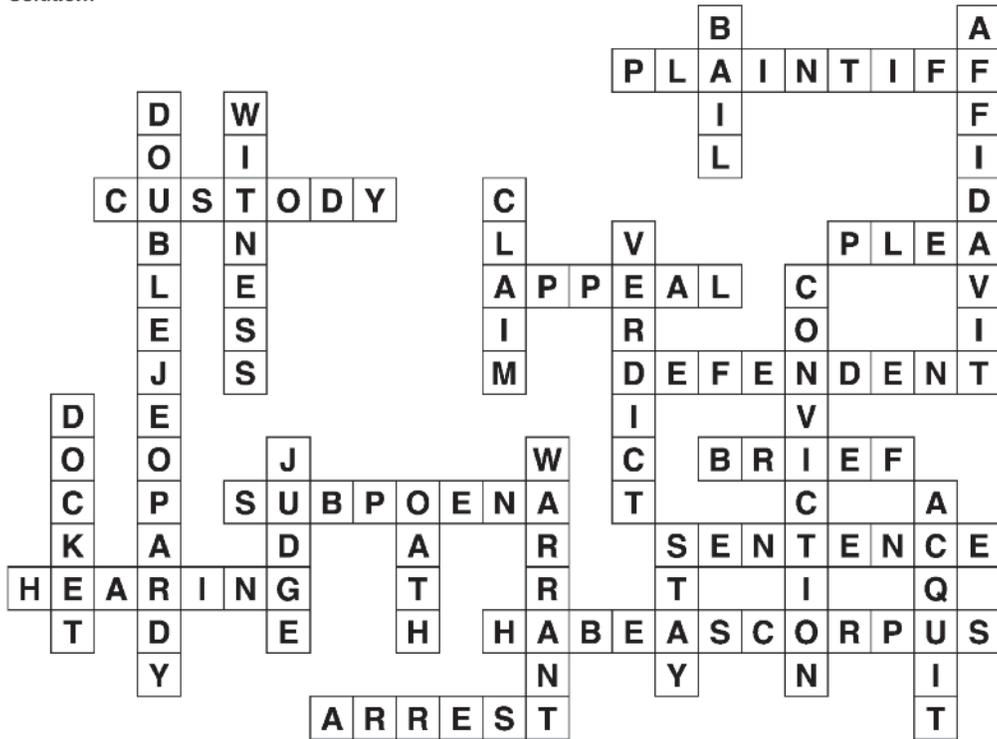
ANSWER KEY ON PAGE 17

# Legal Terms Crossword Puzzle

Answer Key from Page 16

## Legal Terms

Solution:



### Cal-e-licious

By Gerie Bunch

#### BLUE CHEESE LOVERS DIP

##### Ingredients:

- 2 containers blue cheese (4 oz.) crumbled
- ½ c. red onion, finely chopped
- 1/3 c. olive oil
- 2 cloves garlic, minced
- 1 Tbsp. red wine vinegar
- 1 Tbsp. lemon juice
- ½ c. fresh parsley, chopped
- Freshly ground pepper



Mix together and refrigerate at least 1 hr. before serving. Serve on a platter with Triscuits or Wheat Thins for thinly sliced sour dough baguette.

# Vocabulary Quiz

## *Answer Key from Page 14*

Answers:

1. **Inchoate: adj.** — (b) being only partly in existence or operation; Incipient
2. **Advert: intrans verb** — (a) to turn the mind or attention to; to call attention in the course of speaking or writing; make reference
3. **Apposite: adj.** — (d) highly pertinent or appropriate, relevant
4. **Cloture: noun** — (c) the closing or limitation of debate in a legislative body, especially by calling for a vote
5. **Lagniappe: noun** — (a) a small gift with purchase
6. **Flibbertigibbet: noun** — (c) a silly, flighty person
7. **paeon: noun** — (a) a joyous song or hymn of praise, tribute
8. **hoary: adj.** — (d) aged
9. **trope: noun** — (b) figure of speech
10. **misprision: noun** — (c) neglect or wrong performance of official duty

