

CCRA *online*

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SAVE THE DATE!
October 7-10, 2011
San Diego, CA**

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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.

The Reporters' Mousetrap

By Debby Steinman, CSR, CRR, RDR
CCRA President



Earlier this month, I was looking through my files to find something I could pull on to help clarify or solidify our position on the budget crisis, layoffs and furloughs. I think it's a good time to point out that we are all in this together, whether we're officials or freelancers, whether we are from the north, south or the central part of the state, whether we are senior reporters or brand-new reporters, or whether we have different viewpoints on some issues.

Situations like the one we find ourselves in have been going on since time began, but putting forth a united front and fighting through hardships makes for success.

I think the oft quoted poem below is relevant to our situation and the solution is obvious.

Please let me present it to you:

A mouse looked through a crack in the wall to see the farmer and his wife opening a package. What food might it contain? He was aghast to discover that it was a mousetrap.

Retreating to the farmyard, the mouse proclaimed the warning: "There is a mousetrap in the house, a mousetrap in the house!"

The chicken clucked and scratched, raised her head and said, "Excuse me, Mr. Mouse, I can tell this is of grave concern to you, but it is of no consequence to me. I cannot be bothered by it."

The mouse turned to the pig and told him, "There is a mousetrap in the house, a mousetrap in the house!" "I am so very sorry, Mr. Mouse," sympathized the pig, "but there is nothing I can do about it but pray. Be assured that you are in my prayers."

The mouse turned to the cow. She said, "Like, wow, Mr. Mouse. A mousetrap! Like I am in grave danger? Duh... NOT!"

So the mouse returned to the house, head down and dejected, to face the farmer's mousetrap alone.

That very night, a sound was heard throughout the house like the sound of a mousetrap catching its prey. The farmer's wife rushed to see what was caught. In the darkness, she did not see that it was a venomous snake whose tail the trap had caught. The snake bit the farmer's wife. The farmer rushed her to the hospital. She returned home with a fever.

Now everyone knows you treat a fever with fresh chicken soup, so the farmer took his hatchet to the farmyard for the soup's main ingredient.

His wife's sickness continued so that friends and neighbors came to sit with her around the clock. To feed them, the farmer butchered the pig.

The farmer's wife did not get well, and a few days later, she passed away. So many people came for her funeral that the farmer had the cow slaughtered to provide meat for all of them to eat.

*So the next time you hear that someone is facing a problem and think that it does not concern you, remember that when there is a mousetrap in the house, the whole farmyard is at risk.**

continued on Page 4

The Reporters' Mousetrap

(continued from Page 3)

CCRA has been around for 100 years and has been through many trying times. We will work together to get through this one as well. CCRA will continue to monitor the layoff situation and keep you informed.

Please let CCRA know if you hear of anything concerning layoffs. We can only be the best that we can be by working together. Let's stick together, work together, and protect our chosen profession of stenographic court reporting.

Sincerely and with warmest regards to all reporters in the state of California,

Debby Steinman,
President, California Court Reporters Association

*The poem's author is unknown.



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2011 DSA Awarded to Arnella I. Sims, RPR, CRR, FAPR



Arnella I. Sims, RPR, CRR, FAPR, of Los Angeles, Calif., was honored with the 2011 Distinguished Service Award. The Award was presented during NCRA's 2011 Convention and Exposition in Las Vegas, Nev. The DSA is the highest honor an NCRA member can receive. Since 1960, 51 individuals have been so honored.

In keeping with tradition, last year's Distinguished Service Award winner, Forrest M. Brown, RDR, of Atlanta, Ga., presented the 2011 Award to the recipient. His speech introducing Arnella Sims follows.

This year's recipient began a court reporting career serving first as a freelancer, but our recipient has spent the majority of her career working as an official reporter in one court system. Our recipient is a Certified Shorthand Reporter, a Registered Professional Reporter, a Certified Realtime Reporter, and Fellow of the Academy of the Professional Reporters.

Over the course of her 35-plus year career, our recipient has been deeply involved in her local, state, and national court reporting associations. She has been dedicated to the education of court reporters in her state. When she took over the continuing education seminars doubled. Not only has she sought ways to educate her colleagues, but she was considered a font of knowledge to many of the reporters in her state. She was instrumental in setting

up "Day in Court" programs for students in her county and visited the local court reporting program for career days in Los Angeles County.

She has worked with the legislature in Sacramento, the Service Employees International Union, the California Court Reporters Association, and the Los Angeles County Court Reporters Association to protect the profession.

She was instrumental in motivating the court reporters to support the California lobbyists and representatives and she told her colleagues when legislation affecting court reporters was coming up for a vote. She championed the fight against electronic recording in state of California, not once, not twice, but three times.

One nominator wrote of our recipient's honesty, integrity, and easygoing personality. Another wrote of her dedication: "Without her wisdom, knowledge, guidance, and tireless work, we Californians would have been replaced a long time ago by digital recording."

She was described as a visionary by many who nominated her. I have no doubt you agree that she deserves this honor. Please join me in congratulating Arnella I. Sims of Los Angeles, California.



Margie Holds Court!

By Margie Wakeman Wells
mww@margieholdscourt.com

Author of the definitive work on punctuating the court reporting transcript, Court Reporting: Bad Grammar/Good Punctuation, plus a workbook to hone your skills. — Available at margieholdscourt.com

I have great news from my end. Margie Holds Court Publishing is in business!! I am taking over the publication of my books and will be publishing them through my own website. I am very excited about this new venture and hope that it will be the one-stop shop for all things English! This is the site for ordering my books, booking me for a seminar, and sending me emails.

New website: margieholdscourt.com
New email address: mww@margieholdscourt.com

John, my operations manager, will be handling orders and shipping: jws@margieholdscourt.com.

We hope you will drop by the site. There is a description

of the books, plus the table of contents and sample chapter sections. My seminar schedule is there. If you want me to come speak for your group, there is a form to fill out and send. You can link directly to the CR: Bad Grammar/Good Punctuation's Facebook page from the website.

Look for exciting new things: I am going to be starting a blog in the very near future in order to give us a place to discuss your questions. Details will be available on the website.

Drop by. Order a book. Book a seminar. Let us know what you think.

As always, happy punctuating!



Cal-e-licious

Gathered by: Gerie Bunch

MAVERICK'S SHRIMP & GRITS

From the Southwest Airline magazine
Maverick Restaurants, Charleston, SC

Ingredients:

FOR STEP 1

4 c. water
½ tsp. salt
2 Tbsp. butter
1 ¼ c. Stone ground grits
¼ c. cream

FOR STEP 2

20 shrimp, peeled & deveined
4 oz. Country ham, julienned
4 oz. smoked pork sausage,
cut in circles
4 tomatoes, seeded & diced
1 Tbsp. water



4 Tbsp. green onions chopped
½ tsp. garlic
Pinch of Cajun Spice
3 Tbsp. butter (added at the end)

STEP 1: Bring the water to a boil, stir in grits and cook for 40 minutes, stirring occasionally. Remove from heat and stir in cream.

STEP 2: Sauté ham and sausage about 30 seconds in 1 Tbsp. butter. 2) Add the shrimp and sauté 1 – 2 minutes. 3) Add garlic and Cajun Spice, sauté 30 seconds more. 4) Then add the tomato, green onion and water, sauté until hot. 5) Finally stir in remaining 2 Tbsp. butter.

Spoon grits on 4 plates, five shrimp each and top with sauce.

Make it your own! Comments from the cook:

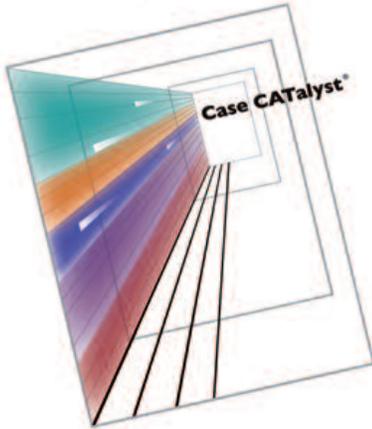
I used instant grits and only cooked them about 6 minutes. I also substituted turkey sausage for the pork. And I used a 14 oz. can of stewed tomatoes with juice instead of fresh. I think a garnish of parmesan cheese, cilantro and a lime would top it off.

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The Fuss About “Net Neutrality” Explained

Q. Can you explain Net Neutrality and what all the fuss is about in layman's terms? I am against the government running anything, but I don't understand the issue here.

A. It's a complex subject about which volumes have been written, but in its simplest form, Net Neutrality is the principle that says that all information flowing across the Internet should be treated equally.

With more people streaming data-rich video, Skype (Internet telephone), playing online games, watching full-length movies, and using social networking sites such as Facebook, Twitter, etc., the Internet itself faces significant traffic congestion, which can manifest itself in sluggish or even nonexistent access to Internet-based data.

Questions then arise such as, “Should Internet access providers be able to sell multi-tiered access to accommodate heavy users? Should sites that generate massive traffic and thus contribute to the congestion pay additional fees which would undoubtedly be passed on to consumers? Should the historically free Information Superhighway become a toll road?”

The U.S. Government is examining Net Neutrality and its financial, legal, and social implications. The debate then becomes, “Do we need federal intervention to ensure fairness, or is this an issue for the free market to work out, bearing in mind that the Internet itself is global, so the U.S. Government's jurisdiction would be limited to U.S.-based providers?” The debate and discussion to follow promise to be heated and prolonged, so stay tuned.

Q. I have Firefox configured to automatically open four sites when I launch it. Can Internet Explorer perform the same function?

A. Start by creating a tab (CTRL + T), type in an address and go to that site. Repeat the process for each site you want to open automatically. Let's say you create four tabs to display the four different sites you display in Firefox.

If you want all four to appear when you open IE, click the little down arrow next to the House icon (Home page) on the toolbar and select “Add or Change Home Page.” Click “Use the Current Tab Set as your home page,” select “Yes,” then close IE. That's all there is to it.

Quick Review: To configure Firefox to open multiple pages, click Tools > Options > General tab. Under Startup, “When Firefox starts:” select “Show my home page.” In the Home Page field, enter the URLs of the sites you would like to launch automatically, separated with a pipe mark (|), which is vertical line, usually located above the backslash (\) key. Click OK when you're done.

Q. I know how to delete individual files, but I can't remember how you said we can use the keyboard to highlight a block of files for moving or deleting. Thanks, Mr. M.

A. To select multiple files, hold down the SHIFT key and click the first file to select it, then scroll down to the last file and click that to highlight (select) all files in between.

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If the files you want to select are non-contiguous files — which is just a fancy-shmancy way of saying files not located next to each other — use the CTRL key instead of the SHIFT key to select specific files.

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

Bidding for Good

This site brings together cause-conscious consumers and organizations attempting to raise funds to support their various missions. All of the items found in their ongoing auctions raise funds for the nonprofit running the auction, so consumers' bidding dollars support causes that are important to each individual.

www.BiddingForGood.com

Book of Odds

This Web site details the odds of everyday life. You'll find interesting data ranging from the odds of becoming a YouTube celebrity, to the odds that you'll wind up old, surrounded by cats, and writing newspaper columns. (Hey, wait a minute!) This site provides an interesting

look at odds and probabilities. For example, did you know that the odds that a pet cat is allowed to sleep in its owner's bed are 1 in 1.49? I hate to disagree with this site, but around my house, the odds of a cat sleeping wherever it wants to, whenever it wants to, are 100 percent. Use the site's Search field to search for topics of interest.

www.bookofodds.com

Typewar

So, you think it's easy to tell the difference between fonts, do you? Here's your chance to find out. This site will present an example of a certain typeface. Your mission, should you choose to accept it, is to identify in which of two choices the letter appears. It's not as easy as it sounds. To let you know how you're doing, the site keeps score. No wagering, please.

<http://typewar.com>

For plain-English answers to your questions by email, plus great computing tips, subscribe to Mr. Modem's award-winning WEEKLY newsletter. Subscribe using Promo Code 1640 and receive two free months (eight weekly issues!) with your 12-month subscription. To view a sample issue or subscribe, visit www.MrModem.com.



Is your transcript half-full or half-empty?



Page formats can be easily manipulated so that fewer characters and words appear on the transcript page. Additionally, some court reporting firms choose to add word indexes at full transcript page rates at the end of the transcript. Both of these practices adversely affect your bottom line by artificially increasing the volume of pages for which you are being charged, leaving your wallet half-empty.

To avoid unnecessary expense, choose a reporter that adheres to the California Code of Regulations, Section 2475, Professional Standards of Practice and Minimum Transcript Format Guidelines



Member of Saveourcourtrecords.org

Look The Part and You'll Be The Part

*By Jan White, CRR, RMR, CSR No. 1879
President, Jan White Court Reporters, APC*

I loved snow skiing for many years and, over the years, took some group lessons as I understood that was the only way to both get rid of bad habits and be introduced to some new good habits and skills.

I was also lucky to have a private lesson or two with a close friend whose advice was dedicated and committed only to me, and I personally learned a couple of things that I could apply to almost anything in my life to make it go more smoothly and effectively.

I learned to always wear a great costume, whether it's ski clothes, hiking clothes, professional work clothes, golf clothes or a prom dress. You name it!

What happens when you do that? People just assume you know what the heck you are doing, and consequently, you do it well. Boy, did that come in handy over the years!

Hey, as a freelance reporter, when you walk into the conference room, or wherever your assignment is, looking tastefully professional, attorneys and witnesses just assume they have an excellent reporter taking care of their record.

Now back to skiing. Another thing I learned was to find a position where I was relaxed and comfortable on my skis. Once you find that position, it follows that you will be much more balanced, able to navigate more easily, and when or if you're flying over a bump down an icy slope, chances are at least you'll land with your head up and your feet down!

Applying that to reporting, take time to set up your equipment where it is the most comfortable and ergonomically effective.

Now, back to my experiences in skiing. When I went back and took group lessons, the instructors would evaluate the level of class I should be placed in. They would stand at the bottom of a slope and signal for me to ski down the slope while watching me so they could put me in the appropriate class.

Horror upon horrors, I always seemed to get graded much better and was put in a lesson so much more advanced than my skill level. I mean to say, putting me in a double-diamond class versus an intermediate class was not good!

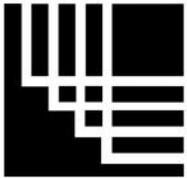
The problem was my costume was great and I looked the part. Little did they know it was only the outside surface!

But again, the lesson is, when you are focused and centered, comfortable in and with your equipment, people think positive thoughts about you, many times maybe higher than your skill level. That's not a bad thing for most things in life, don't you think? And for court reporting, I find it's amazing what you can accomplish.

Bottom line, if you look the part and subconsciously are the part, your fingers will fly and your readbacks will come easy. Hey, you'll have the confidence to read back like a pro without question in your voice and presentation.

So let's hit the slopes of life with vigor and comfort! Just shoosh down those icy slopes and situations with ease, and most assuredly you'll have fun while you're doing it.





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Continuing education enhances needed skills and gives weight and credibility to our certifications. NCRA's current continuing education program has been in effect since 1999, and as part of a periodic re-evaluation and analysis, the Council of the Academy of Professional Reporters (CAPR) recommended that changes be made to better meet the needs of our membership. In November 2010, NCRA's Board of Directors approved those recommendations and directed that the new program be implemented.

NCRA's revised standards will go into effect on October 1, 2011. Members will still be required to earn 3.0 units of continuing education each three-year certification cycle, but the manner in which certifications can be maintained has been expanded. A minimum of two (2) of those units must be earned with formal instruction activities that meet the requirements of the Accrediting Council for Continuing Education & Training (ACCET), NCRA's national accrediting body. But up to one (1) unit per cycle may be earned in Professional Development Credits (PDCs) for qualifying activities. This article will focus on some of the ways that members will be able to earn those new Professional Development Credits. Please be sure to check with your state association as to whether these new activities will be eligible for state affiliate credits.

Promoting the Profession to External Audiences

This requirement can be satisfied by giving a presentation at a court reporting school (as a guest speaker or career day participant), law school, or judges' association. If a question arises as to whether an event qualifies, CAPR will review the request for approval. Members seeking Professional Development Credits must submit an outline or agenda of their presentation, accompanied by either a signed NCRA submission form or letter signed by a representative of the host event. Members will earn .25 credits for each qualifying presentation.

Mentoring

To qualify for Professional Development Credits, mentoring must take place with students enrolled in a school (not mentoring a reporter transitioning into a

new area of the profession). A minimum of five (5) hours will be required for earning the .25 credits, and those hours can either be divided up among multiple students or can all be spent with the same student. A mentor may submit the same student up to two times per cycle (for a total of 10 hours and 0.5 credits), if they have an extended relationship.

Reporters who host students completing their internships will also be entitled to earn credits. Internship reporters are assigned by the school the students are attending, and the students typically fill out logs of time spent. To earn Professional Development Credits, the reporter will also be required to fill out NCRA's mentor form and can then submit a copy of the internship log at the end of the internship period.

Mentoring relationships must be completed during the member's three-year cycle.

Serving as Lead Chief Examiner at NCRA Testing Sites

Members will receive .25 Professional Development Credits for spending a year serving as an NCRA Lead Chief Examiner. You will submit an NCRA form along with the \$40 processing fee when requesting the credits, and documentation will be verified with a cross check of NCRA's master roster of chief examiners' names.

In order to serve as an NCRA Chief Examiner, you must be a member of NCRA in good standing and preferably hold an NCRA credential. Additional requirements include the ability to maintain strict confidentiality and security, adherence to NCRA policies and procedures, and administration of the exams at a suitable testing facility.

Service on an NCRA, NCRF, or Affiliate Board or Committee

Members will receive .25 Professional Development Credits per year of service on an NCRA, NCRF, or state court reporting association board or committee. Service on a board or committee of the United States Court Reporting Association (USCRA) also qualifies for this category. Members will submit an NCRA form

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(continued from Page 13)

along with the \$40 processing fee when requesting the credits, and the year of service must be completed prior to submission for credit (*with the exception of this first year, in which the service must be completed after October 1*). A cross check with NCRA or NCRF board and committee rosters will provide sufficient documentation for the national service. For affiliate service and USCRA service, the state and USCRA boards will be required to maintain those records and verify a member's service with a signature from the state or USCRA board president. In order to be eligible for credits this first year of the new program, your year of service on the board or committee must end **after** October 1, 2010.

Pro Bono Services (Judicial, CART, Captioning)

Pro bono services are defined by the Council of the Academy of Professional Reporters (CAPR) as *providing court reporting, realtime, CART or captioning services for which compensation in any form was not rendered*. In practice, this can include any variety of services, such as providing CART services for a deaf consumer at a meeting or church service or taking depositions for litigants who could not afford reporting services.

Specifically, .25 credits will be awarded for a minimum of 2.5 hours of pro bono service, of which 30 minutes can be the preparation involved. Service for two one-hour events plus 30 minutes of preparation, for example, can be combined for one submission. The preparation time will be accounted for on the honor system. Members will submit an NCRA form along with the \$40 processing fee when requesting the credits. The form must be signed by either the deaf consumer or the host of the event for which the pro bono services are performed.

Association 101 exam

NCRA currently offers book and article tests, and members will earn Professional Development Credits for successfully passing — or writing — a qualifying book or article test under the new continuing education requirements (earning .25 credits per submission after October 1). But the *Association 101* exam will be a new offering beginning in October.

Following a year of state or national board service, members may download the Association 101 manual from NCRA's website, study it, and then take a 50-question, open-book exam using the manual as the reference. The grading and processing fee to download the test (and to record the credits, if you pass the exam) is \$25. A passing grade is 80% or 10 incorrect answers, and you will be notified of the pass/fail after the exam has been graded. A member may only earn credits for the Association 101 exam once in his or her lifetime, but you may take it once per year until you have passed.

Current offerings

Members currently participate in several activities that will not qualify for formal ACCET-approved CEUs after October 1, but which will still be eligible for earning Professional Development Credits (PDCs). The values for some of these activities will change, so be sure to check <http://NCRAonline.org/certification/ContinuingEd/> for more information. Again, you will be limited to 1.0 total credit in Professional Development Activities, but they include:

- NCRF oral history transcription
- Seminar presenting and training
- Competing in speed or realtime contests
- Tests for teletrainings or qualifying training events
- Testing: Includes the skills or WKT portion of the RMR, RDR, CRR, CLVS (if you're an RPR), CCP (if you're an RPR) and CBC (if you're an RPR)
- Formal supervised dictation practice
- Logged time on Realtime Coach

Carryover CEUs

Please note that if this is the third year of your certification cycle, you are now eligible to carry over 0.5 CEUs or PDCs into your next three-year cycle. The excess credits carried over must always be earned in the last six months of your cycle (so on or after April 1 of the final year of your cycle). And the excess credits that you wish to carry forward — up to 0.5 — must be submitted *prior to your September 30 cycle end date*.

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NCRA's New Continuing Education Requirements



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CURRENT AND FUTURE NON-CEU SPECIFICS Revised March 2011

ACTIVITY	CURRENT SYSTEM	FUTURE SYSTEM
Independent Study Projects	Variety of projects (includes Dictionary Jumpstart) [CEUs vary according to the project; no limit per cycle]	Variety of projects. [CEUs vary according to the project; maximum of 1.0 from all non-CEU credits] Must be approved in advance.
NCRF Oral History Transcription	VHP transcriptions [.1 per transcript; maximum of 1.0 per cycle]	Transcriptions for any NCRF Oral history program [.25 per transcript; maximum of 1.0 from all non-CEU credits] No fee for submission
Pro bono services (CART, Judicial, captioning)	Not currently eligible	Pro bono services [.25 for a minimum of 2.5 hours of service, of which 30 minutes can be assignment preparation; maximum of 1.0 from all non-CEU credits]
Service on an NCRA, NCRF, or affiliate board, committee, etc.	Not currently eligible	Service on an NCRA, NCRF, or affiliate board, committee [.25 per year per board/committee; maximum of 1.0 from all non-CEU credits]
Serving as a Lead Chief Examiner at NCRA testing sites	Not currently eligible	Serving as a Lead Chief Examiner at NCRA testing sites [.25 per year; maximum of 1.0 from all non-CEU credits]
Seminar Presenting and Training	Seminar presenting [.1 per contact hour; no limit per cycle]	Seminar presenting and training [.25 for 1-4 hours, .5 for over 4 hours of presenting; maximum of 1.0 from all non-CEU credits]

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NCRA's New Continuing Education Requirements



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Extra credit for taking a teletraining or qualifying training test	E-seminar and teletraining tests <i>[.15 per exam following an event; no limit per cycle]</i>	Exam for a teletraining or qualifying training event. E-seminar tests will not be offered after October 1, 2011. <i>[.25 per event submission; maximum of 1.0 from all non-CEU credits]</i>
Competing in speed or realtime contests	Each leg of NCRA speed contest - .5 CEUs Each leg of state speed contest or award of excellence - .4 NCRA realtime contest - .5 State realtime contest - .4 [Can only claim one leg per cycle; maximum of 1.2 CEUs from state speed, 1.5 CEUs from NCRA speed]	Competing in speed or realtime contests <i>[.25 per leg qualified; maximum of 1.0 from all non-CEU credits]</i>
Testing	Passing the skills or WKT portion of the RMR, RDR, CRR, CLVS (if an RPR), CCP (if an RPR) & CBC (if an RPR) - .5 CEUs <i>[No limit per cycle]</i>	Testing (same qualifying skills and WKT tests) <i>[.25 per skills test leg or WKT passed; maximum of 1.0 from all non-CEU credits]</i>
Formal Supervised Dictation Practice	Formal supervised dictation practice <i>[.1 per contact hour of instruction; limit .5 CEUs per cycle]</i>	Formal supervised dictation practice <i>[.25 per two and a half contact hours of instruction; maximum of 1.0 from all non-CEU credits]</i>
Time on Realtime Coach	Logged time on Realtime Coach <i>[.1 per logged contact hour; limit 1.0 CEU per cycle]</i>	Logged time on Realtime Coach <i>[.25 per two and a half contact hours; maximum of 1.0 from all non-CEU credits]</i>

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NCRA's New Continuing Education Requirements



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<p>Formal mentoring programs</p>	<p>Not currently eligible</p>	<p>Formal mentoring programs [.25 per five hours of involvement through a school internship or formal mentoring program; maximum of 1.0 from all non-CEU credits]</p>
<p>Promoting the profession to external audiences (e.g., career day, law school, judges' association, etc.)</p>	<p>Not currently eligible</p>	<p>Promoting the profession to external audiences [.25 per event; maximum of 1.0 from all non-CEU credits]</p>
<p>Book or article tests written (approved books and articles only) [Each test may only be taken once per lifetime per credit]</p>	<p>JCR article tests - .2 per test (passing grade – 75%) (\$25 fee if taken online). .3 for writing JCR article, .6 for submitting an article and a test. Book tests - .2 or .3 per test (passing grade – 85%) Writing a test – With CAPR approval, .6 CEUs for writing test for book not on the current NCRA book list (at no cost) <i>Grammar for Court Reporters</i> two-part test (passing score - 70%). Part I and Part II exam, .3 CEUs for each test</p>	<p>All book or article tests (approved books and articles only) Writing a test for a book not on the current NCRA book list – with CAPR approval (at no cost) Grammar for Court Reporters (two-part test, passing score – 70%; Part I and Part II exam) Association 101 manual exam (following a year of board service). This is an open-book exam. [.25 per submission; maximum of 1.0 from all non-CEU credits]</p>



From the Internet!

I never knew one word in the English language can be a noun, verb, adj, adv, prep.

UP

This two-letter word in English has more meanings than any other two-letter word, and that word is 'UP.' It is listed in the dictionary as an [adv], [prep], [adj], [n] or [v].

It's easy to understand **UP**, meaning toward the sky or at the top of the list, but when we awaken in the morning, why do we wake **UP**?

At a meeting, why does a topic come **UP**? Why do we speak **UP**, and why are the politicians **UP** for election (if there is a tie, it is a toss **UP**) and why is it **UP** to the secretary to write **UP** a report? We call **UP** our friends, brighten **UP** a room, polish **UP** the silver, warm **UP** the leftovers and clean **UP** the kitchen. We lock **UP** the house and fix **UP** the old car.

At other times, this little word has real special meaning. People stir **UP** trouble, line **UP** for tickets, work **UP** an appetite, and think **UP** excuses.

To be dressed is one thing but to be dressed **UP** is special.

And this **UP** is confusing: A drain must be opened **UP** because it is stopped **UP**.

We open **UP** a store in the morning but we close it **UP** at night. We seem to be pretty mixed **UP** about **UP**!

To be knowledgeable about the proper uses of **UP**, look **UP** the word "UP" in the dictionary. In a desk-sized dictionary, it takes **UP** almost 1/4 of the page and can add **UP** to about thirty definitions.

If you are **UP** to it, you might try building **UP** a list of the many ways **UP** is used. It will take **UP** a lot of your time, but if you don't give **UP**, you may wind **UP** with (**UP** to) a hundred or more.

When it threatens to rain, we say it is clouding **UP**. When the sun comes out, we say it is clearing **UP**. When it rains, it the earth soaks it **UP**. When it does not rain for awhile, things dry **UP**. One could go on and on, but I'll wrap it **UP**, for now...my time is **UP**!

Oh...one more thing: What is the first thing you do in the morning and the last thing you do at night?

U

P!

Did that one crack you **UP**?

Don't screw **UP**. Send this on to everyone you look **UP** in your address book . . . or not . . . it's **UP** to you.

Now I'll shut **UP**!



CCRA Letter: The Bar Association of San Francisco



August 10, 2011

Priya Sanger, President
The Bar Association of San Francisco
301 Battery Street, Third Floor
San Francisco, California 94111

Dear Ms. Sanger,

On behalf of the California Court Reporters Association, (CCRA), we respectfully ask that the Bar Association of San Francisco give support to the court reporters of San Francisco and Alameda counties who have been advised that numerous layoffs in each county will be implemented and courtrooms closed. We urge you to specifically request of the Chief Justice that she immediately take action to ensure that court-employed court reporters will remain in the civil and criminal departments.

These layoffs, along with the closure of the civil courtrooms, deny access to justice, and are particularly harmful to civil litigants by denying them a right to a verbatim record of their proceedings. By retaining official court reporters employed by the court, litigants are assured of the availability of a court reporter, and courts can waive various costs for indigent defendants.

Ms. Sanger, we request that during your meeting with Chief Justice Tani Cantil-Sakauye that you request she take all actions necessary to retain sufficient official court reporters in all criminal and civil proceedings.

We appreciate your consideration of this matter.

Sincerely,

A handwritten signature in blue ink that reads "Debby Steinman".

Debby Steinman
President, California Court Reporters Association

California Court Reporters Association • 65 Enterprise • Aliso Viejo, CA 92656
Office (949) 715-4682 • Fax (949) 715-6931 • www.cal-ccra.org

Those Pesky Prefixes and Their Peskier Exceptions

Below is a list of some common prefixes that are frequently misspelled by using improper hyphenation:

Anti, co, counter, hyper, hypo, inter, intra, mega, micro, mini, mis, multi, non, out, over, para, post, pre, re, self, semi, pseudo, sub, super, ultra, un are all unhyphenated words, e.g., nonmember, interchangeable, unimaginable, etc.

Words with the prefix *anti, mini, multi* and *semi* are one word unless the second syllable begins with an *i*, e.g., anti-inflammatory, multi-institutional, semi-independent. Of course, to be difficult, mini-mart is hyphenated.

Words with the prefix *co* are all one word unless there's a double *o*, e.g., co-occur, co-official, co-own. Please note that coworker is one word.

Words with the prefix *mis* are all one word even if second syllable starts with *s*, e.g., misshapen, misspeak, misspell.

Words with the prefix *non* are one word even with a double *n*, e.g., nonnative, nonnegotiable, unless there's a proper noun or adjective following, e.g., non-French, non-American.

Words with the prefix *out* and *post* are all one word even if second syllable starts with *t*, e.g., Outthrow, outthink, outtalk, posttraumatic, posttrial.

Words with the prefix *pre* are all one word even if the second syllable begins with *e*, e.g., preestablish, preenrollment.

Words with the prefix *pseudo* are all one word, and there don't seem to be any with double *o*.

Words with the prefix *intra* and *para* are not hyphenated unless the second syllable begins with *a*, e.g., para-aminobenzoic, intra-arterial.

Words with the prefixes *counter, hyper, inter, over, super* all are one word even when the second syllable starts with an *r*, e.g., counterreform, hyperreactive, interregional, overrespond, surreal. Of course, super-duper is always hyphenated.

Words with the prefix *mega* are all one word.

Words with the prefix *micro* are all one word even when the second syllable starts with an *o*, e.g., microorganism.

Words with the prefix *re* are not hyphenated unless they can be confused with another word, e.g., recreate, to take recreation, or re-create, to create again. Or recover, to regain something, or re-cover, to cover again. Even if the second syllable begins with an *e*, *re* words are one word, e.g., reelect, reenroll.

Words with the prefix *self* are always hyphenated except selfdom, selfhood, selfness and selfward – words you hear and use frequently.

Words with the prefix *sub* are all one word, even when the second syllable starts with *b*, e.g., subbranch, subblock

Words with the prefix *ultra* are one word, and there appear to be none with double *a*'s

Words with the prefix *un* are all one word, e.g., unnamed, unneeded, unnoticeable

The exceptions are when a proper noun or a proper adjective follow the prefix, e.g., non-European, non-Biblical, pre-Gothic, pseudo-French, anti-HIV,

References are Merriam-Webster's 11th Edition and One Word, Two Words, Hyphen-ated?

Wireless Task Force Releases Final Wireless White Paper

The NCRA Wireless Task Force is pleased to announce that their white paper, titled *The Secure Delivery of Transcripts Using Wireless and Internet-Based Realtime Methods*, has been officially completed and publically released.

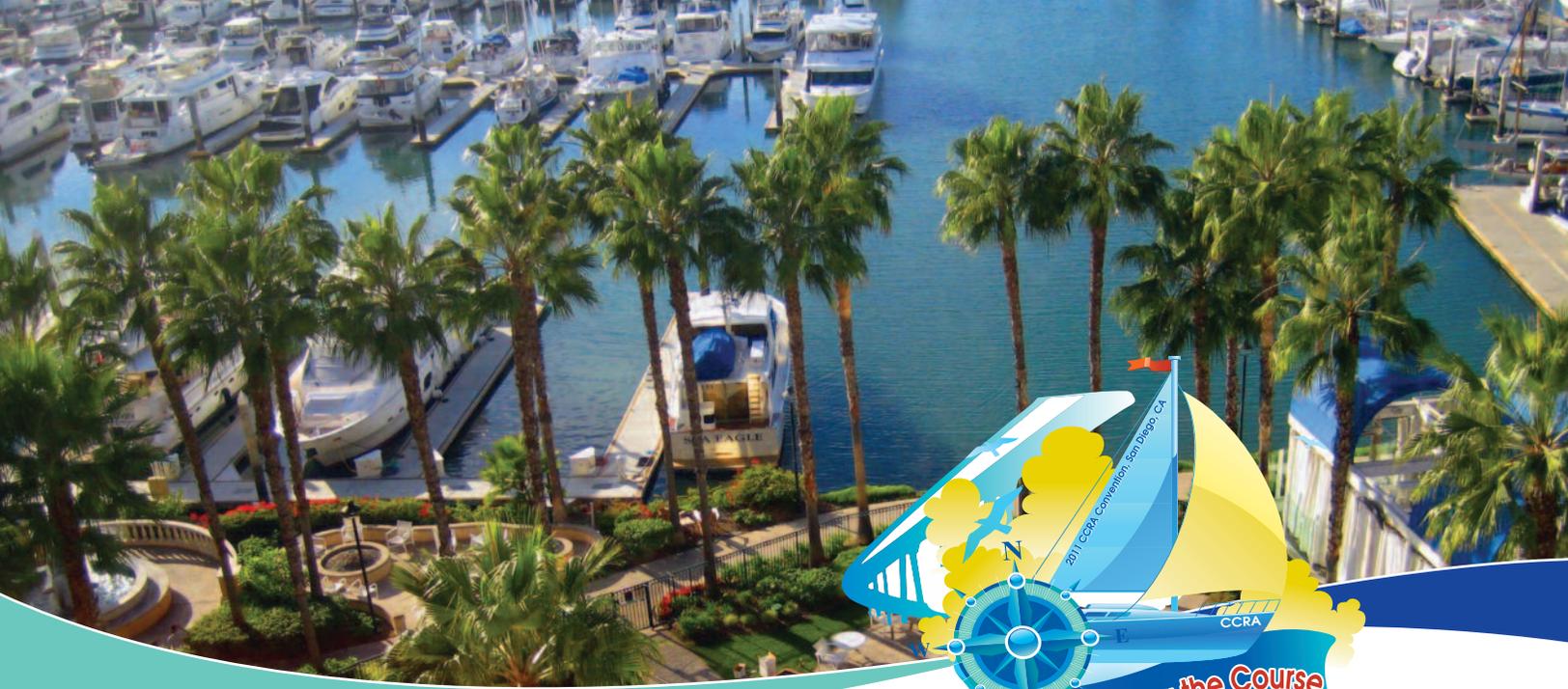
“This white paper is going to become the benchmark to judges, court administrators, IT professionals, and litigants demonstrating that wireless and Bluetooth realtime are 100% secure,” said Wireless Task Force Chair SueLynn Morgan, RPR. “We have found that the majority of Federal and state courts have not yet broached the issue and the task force wanted to be proactive and provide some certainty to the multitude of court reporters that provide a much-needed service in their courtroom on a daily basis.”

The task force has already had an objective source review the paper Independent Security Expert Carl Davis, CIEH, CISSP, MCSE, CCSA, was contacted to offer his suggestions on ensuring that wireless realtime is both safe and secure for courts to use. Concluded Mr. Davis, “Concisely, I would like to stress that the wireless technology promoted by the Wireless Task Force is safe and secure if used and implemented in a secure manner.”

The task force will also request to have the paper peer reviewed by COSCA and NACM’s working group on all issues technology, the Joint Technology Conference (JTC). If the JTC agrees to offer a peer review, it will give credibility to the content and provide assistance in distributing the final paper to a larger, more diverse audience so that individuals involved with the court system will understand the security of wireless and Bluetooth realtime.

In addition to Chairperson Morgan, Bill Weber, Sandy VanderPol, Julie Thomas, Jerry Kelley, and Adam Finkel shared co-authorship of the white paper.





SAVE THE DATE

Join us for CCRA 2011 Annual Convention



Earn CEUs

PACCRA 5K RUN/WALK

MINIVACATION

Bring the FAMILY

NETWORK



CONFERENCE HIGHLIGHTS

Friday, October 7

Welcome Reception under the stars on the Lanai overlooking the marina. This beautiful outdoor setting is heated and has outstanding views. Network with your friends and peers while enjoying a beverage of your choice and some tasty hors d'oeuvres.

Saturday, October 8

Cocktails and dinner Saturday night is a celebration. Dinner and dancing are just a few of the things we have lined up for you. Join the party!

Reception in the Presidential Suite — Enjoy a nightcap and networking Saturday evening.

Sunday, October 9

5K Walk/Run — the Run along the Bay
AND MORE...



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October 7–10, 2011 • Sheraton San Diego Hotel & Marina • San Diego, CA