California Court Reporters Association

C C R A O N L I N E

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Photo: Sandra Bunch VanderPol Named NCRA 2015 DSA Recipient

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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.

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 should also be directed to the Association office. Photographs accompanying articles should be RGB color JPEG files at least 600 pixels x 800 pixels with a resolution no less than 150 dpi.

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PRESIDENT'S MESSAGE

By Carlos Martinez, CSR, RPR, CMRS President, CCRA

This is the end, beautiful friend." Jim Morrison and The Doors debuted that line in a song in 1967. He was writing about a breakup, and in a very small way, that's why I begin my last president's message with it, to demark a breakup. These past two years have gone by at times slowly, at times tumultuously, and at times harmoniously, but in the end, they have gone very quickly. In reflecting back on all that CCRA has accomplished in the past two years, I am humbled by the experience and honored to have been able to lead the charge.

You don't get to accomplish some of the things that we have been able to do alone, though. I have had a tremendous amount of help by a lot of different people. I have made new friends, deepened my respect for old friends, and built alliances with organizations and others throughout the state that will hopefully continue to keep our profession moving forward for years to come.

That being said, I just want to say thank you for the support and for the trust that you have placed in me for these past two years.

Now, on to business. The convention is right around the corner, quite literally. It's just a very short time away. What do we have planned? So many different classes and events that once you hit the convention site, the Newport Beach Marriott, you will be off and running for the next four days.

We have classes ranging from software to hardware, from laws to lingerie, how to punctuate, how to make sure that your clients are getting the most out of what you have to offer, and what you can speak about to your colleagues in terms of pricing for the industry. We have yoga in the morning, movies at night, a book review, and plenty of social gatherings to keep even the most active socialite, well, active.

Our business luncheon will host some dignitaries from the state, and our keynote speaker will talk to you about what it's like to caption major sports events and also end up making the news instead of just reporting it.

We will have a dine-around dinner sign-up for Saturday night to enable you to meet new people over some very good food available right across the street at Fashion Island. And we also have made arrangements with Macy's to open their store just for convention attendees on Sunday night so that you may go across the street and indulge yourself in all that Macy's has to offer including makeup, clothing, and personal shopping.

On top of all of that, CCRA is offering you the ability to earn 2.25 CEU credits in one weekend. Yes, that number is right, and it's possible. It is a great deal for a convention that we hope will have you talking about what you have experienced and the new friends that you made for a very long time to come.

This really will prove to be one of the best conventions that CCRA has put on to date, and I am looking forward to seeing all of you there.



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SANDRA BUNCH VANDERPOL NAMED NCRA 2015 DSA RECIPIENT

Reprinted from NCRA - July 31, 2015

NCRA member Sandra Bunch VanderPol, a freelance reporter from Sacramento, Calif., was recognized with the association's Distinguished Service Award, the organization's highest honor. The award was presented to VanderPol during the Premier Session held during the 2015 NCRA Convention & Expo taking place in New York City July 30-Aug.2. VanderPol became the 55th member to earn the national award.

NCR's DSA recognizes the distinguished work and service by an individual member for the benefit of the court reporting profession, including service to NCRA as a member, a committee member, a director, or an officer of the association. Other displays of distinguished work include contributing to the JCR, or service at the state or local court reporters association, or in the field of public relations or public affairs. Award winners are nominated by their peers and are recognized at NCRA's Convention & Expo.

VanderPol, a court reporter for more than 40 years, holds the nationally recognized professional certifications of Registered Merit Reporter and Certified Realtime Reporter. She has worked as a freelancer and an official court reporter, and she has been a firm owner.

At the national level, Vander Pol has served as a member or chair of the Wireless Realtime, Paperless Future, Ethics First, and CTC Task Forces. She has also served on NCRA's Technology Review, Realtime Systems Administrator Certification and Nominating Committees, as well as the Freelance Reporter Community of Interest. She has been instrumental in the development of NCRA's Realtime Systems Administrator Certificate program.

"There are numerous NCRA members who tirelessly toil in the background for many years and deserve to be recognized for their efforts and commitments," said Merilyn Sanchez, RMR, CRR, a retired court reporter from Chandler, Ariz., and Chair of the Association's DSA Committee.

"I am so honored to present this award. This is not the first DSA presentation I have made, but each time is a very emotional experience for me. I know the hard work and the personal sacrifices of each reporter," said Sanchez, a past

DSA recipient. "My heart races as I make the announcement, and I wonder how long it will be before the reporter experiences the shock and disbelief when their name is announced." (The long-standing tradition for this award is to outline the recipient's career and achievements without mentioning the person's name until near the end.)



Throughout her professional career, VanderPol has also been active at the state level, serving on the California Court Reporters Association's Technology Committee and Legislative Council. She has also served as a presenter and lecture at the national and state levels for court reporting associations and other related organizations. VanderPol has also been published in a number of outlets including the JCR, California's Caligrams, and numerous monthly and online newsletters.

EDUCATING THE LEGAL COMMUNITY THROUGH SOCIAL MEDIA

By Ana Fatima Costa, RPR, CSR

This article was originally published in the August 2015 issue of The BASF Bulletin, a publication of The Bar Association of San Francisco.

Last fall, I was offered a position on the Executive Committee of the first-ever Paralegal Section of the Bar Association of San Francisco. Little did I know then the impact this would have.

The invitation came through social media, via a LinkedIn e-mail from Kelly, a paralegal I had met five years earlier on the night she graduated from San Francisco State's Paralegal Studies Program, where I sit on the advisory board. Shortly after Kelly began working at BASF, she convinced her boss that legal support professionals provide a tremendous service and need support themselves. BASF's board of directors agreed a separate paralegal section would benefit the entire legal community. Soon, the nine-member team was selected for a three-year term.



As the sole court reporting representative, it was a natural fit to take on the role of Secretary to produce detailed minutes of our meetings, and I utilize this opportunity to educate my fellow Executive Committee members about our field. This includes stopping them whenever they excitedly plan networking events and MCLE presentations at a too-rapid pace. They are appreciative of my diligence. In January, we were informed that each EC member has the opportunity to write a 500-word article relevant to the legal community which would be published in BASF's monthly online and paper newsletter, the *Bulletin*.

What to say to the 9,000 BASF attorney and legal support members to educate them about the invaluable, irreplaceable services we provide? It didn't take long to choose the topic: reporters' timeless need to ensure the integrity of the record.

Since 2008, I have offered dozens of internships to reporting students at mock depo and trial events throughout the Bay Area. As the *reporter of record* (as opposed to shadowing a CSR), they speak up, mark exhibits and produce rough draft or final transcripts.

Their biggest challenge is interrupting Q & A or colloquy. Speaking up as a working reporter is difficult enough, but it can be overwhelming for a student.

Katherine Schilling wrote beautifully about her internship experiences in A Different Kind of Mock (CCRA Online, Vol 14, Issue 10, Nov 2014).

"When instructors warned me that speaking up can be intimidating, I thought that didn't apply to me. But when I was on the job, fingers flying over the keys, I realized that I didn't trust myself to interrupt. Whenever someone started speaking too quickly, I held an internal dialog with myself debating whether to speak up at all. 'No, no,' I'd reassure myself. 'I can do it. Just stick it out a little longer. I'm sure he'll finish talking and I'll have a chance to catch up.' But by then, the record would be a sloppy mess and I wasn't doing anyone any favors by keeping quiet."

The intent of my article was to inform attorneys that it is our legal and ethical duty to get an accurate record and that when we interrupt, we are doing our job. In order to have the greatest impact, it was important that I set aside my frustration at their lack of mindfulness and write in an understated manner, without emotion. Just like our neutral "voice" in transcripts.

The title of my article came to me in a flash of insight: The Court Reporter's Dilemma: Interrupt or Drop, followed

EDUCATING THE LEGAL COMMUNITY... CONTINUED ON PAGE 6

EDUCATING THE LEGAL COMMUNITY... CONTINUED FROM PAGE 5

by another insight to write it in a Q & A format. Certainly attorneys would relate to that! And, Q & A is easier to read than paragraphs of what might be deemed "preachy" facts. The EC team loved it.

Once my article was published on the *Bulletin* blog page, I spent a morning posting it in LinkedIn groups related to court reporting, litigation, paralegal and other legal support staff; various Facebook court reporting, attorney and legal support staff groups and business pages, including CCRA, DRA and NCRA; and my own Facebook personal and business pages. By that afternoon, my blog had received 4,000 views and 1200 Likes. The BASF communications director messaged me on Twitter:



The Bar Assoc. of SF @sfbar @AnaFatimaCosta1 You broke the Internet! Congrats on a great post. 2:50 PM - 12 Aug 2015

As of this writing, there have been close to 6,000 views and over 1800 Likes. In my wildest dreams, I did not fathom that one little article would have such an impact:

The NCRA published a link to the article in the Journal of Court Reporting online; the Contra Costa County Bar Association will publish it in their Contra Costa Lawyer magazine; Tennessee Court Reporters Association posted it on their Facebook page; court reporting firm owners shared it in their LinkedIn groups/profiles and distributed printed copies to their reporters to give attorneys at jobs; a Virginia reporting firm owner is publishing it in her newsletter; reporting schools are publishing it in their newsletters; ongoing discussions are taking place in various LinkedIn groups; and my former employer is sending it to thousands of attorneys and reporters nationwide.

WHY IS THIS IMPORTANT?

We have seen our field diminished the past twenty years both in number of working reporters and students in school because of contracting (i.e., the "penny" transcript); budget cuts; and increased use of electronic recording. Informing attorneys and their staff about what we do is essential to the well-being and future of our profession.

CCRA has been working hard to advance the field of court reporting for over 100 years, and a large part of that is educating those whom we serve. Let's use the power of social media to inform our clients, educate law students and keep court reporting in the spotlight. What are your thoughts?

NOTE: I will be speaking twice at CCRA's 105th Annual Convention in Newport Beach in October. My workshop Sunday at 4:00 p.m. is titled *Speak up NOW: The Art of Interruption*, which will be interactive. Bring your machine to practice speaking up in real-life mocks (not timed). Look forward to seeing you there!

AUTHOR BIO



ANA FATIMA COSTA, RPR, CSR is an author, coach and speaker. She uses the knowledge gained through her 35-year reporting career to coach and mentor court reporting students and reporters as well as educate the legal profession about our crucial role. Ana provides internship opportunities for court reporting students and reporters at mock events and uses powerful

scientifically-proven processes that allow them to release obstacles to their happiness and success.

If you need support, would like to participate in an intership or leave a comment about this article, connect with Ana on Facebook, Twitter, LinkedIn or e-mail. Her first e-book, **0 to 225: Your Guide to Writing Mastery**, will be published in September 2015.



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Press Release July 30, 2015 - Courtesy of NCRA

1CapApp Continues To Listen To Our Customers' Needs

We are proud to announce the release of Gen. V to include the Switch Writer Macro.

Switch Writer Macro: We now allow you to assign multiple writers to a session and to define a macro that you can send from your steno machine or keyboard that tells 1CapApp to make the next writer in the list the active writer. That's right! A Switch Writer Macro from your steno machine or keyboard!

How to Create and Use Switch Writer Macro

Each writer needs to log into the 1CapApp dashboard with their "own" user / pass, click on the Switch Writer macro and input their macro. Writer also must define the macro in their CAT software dictionary and it must be identical to the macro created in 1CapApp (case sensitive).

Admin Dashboard

- Create Switch Writer Macro
- Log into dashboard and click on Macros
- Under Set Macros select Switch Writer
- Define the shortcut text string for the macro and save
- Be sure the macro is created before the session is scheduled

Setup Session

- Setup a session and assign multiple writers to the session
- The order of the writers is from top to bottom

Start Session

Writer1 in the list is the assigned writer and starts the session. Other writers are in queue.

From Steno Machine or Keyboard

Writer1 starts writing. When ready to switch, writer1 sends switch writer macro from steno machine or keyboard. Writer2 automatically becomes the assigned writer and should start writing. All other writers get a status of "in queue" and all writers will see at the top of the 1Connect window their assigned status, either assigned or in queue.

IMPORTANT: Only writer1 needs to be connected to 1Connect and ready to go. The other writers in the Round Robin queue can be writing for other assignments; however, when it is that writer's turn, they must be connected and ready to write. Once the switch macro is sent, they become the assigned writer and are now streaming text. You will be amazed how easy, quick and seamless the process is!!

OTHER EXCITING ENHANCEMENTS LISTED BELOW

Delay Seconds Session Setup

You now have a session parameter where you can configure a text streaming delay in second intervals, from 1 to 90 seconds for normal 1CapApp sessions along with YouTube and UVision sessions. In the past, we provided you with a macro to increase or decrease the delay in micro second increments. If your delay was many seconds, the macro was cumbersome. Now you have both! You can schedule a session and set the second delay to get the amount of delay close to what you need and then use the macro from your steno machine or keyboard to get it perfect. In the scheduled session, the seconds delay overrides the macro. So if your session has started and you then change the session delay, whatever was done with your macro is gone. Making seconds delay changes to a session that has already started will require a simple reconnect to 1Connect.

View Page Historical Transcript Retrieval

Your clients can now retrieve historical transcripts from the viewer dashboard. A paper icon is now available at the top right on the viewer dashboard. Click on this icon and you can retrieve public and private transcripts from past sessions.

IMPORTANT: We save the transcripts for 90 days.

View Page Enhanced Word Flow

On session setup and on the view page settings, you now have the option for the streaming text style to be Live, Word for Word, or Line by Line. We have enhanced the word flow when you choose Word for Word, and you can adjust the speed from normal, to slow, and very slow. Check it out!!

IMPORTANT: Please refresh your browser's cache NOW by clicking: Ctrl-F5

1CAP APP CONTINUED FROM PAGE 11

A SUMMARY OF 1CAPAPP'S AWESOME FEATURES

Macros and More

1CapApp is an IP CART and Captioning platform comprehensively built to enable multi-channel remote CART and Captioning that includes multiple time-saving tools that are built into the same product for one great price.

For as low as 4 cents a minute, you can deliver your captioning services to 1Fuzion, YouTube, Uvision, Adobe, your customized link, webcast and mobile ALL at the same time using 1Connect, or your keyboard macro and Dragon / voice writing.

1CapApp is an intuitive app that will ease your scheduling pain and change the way you interact with your clients. Writers/Admins schedule sessions easily using preset templates and recurring sessions. Clients can chat, take notes, highlight, annotate, email, resize windows with widgets and have the power of 1Fuzion.

1Fuzion is a tool included with 1CapApp that gives your clients the ability to overlay their captions on any number of computer screens using a remote captioner. For example, overlay captions using 1Fuzion on a PowerPoint or a Video. 1Fuzion can be used at unlimited locations in one venue with the ability to customize each location where the captions are displayed. Webcasting the same session? No problem! No siloed links at 1CapApp. We encourage multichannel delivery. Schedule everything your client needs, one time, for as low as 4 cents a minute. (Onsite 1Fuzion not needing an internet connection is coming soon.)

1Connect is 1CapApp's virtual port bridge. Connect your CAT software to the 1CapApp streaming server with either a Com Port or TCP/IP. 1Connect allows both connections simultaneously. When you connect using 1Connect, your assigned session is displayed and we let you test your connection for FREE.

LATEST FEATURES RECAP

Macros:

The team at 1CapApp is always thinking of ways for captioners to differentiate themselves in the market. We have a myriad of macros: auto-color speaker IDs, create music notes, Tweet to your clients' accounts, increase or decrease your captioning speed, and much more! Just today we added a switch writer macro that uses a round robin approach that is so easy and seamless. You will be amazed!

Ads:

Customize your caption links by letting your clients sell

ad space that can be hyperlinked to PSAs, coupons, commercials, or whatever their marketing team can imagine.

Scheduling:

We know time is important and managing captioners and clients equally so. That's why we simplified the process allowing ONE link to do everything you need. 1CapApp's intuitive and vertical structure places all your clients' requests at the tip of your cursor. Check out our session presets feature that allows you to customize each field specific to every client!

Courtroom/Depositions:

One link . . . 4 cents a minute. Perfect page image and private chat box. Everything is customizable!

Resources:

You can reach tech support 24/7 at 1-855-422-7277. 1CapApp created a YouTube tutorial channel and we archive how-to documents for administrators, captioners and clients atwww.1capapp.com.

Pricing:

1CapApp offers rates as low as 4 cents a minute with all tools included.

BECOME A FAN OF 1CAPAPP

Like us on Facebook and follow us on Twitter. www.1capapp.com 1-855-422-7277 contact@1capapp.com

ARNELLA SIMS IS RETIRING AFTER 40 YEARS!

The LACCRA Board, on behalf of its membership, wishes Arnella a sincere thank you for her dedication and commitment to our members and the court reporting profession during these past 40 years. Join us as we congratulate her on her upcoming retirement. The years she has dedicated to our profession have been marked by unsurpassed devotion and excellence. Arnella should be an inspiration to us all. We congratulate you on your retirement and wish you the best!

During her time with the courts, Arnella succeeded in negotiating better and better contracts on behalf of court reporters. She served on numerous committees, spent countless selfless hours and did so with an open heart to help her fellow co-workers. Arnella has always believed in association membership and her history proves she is true to her beliefs.

Please take a moment to read the following chronicle of Arnella's outstanding 40-year career:

CERTIFICATIONS

- In 1973, Arnella was certified as a Registered Professional Reporter (RPR).
- In 1974, Arnella received her California CSR license (No. 2896).
- In 1991, she received a Certificate, National Center for State Courts program, "Technologies in Court Reporting."
- And, in 2000, she was a Certified Realtime Reporter (CRR) by the National Court Reporters Association.

AWARDS

- Dean's Award, Miller Community College of Court Reporting, 1974, as the outstanding student in the graduating class
- Inducted as a Fellow of the Academy of Professional Reporters, National Court Reporters Association, 1989
- Recipient of plaque from the Los Angeles County Marshal, recognizing quick reaction in summoning assistance for a deputy marshal during a life-threatening attack, 1990
- Recipient of "Endorser of the Year" award, National Court Reporters Association, 1991 and 1993, for endorsing the most new NCRA members
- Recipient of one-year free membership from the National Court Reporters Association in recognition of continuing efforts to recruit new members, 2007-2008
- Recipient of the Distinguished Service Award (DSA) from the California Court Reporters Association, the highest honor awarded to a California court reporter by the association, 1997
- Recipient of the Distinguished Service Award (DSA) from the National Court Reporters Association, the highest honor awarded to a court reporter nationally, the first African-American woman to be so honored, 2011.

WORK EXPERIENCE

- Arnella began her court reporting career working in an office for Miller Community College of Court Reporting in 1973.
- In 1975, she got her feet (or fingers) wet being a Freelance court reporter for a brief time.
- In November of 1975, Arnella began as an Official court reporter for Los Angeles Municipal Court until the courts

unified in January 1998.

• She continued on as an Official court reporter with Los Angeles Superior Court until the present and is retiring this month, August 2015.

LOS ANGELES MUNICIPAL COURT REPORTERS COMMITTEEE (OF LACCRA)

- Elected office: Held every elected office of the committee; served as Chairperson, 1983-1986. Served subsequent terms as secretary and as a board member.
- Contract Negotiation Committee, 1979 to 1998: Met with managers and representatives of the judges' Executive Committee; negotiated contracts with court management addressing court reporter working conditions and salary. Served as chair of committee, 1983-1986
- E.R. Implementation Task Force: Negotiated fair testing of electronic recording equipment, resulting in tape recorder installation in only those courts not normally reported such as infraction trials and renter-tenant disputes for which no verbatim record is required
- Reporter Testing and Orientation Committee: Participant in administration of test required for employment by Los Angeles Municipal and Superior courts. Provided orientation and training for all new court reporter employees. Provided court-sponsored training for newly appointed courtroom clerks on liaising with the court reporter
- Transcript Format Guide Committee: Participated in creating and editing all revisions of the Los Angeles Municipal Court Transcript Format Guide, utilized by many other municipal court jurisdictions and by some court reporting school programs. Co-authored the training manual "How to do a Big Prelim"
- Court Reporter Task Force: Established in 1993 in conjunction with court administration and court reporter association to meet with court management of the newly administratively unified Los Angeles Municipal and Superior courts to develop court policy on such subjects as transcript production standards, unification of court reporter assignment offices under a new assignment policy, determine court policy for the use of electronic recording, develop policy for electronic storage of stenotype notes

LOS ANGELES COUNTY COURT REPORTERS ASSOCIATION (LACCRA)

- Elected office: Held the office of Secretary, February 1998 to October 2000. Held the office of Treasurer, October 2000 to 2001. Held the office of President, October 2001 to 2004. Held appointed position of Executive Director, March 2004 to September 2012
- Participated in meetings with court management to develop policies regarding such issues as the use of realtime reporting, protocol for Computer Assisted Realtime services (CART), electronic note storage, Realtime Electronic Data Integration (REDI)
- Held the position of representative to the California Court Reporters Association Legislative Council, which acts with

ARNELLA SIMS IS RETIRING AFTER 40 YEARS! CONTINUED ON PAGE 15



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ARNELLA SIMS IS RETIRING AFTER 40 YEARS! CONTINUED FROM PAGE 13

the CCRA Board of Directors on all legislative issues, 2001 – 2002.

- Personnel, Transcript Format and Procedure Manual review committee: Participated in revision of the Los Angeles Superior Court format guide, utilized by other County Municipal Court jurisdictions upon court unification and by some court reporting school programs
- Contract negotiations: Participated in negotiations with court management which resulted in implementation of a 2.75% salary bonus for successful passage of the National Court Reporters Association Certified Realtime Reporter exam (CRR) and an additional 5.5% salary allowance for writing realtime for bench officers. In 2004 and 2006-07 served as Bargaining Committee Chair and chief spokesperson during negotiations
- Developed a Career Day program, inviting the public to a courthouse to learn about the profession as a recruitment tool for reporting schools, and created a separate Career Day program for court reporting students, February 2005
- As Executive Director, oversaw LACCRA office and staff; negotiated contracts with vendors; communicated with association accountant and attorney; oversaw legal activities and requirements of PARLAC and other political activities; produced the monthly email newsletter "Brief Notes" as well as a quarterly newsletter; coordinated member activities with SEIU Local 721; acted as chief steward for court reporter unit, 2004 - 2015

CALIFORNIA COURT REPORTERS ASSOCIATION (CCRA)

- Committees: Served as chair of Bylaws (multiple yearly appointments to present), Public Relations, Judicial Procedures, Nominating, Continuing Education, Legislative committees; served as member of Bylaws, Nominating, Technology, Membership, Public Relations, Finance, Ethics committees
- Seminar Chair, 1987-1988: Planned mid-year and convention seminar programs. Helped develop an ongoing seminar for freelance firm owners, devoted to their particular needs and business interests. Reinstituted a one-day student seminar program and mock CSR exam, which continues to the present and has helped increase student membership
- Legislation: Served as chair of the Legislative Council (representatives of local associations). Monitored all legislation introduced in the California State Legislature, 1988-1990. Fought for recognition of importance of Federal Rule 30 issue and chaired informational meeting for other state leaders, 1990. Prominently involved in day-to-day operations resulting in successful defeat in April 1992 of proposed legislation which would have authorized replacement of all official court reporters with audio or video tape. Involvement included developing strategy, writing membership newsletters, managing information, coordinating game plan implementation and fundraising. Member of working group seeking transcript fee increase for official reporters through SEIU-sponsored Assembly Bill 582, 2007-2008
- Contracting Task Force: Served as official reporter liaison; study of contracting and incentive gift-giving issue and recommendations made to Board of Directors resulted in introduction of legislation to ban third party contracting and incentive gift-giving and adoption of the CCRA Code of Professional Conduct
- Outreach Meetings: Traveled to urban and rural parts of the state to keep the membership informed of legislative issues and association activities

- Elected office: Began service in 1985 as secretary, then vice-president of official reporters, culminating in service as President and Immediate Past President, 1989-1991. Served subsequent terms as member of Board of Directors, 1991-1993 and 2002-2003
- Author: Numerous articles for association magazine "Caligrams" and online newsletter "cal*e*grams." Editor of a quarterly newsletter for bench officers stressing court reporter technology and reporting on legislation of interest to bench officers.
- Technology Summit I and II: Assisted in creation of and acted as chair of a meeting involving representatives from around the state to develop a plan for court reporters using computer technology to effectively compete with alternative methods of making the record, May 1994 and July 1995
- Long range planning: Member of committee that developed mission statement, statement of goals, and list of issues to be addressed by the Board of Directors in a long range plan, 1994
- Participated as a moderator and panel presenter at the Student Shortage Summit, which included participation by more than 100 individuals, including a representative of NCRA, schools, court administrators, agency owners, students, the Court Reporters Board of California, the California Administrative Office of the Courts, 2001
- Member of the negotiating team that reached agreement with representatives of the Judicial Council on issues related to protecting reporter jobs and settling the long-standing fight over use of alternative technology in the courts; the agreement was adopted by the Reporting of the Record Task Force and the report was accepted by the Judicial Council.
- Participated as training staff to the CATT Training (California Action Team), providing intense legislative training to members, 2009 and 2010.
- Appointed advisor to the Board of Directors and Legislative Committee, 2011 to present.

NATIONAL COURT REPORTERS ASSOCIATION (NCRA)

- If we all thought Arnella was just involved with LA courts, she has excelled in the national arena as well.
- She served as California delegate to National Committee of State Associations (NCSA), 1988 and 1989.
- She Co-authored "Pro Bono California Style," National Shorthand Reporters Magazine, 1988.
- She participated in National Court Reporters Association State Leadership Conference, 1987, 1988, 1989, 1995, 1996, and 1997.
- She was a member of the Job Placement Committee, 1991.
- She was a member of the Resolutions Committee of the National Committee of State Associations (NCSA), 1991 and 1992.
- She also was an alternate member of the Nominating Committee, 1992.
- She has Chaired the Constitution and Bylaws Committee in 1992, which successfully produced a total revision of the Constitution and Bylaws that was approved by the membership; served second term as chair of Constitution and Bylaws Committee, 1993.
- Authored an article about the O.J. Simpson preliminary hearing, Journal of Court Reporting, 1994.

ARNELLA SIMS IS RETIRING AFTER 40 YEARS! CONTINUED ON PAGE 16

ARNELLA SIMS IS RETIRING AFTER 40 YEARS! CONTINUED FROM PAGE 15

- Of course she was a member of the Board of the Academy of Professional Reporters from 1994-1997.
- Elected office:
 - Member, Board of Directors, 1995-1998.
 - Member, Finance Committee, 1997-1998
 - Alternate member, Midyear Seminar Committee, 2002
- Author, portion of Officials Speaking article, Journal of Court Reporting, 2002.
- Seminar speaker, Annual Convention, Cleveland.
- Seminar speaker, Midyear Conference, Los Angeles: copresenter, "Celebrity Depositions and Trials"; and panel moderator, "Realtime in the Court – A Success Story", 2002.

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 660

- Appointed to the Board of Directors, April 2004
- Elected to a three-year term, December 2004 to February 2007
- Acted as chief union steward and onsite representative on behalf of SEIU Local 660 court reporter members, April 2004 to February 2007
- Served on the political workgroup that developed a plan for political structure of the Union to be included in the strategic plan, 2004 – 2005
- Served on Hardship Committee, a charitable group within Local 660 that maintained an Employees Emergency Disaster Relief Fund for members and other charities, 2004 – 2007
- Appointed Bylaws Committee chair, December 2004 to February 2007
- Appointed President's Committee chair to hear formal complaints made against members, December 2004 to February 2007

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721

- Appointed to the Central Southern Regional Advisory Committee of the SEIU Unite to Win process that resulted in the creation of Local 721, combining members from seven locals into one regional local (including the former Local 660)
- Member of the Governance Subgroup to develop bylaws for the new regional local; served as secretary 2007-2009; appointed Chair of the Governance Committee, March 2012 to 2014
- Acted as chief union steward and onsite representative on behalf of SEIU Local 721 court reporter members in Los Angeles, February 2007 to 2015
- Member, Bargaining Policy Committee (BPC), consisting of bargaining committee chairs from Los Angeles County and Los Angeles Superior Court; BPC bargains the fringe benefit contract for all County and court employees; 2004 to 2015
- Served on Hardship Committee, a charitable group that maintained an Employees Emergency Disaster Relief Fund for members and other charities, 2007 to 2009
- Appointed by the SEIU International President to serve on the interim Local 721 Executive Board representing court employees, March 2007 to 2010
- Chair, Committee on Political Education (COPE), the union's political action committee, February 2008 to present
- Upon recommendation by the SEIU Local 721 president, appointed by the California Labor Federation Executive Secretary Treasurer to serve on the Credentials Committee

for the California Labor Federation Pre-Primary Convention, April 7-8, 2008

- Delegate to the California Labor Federation Convention, Oakland, July 22-23, 2008
- Delegate to the LA County Federation of Labor Delegates Conference, 2008 and 2010
- Delegate to the SEIU International Convention, convened every four years: July 2008, San Juan, Puerto Rico; May 2012, Denver, Colorado
- Appointed to the Local 721 Benefit Trust as a trustee, October 2009 to 2015
- Elected to serve on the SEIU Local 721 Board of Directors, 2010 to 2015

STATE BAR OF CALIFORNIA

 Appointed to the Appellate Law Advisory Commission that develops regulations and provides testing for certification and recertification of appellate law specialists, October 2006 to September 2009

JUDICIAL COUNCIL OF CALIFORNIA

• Member of the Collaborative Trial Court Employee Working Group that met with Judicial Council and Administrative Office of the Court representatives to discuss court budget issues, 2006 to 2009

OTHER ACTIVITIES

- Seminar speaker at NCRA and CCRA convention seminars and to numerous official and freelance reporter groups, reporting students and teachers, and high school career day participants on subjects such as professionalism, felony preliminary hearings, the official court reporting field, realtime technology and legislative matters affecting freelance and official reporters.
- California Certified Shorthand Reporters Board: Served on several committees, including CSR test item writing, long range planning, and mandatory continuing education.
- Attendee at all CCRA Annual Conventions, 1983 to 2015 (except 2013)
- Attendee at all NCRA Annual Conventions since 1986 (except 2011, 2013 and 2015)
- One of two court reporters who reported the Mc Martin Preschool child molestation case preliminary hearing, the longest in U.S. history, 1984-1986.
- Lead court reporter on the People vs. O.J. Simpson double murder preliminary hearing, 1994.
- Featured in a Los Angeles Times article about court reporting, "Putting It on Record, With a Human Touch," April 2002
- Guest at the Democratic National Convention, Denver, Colorado, 2008 where future President Barack Obama accepted the nomination of his party for election
- Photo as a court employee member displayed on the Service Employees International Union (SEIU) headquarters building, Washington, DC, 2007 to 2009
- Quoted in articles in the Daily Journal legal newspaper and the Los Angeles Times newspaper regarding the court budget, layoffs and court closures, 2009 and 2010.
- And you may ask yourself, did Arnella have much personal time? She was selfless in her service to our court reporting community in California and throughout the United States.

THANK YOU, ARNELLA, FOR YOUR STELLAR CONTRIBUTION TO THE COURT REPORTING COMMUNITY. YOU WILL BE MISSED!



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NEWS FROM THE BAR

PARALEGAL CORNER

The Court Reporter's Dilemma: Interrupt or Drop





By Ana Fatima Costa

No one likes to be interrupted, least of all the litigator who is hot on the trail of a crucial answer from a witness. Words are flying like bullets. Suddenly, a voice asks him to repeat the question. He glances at the person sitting nearby, fingers hovering over her machine, waiting. She interrupts several times over the course of the day. He grows increasingly frustrated.

The following mock Q&A addresses what court reporters confront every day.

Q. My court reporter is great, but when she was on vacation, her replacement kept interrupting while I was questioning a key witness. I had my secretary advise the reporting firm not to send him back. A. Court reporters are required by law to be impartial. There is no such thing as "your" reporter. The reporter you prefer may have more experience or the ability to write faster. That doesn't mean other reporters are incompetent.

Q. Well, aren't reporters supposed to be seen and not heard?

A. It sounds like you have an expectation that reporters shouldn't interrupt when participants speak at the same time, too fast, or mumble. Imagine adding heavy accents or terms such as Lymphangioleiomyomatosis to the mix.

No reporter wants to break the flow and momentarily stop the proceedings, especially during an intense volley of questions and answers and/or colloquy. Yet as officers of the court and guardians of the record, they have a legal and ethical duty to prepare a full, impartial and verbatim transcript of the proceedings.

Less assertive reporters feel intimidated about speaking up. Isn't it better that they interrupt rather than drop words and produce an inaccurate transcript peppered with "inaudible" parentheticals?

Q. When you put it like that, of course! What kind of training do they get, anyway?

A. Reporters invest an average of five years in school to develop the high level of skill required to pass the stringent California CSR licensing exam. Courses include English; legal and medical terminology; professional practices; CCCP and B&P codes; and thousands of hours of hands-on machine training. Afterward, they take continuing education courses to keep abreast of new laws, services and technology.

Q. I had no idea. Is there anything else I should know?

A. Yes. These three steps will minimize interruptions:

1. Send the following to the reporter at least 24 hours in advance: The Notice of Deposition and service list, a case-specific terminology list, and a previous transcript. These are especially important when reporters provide realtime.

- 2. Take a breath before speaking. Speak clearly and ask everyone to do the same. By the way, if reporters can't hear or understand you, neither will a judge or jury.
- 3. Slow down when reading on the record, especially numbers, acronyms and unusual names or terms. Give the reporter a copy of the quoted material.

Reporters work hard to make a verbatim record and satisfy clients, and even the most experienced realtime reporters need to interrupt under certain circumstances. Frustration is temporary, but transcripts are permanent. Viewing interruptions as confirmation that reporters are doing their job will result in a win-win experience where everyone's needs are met – including your clients'.

Ana Fatima Costa is Secretary of the Executive Committee of BASF's Paralegal Section. She utilizes the experience gained in her 35-year career in the court reporting field to coordinate practical skills experiences at mock depositions and mock trials for court reporting students and reporters, in collaboration with law students and attorneys. Contact her at www.anafatimacosta.com.



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CART HAS CHANGED ME FOREVER...



By Gabriel Hernandez

I have over 20 years' worth of retail experience under my belt, and during that time I've worked every imaginable shift within that field – part-time, full-time, overtime, on-call, seasonal, temporary, overnight, graveyard. As much as the retail industry has helped shape me into the person that I am today, looking back on that part of my life, I wish I would have stumbled upon the world of CART captioning about 20 years ago.

Working as a CART captioner has been one of the most enjoyable experiences that I could ever imagine. I am grateful to have come across this amazing field and to have met so many wonderful and knowledgeable people along this journey towards becoming a CART captioner, especially my teachers, my administrators, and my colleagues from Sage College in San Diego. If it weren't for their guidance, their generosity, their never-give-up and positive attitudes, their friendship, and their wisdom, none of this would even be fathomable.

I really love what I do. I enjoy providing CART to those who need that service, because I feel like I am actually making a difference in someone else's life, and, in turn, they are making a difference in mine. I believe working retail and working in CART are sort of similar in that you are providing the best of yourself so that your client feels like he or she is your number one priority and that he or she has nothing to worry about because you are taking care of everything.

When I'm working with my clients in the CART field, I want

them to know that I am always by their side physically, if necessary, mentally, and emotionally. Also, I want the agency that I am working for to have that same feeling. Without them and the clients, I would not be able to experience the rewarding feeling of fulfillment and satisfaction that I get from providing CART services.

I believe every CART job that I have worked since day one has been a positive learning experience which has only helped me to grow and refine my skills, especially one job in particular. Last year, I had a job assignment regarding an upper-division college course in sociology. Even though I had prepped myself a week in advance on what to expect as far as material and terminology related to the class, because it was my first time taking on an upper-division college course in anything, I felt more nervous than I had ever felt since the first time I started doing CART work.

Once the professor started his lecture and I began writing, I started to feel at ease because I felt I was keeping up with the speed at which he spoke. However, during the lecture, not only did I begin to see errors in my writing on the computer screen, but I could see that the student who I was captioning for was having a hard time following because of my mistakes. At the conclusion of the class the student asked me if I had been experiencing technical difficulties with my equipment. Unfortunately, that was not the case.

I felt terrible about what happened. I apologized to her numerous times, and I assured her that it would not happen the next time. Well, it did not happen again because there was no next time. The student had requested another captioner to take over her class. My heart just dropped upon hearing that news. My self-esteem and my selfconfidence were at an all-time low, but I refused to allow that moment in my life to defeat me. I told myself that that was never going to happen again. I started listening to more high-speed material, and I began going through my entire dictionary and weeding out anything and everything that did not translate correctly. Even though that incident initially brought me down, it also pushed me to strive to be a better CART captioner.

I am truly blessed to be a part of the world of CART. To be able to provide CART services to those in need and to be able to feel like I am making a difference in a person's life is one of the best feelings I could ever experience. For anyone who is interested in becoming a CART provider or interested in learning more about the world of CART, I would be more than happy to share my knowledge and my experiences with you. You can reach me at mrhernandezgabriel@gmail.com.

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Do I Need the Facebook App?

Q. I use Facebook in a browser on my Android phone. I don't understand why, if I can easily use it in a browser, do I need to install the Facebook app?

A. Excellent question! You certainly can continue to use Facebook as you are doing and it will continue to work pretty much as it normally does. But some things won't work. Anything that requires Flash, for example, is not supported in an Android browser. If it requires Flash to run, most developers have created an app to make it work.

So do you have to use the Facebook app? No, but keep in mind that not all features will work in a browser version. The app version is specifically designed to work on your device.

Q. I am using Windows 7 and Vista and I would like to know where the Scan Disk and the Defragment options are. Can you help, Mr. M?

A. The location of these features is the same in both Vista and Windows 7: Click Start > Computer, then right-click the drive you want to check and select Properties. Click the Tools tab, then the Check Now button which appears under Error Checking. That will bring up the Check Disk window where you can then select whatever options you want to use.

Q. I use the Yahoo! Address Book. When I click the Contacts tab, I can view all my contacts, but I can't find how to get into my group categories to edit them. The only choices are Add Contact, Add Category and Tools, but nothing about editing. Any suggestions?

A. To edit contact information in your address book, click to select a contact, then click the Edit link to the right of the contact you want to change. Make the necessary changes and click the Save button.

Q. How do you change the default font in Word 2007?

A. Simply open a new Word document. If you are already in Word, click the Microsoft Office Button at the top left of the screen, go to the New Document pane, click New, then Blank Document.

Click Font in the Font group and choose the font style and point

size that you want to use as your default. Click Default and a dialog box will open and ask if you want to make the change to all new documents based on the Normal template, so click OK.

Q. I have 254 addresses in my Gmail contacts list. How can I transfer these into six established groups without the painful process of copying each address onto paper and then retyping them into their respective areas? Thank you for your help

A. Display your Contacts in Gmail, then click to select individual contacts. With the list of Groups displayed, select the Group you want to move the selected contacts into. They will pop right into the selected group.

If you need additional assistance, go into your Gmail Help by clicking the little menu icon to the far right of the Address field, select Help. Search for "Groups" and you will find detailed instructions and group information.

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

Death To Stock Photos – If you would like to receive free, highquality photos in your Inbox every month, have I got a site for you! Register and not only will you get images sent directly to your Inbox each month, but you will also receive a free pack of photos for signing up. Visit the Web site to view a healthy sampling of quality images. The sign-up field is prominently displayed, or you can scroll down the page to learn more, view photos and check out the licensing terms. **deathtothestockphoto.com**

ePinions – Before you buy a product, look it up on ePinions, a Web site that compiles the opinions and experiences (good, bad, or "Are you kidding me?") of real-life consumers about all sorts of products and services. It's also excellent for comparison shopping. ePinions covers millions of products and services in a variety of categories. In addition to detailed product reviews, you can read buying guides ("What should I consider when buying a pit bull?") and how-to guides ("How do I perform my own appendectomy?") Once ePinions helps you decide what you want to purchase, you will find pricing and availability options through a list of rated online merchants. Another excellent site featuring "real people, real reviews" is Yelp.com. epinions.com

NationMaster – If you like useless but interesting, facts and numbers, then you will probably enjoy this site which hosts statistics from the CIA World Factbook (http://tinyurl. com/2h2e3k). Type a topic into the text box at the top of the page and click Search to see a list of statistics, encyclopedia entries and more. The default font is fairly small, so with most browsers, press CTRL and the + sign to increase font size, or View > Zoom. **nationmaster.com**

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CAPTION IT FORWARD 30 TIPS TO SURVIVING COURT REPORTING SCHOOL AND BEYOND (CONT'D)



By Regina DeMoville, CSR

I hope you all enjoyed the first 15 tips! We all have unique situations and we ALL have bad days! No one understands what you're going through unless they've gone through Court Reporting School as well. So I know exactly what you all are going through! It is definitely not easy, but I promise you, it is so worth it! This month, I will share my next 15 tips to surviving Court Reporting School, along with the real world. So again, grab a piece of paper and write these down!

Tip 16: Review your mistakes. We get into the habit of telling ourselves "I know I didn't pass that test so why bother typing it and/or grading it?" Get out of this habit! Your fails get you one step closer to that pass. You need to review your errors and see what you can improve on for the next test!

Tip 17: Research, read, and learn. While we all sometimes think we know everything, the fact is, we do not. No matter how old you are, you are never too old to keep learning. If you like to read, read anything and everything. If you like to surf the Internet, surf pages you've never seen before. Just continue soaking in new information in your brain and continue to add words to your dictionary. You will thank yourself later when something like "Phenylketonuria" comes up! If you have it, you'll feel like a rock star!

Tip 18: Prepare for everything. Schools mainly focus on courtroom testimony and literary material. But in the real

world, you are going to hear a wide variety of topics; especially if you work as a broadcast captioner or CART captioner. So you need to prepare your dictionary for everything! Focus on prefixes and suffixes, fingerspelling, and common terms that will come up for years to come.

Tip 19: Don't give up so easily. My school only gave one qualifier a week. And they thought it was a good idea to give it on a Friday. Who is in testing mode on Fridays?? Well, I'm here to tell you that you SHOULD be in testing mode EVERY day! All I could think about on a Friday was going home and making fun plans for the weekend. If I felt myself making mistakes, I would give up. I would take my hands off the machine and sit there until it was over. But guess what? I paid the ultimate price by not giving 100% focus on Fridays. It took me a year and a half to pass ONE qualifier all because I gave up too easily. So whatever you do, take my advice and DO NOT GIVE UP SO EASILY!

Tip 20: Go easier on yourself. I am a perfectionist. If I make one mistake, I feel like I blew it. We are always told not to compare ourselves to other classmates. But as we know, it is not that easy. "Why did so and so pass and not me?" "Why did so and so fly through school so fast and I can't pass one speed?" We've all told ourselves these things more than once! This is not a race. This is not a competition. As long

> **CAPTION IT FORWARD** CONTINUED ON PAGE 21

CAPTION IT FORWARD CONTINUED FROM PAGE 20

as you are giving your 100% best, you should be proud of yourself no matter how slow or fast you are going! Focus on how far you've come instead of how far you have to go.

Tip 21: Get plenty of rest. I just heard someone say the other day they are practicing 13 hours a day. And I know of a few people who work 60+ hours a week. I never practiced THAT much in school, but I am guilty of trying to work as much as I can. I never hit 60 hours a week, but I've done close to 50 a few times. As I get older, I am realizing that my body hates me when I push myself. Whether you're in school practicing or in the field working, we need our rest! I hear of lots of people taking their study material or work with them on vacation. For me, that's a no-no! I work so much as it is, I refuse to take my work with me on vacation! Everyone is different. But what isn't different is we all need rest. So make sure you get plenty of it!

Tip 22: Make Court Reporting School a priority. We all have busy lives, but that shouldn't be an excuse to put your studying on the back burner. Some schools have breaks in the summer and winter. That is not a time to put your machine in the closet to collect dust. Yes, as I said, we need our rest. But a body in motion, stays in motion. Keep those fingers moving!

Tip 23: No theory is a wrong theory. If you scroll through some of the Court Reporting Facebook groups, you might come across a post with lots of debate regarding which theories are "right." In my opinion, there is no right or wrong theory. There may be some theories that have more conflicts than others or some theories that write things out longer than others. But who is to say that's the wrong way to learn steno? No matter your theory, you're going to tailor it to your personal preference anyway. Just do research on theories before you choose one.

Tip 24: Stay focused. It's hard to get off track when you have your kid's soccer practice, your spouse's dinner parties, and your babysitter's ever changing school schedule. We all have been there, done that. But any reporter will tell you that you must focus on YOU. It might seem selfish, but it's not. As parents, we want our kids, our spouses, and everyone else to come first. It's an instinct. But we have to remember ourselves. So still take your kid to soccer, and still have that romantic dinner with your spouse, but remember to get in your practice time too! You'll thank yourself later!

Tip 25: Dress for success. As a student, you want to get away with wearing jeans anywhere you can. It's understandable. But I was once told "If you want people to take you seriously, dress more professionally." At a recent Mock CSR, I was the organizer. I was at the door to greet people as they came in and to give them instructions on setting up. One woman came in to the Mock wearing a suit. She stood out to me. Why? Because she looked professional. Even though the

Mock is a "practice" test, she looked like she was taking it seriously. And after talking with her, I realized she also had the attitude of determination to go with that professional look. Don't underestimate the power of looking nice. Dress for success and you will succeed!

Tip 26: Trust your hearing. There have been many times in my schooling as well as my career where I will hear something, think the person said something else, write the wrong word, and then realize what I "thought" they said the first time was actually what was said. Learn to trust your hearing!

Tip 27: Don't freak out. Easier said than done; right? This is especially hard during test time. I, personally, have horrible test anxiety. I will write perfectly during practice, but once the word "test" is said, I start to freak out! Even to this day, as a working captioner, when I take a test for a new company, I get nervous, start to shake, and my palms get sweaty. I still "freak out," but I've learned how to control it a little better. Instead of putting so much emphasis on how nervous we get during a test, or maybe how bad we will write, try to shift the negative to positive energy and think of how great you will do or what you will do differently this time around. A change in how you think helps so much!

Tip 28: Arrive early. Whether you are still in school or out in the working world, arriving early does not mean one minute before your class/job time. Being early means give yourself enough time to find your building, go to the bathroom, get a drink of water, time to let your mind rest for a minute. I've learned that being on time means you're late. Don't be the person everyone has to wait on to get started. It's unprofessional and will cause problems for you later. Oh, and remember to add in traffic time. The "there was traffic" excuse is not acceptable in Southern California. If you live in So Cal, you have to expect traffic.

Tip 29: Have a focus point. I'm sure you've heard a student in class say they have a "focus point" on the wall or the floor; right? It's true. It helps you get in that zone you need to focus. The same holds true out in the working world. Find something in the attorney's office or in your home office to focus on. It will help your mind to focus on the job you're doing instead of everything else around you.

Tip 30: Be confident! We all know how tough Court Reporting School is and can be. Remember that this is not a race. Give yourself more credit than you do. Be confident in school and be confident in the working world. You CAN do this. You wouldn't be in school or in the working world if you couldn't. So chin up, chest out, and smile. You ARE (or will be) an amazing Court Reporter!

Thank you to Downey Court Reporting students and Instructor Ms. Epperson for gathering for an amazing photo! And a huge thank you to Ms. Epperson's daughter who made the beautiful poster for the picture! You all are appreciated! I can't wait to see you students in this field! Xoxo

TECH TRACK TRIUMPHS AT CCRA CONVENTION



CCRA'S 105TH ANNUAL CONVENTION **Design, Refine & Shine!** NEWPORT BEACH, CALIFORNIA

By Steven Kosmata, Secretary/Treasurer, CCRA

This year's CCRA convention will not disappoint if you're looking for techie classes because it is chock-full of tech classes all in one place. In fact, the very first class on the agenda to kick off this year's convention Friday afternoon is a seminar with LiveDeposition, presented by Jason Richmond.

How about learning the latest updates for your CAT software! After an ergonomic morning stretch outside and breakfast included with registration, the weekend kicks off with five different software companies all at one convention to help you better understand how best to make your CAT software work for you. This year's lineup includes the top five -- Eclipse, PROcat, StenoCAT, Stenograph, and Stenovations. And it's not just one seminar, but two classes back to back, three hours of jam-packed CAT software training all Saturday morning.

After the software classes and a Dress for Success luncheon, Saturday continues on in the afternoon with two more tech

classes, cloud backup, which is extremely important in today's electronic world, presented by Wil Wilcox; and California's exciting prospects of going paperless with court E-filing and how it can impact you and your job's future.

After another morning stretch and breakfast, Sunday's lineup of seminars of tech classes is no ho-hum but continues on. Do you want to know what Windows 10 is all about, and is it something you should download and use or avoid? Once again, our presenter will talk you through the nuances of how Windows 10 differs from Windows 7, 8, and 8.1 and the transitional pitfalls and expectations you should be aware of.

Later on, Sunday includes a perennial favorite and one of the most popular classes, "Tech gadgets and apps – not just for geeks." Presenter John Garnett will be demonstrating some of most talked about gadgets, gizmos, and apps that you just can't live without – or think you can't live

without – to help you become the most dynamic reporter possible.

These are just the tech classes highlighting this year's CCRA Convention Oct. 9 – 12 at the Newport Beach Marriott.

Also be sure to download Twitter and Periscope on your IOS or Android device. We will be conducting live interviews and updates during the convention on Periscope. You'll receive notifications from CCRA's Twitter page when we go live on Periscope via a link, so be camera ready. You will be seen all over the world and also by your friends and family!!

I am also planning on having a little booth set up where you can drop by and share with me what are some of the funniest/oddest moments you have had as a court reporter. We'll be posting those on our Youtube channel soon after the convention.

I look forward to seeing everyone there. It is shaping up to be a fantastic convention.

CAPTIONING TRACK HIGHLIGHTS

By Saba McKinley & Sandy Eisenberg

We're very excited about this year's CART and broadcast captioning track, which is sure to leave a memorable and provocative impression on our attendees. The Saturday lineup includes two great sessions about broadcast captioning and the brand new California CART skills certification exam. Sunday will focus on CART captioning - and don't forget our keynote speaker, captioner Debra Bollman.

On Saturday, October 10, CCRA will offer our newly developed California CART certification test, the California CART Generalist (CCG) skills exam. This test was developed by a committee of experienced professional CART captioners and is based on a classroom CART model. The CCG skills exam will be offered for the first time ever on Saturday, 10/10, at 1:45pm. Please note that a written knowledge portion is in development and will be offered at a later date. If you're unable to attend the Conference, you can still sit for the test; please contact CCRA for details.

But you will definitely want to come to the Conference, because there is so much good stuff! The sessions will inform, excite, and open your mind to the many opportunities available to you using your stenowriting skills.

Not ready to sit for the CCG? Want to learn more about CART? What do we have for you at the same time, Saturday, 10/10, at 1:45pm? "Intro to CART" will be co-presented by Saba McKinley and Sandy Eisenberg. We had standing room only for our introductory CART session last year. Come learn about this amazing field from Saba, a CART captioner who transitioned from two decades as an official reporter; and Sandy, a pioneer in the CART and captioning fields since 1992 and owner of Total Recall Captioning.

Don't miss Deanna Baker's "Transitioning to Broadcast Captioning." Deanna is one of the most well-known and highly respected captioners in the industry. She has sat on many NCRA committees and is one of the creators of the new Certified Realtime Captioner (CRC) designation. Come benefit from her 25 years of experience and learn how to take your career into the future.

We wrap Saturday with Ana Villafranco and "Spanish and International Captioning." Ana also has 20-plus years in the broadcast captioning profession and is a leader in the Spanish captioning field. She is an entrepreneur who has facilitated captioning contracts with major companies and worked with world leaders and the United Nations. Broaden your horizons with Ana's insights and experience.

Sunday, as mentioned, is a day of CART. A clue - sessions are titled CART 1, CART 2, and CART 3. Plan to attend all three to learn as much as you can about this rapidly growing segment of the industry. CART 1, "Things They Don't Teach You In School," is Jennifer Porto's engaging and informative session about the unique challenges and rewards of CART, and tips so you can hit the ground running as a CART captioner. CART 2 is a panel discussion. On the panel is a renowned attorney who won a number of significant cases for CART services, including one that set a precedent. Also included are advocates, captioners, and consumers who will cover live theater captioning, captioning in a meeting setting, HLAA and Walk4Hearing, Deaf/HOH culture, and American Sign Language.

Please plan to attend the Business Luncheon Meeting on Sunday, which will be followed by our wonderful keynote speaker, Debra Bollman. You may remember Debra from March Madness 2015, Nigel Hayes of the Wisconsin Badgers, and the word syzygy. In addition to being one of our famous sports captioners, Debra captioned some of the biggest events in history -- the collapse of the Twin Towers on 9/11, the space shuttle exploding, Shock and Awe during Desert Storm. On the lighter side, she's covered sporting events around the globe from Dubai, Ireland, and France; the World Series and the NBA Finals, Zenyatta winning the Breeders Cup, and the Detroit Red Wings winning the Stanley Cup. Debra was also referred to as "beautiful"... Her keynote is entitled, "Captioning and Court Reporting - A 'Beautiful' Career."

CART 3, Sunday's final session, is a software-specific training, CASECatalyst for CART captioning. Lesia Mervin is a beta-tester for Stenograph, and she also provides CART captioning services in various settings, including internationally. She will share her experience for using the CART view window, macros, tips, and other ideas.

Last but not least, join us Monday morning for an educational, informative, and lively discussion on what is happening in the captioning world and the latest trends in the captioning industry. Please come with your questions about everything CART and captioning, including the newly designed CCG test for certification in the State of California. We can't wait to see you all at the Convention!



WELCOME TO THE STUDENT PAGE!

By Carolee Freer, AA, BA, MBA, CRI

You are invited, yes, you are, to attend the 105th Annual Convention for the California Court Reporter's Association being held in Newport Beach from October 9th through the 12th, 2015.

There is no better way to network with working reporters than to attend a convention. You get to meet the experts in the field, who sat in that classroom, just like you are doing, trying to reach the next speed level. They can share with you their joys, triumphs, and even their frustrations.

If you think you are the first one to drop a word, a speaker ID, a whole sentence, a date, when taking dictation, then you have not talked to a real professional, who is willing to admit that their climb to that elusive speed level of 200 words per minute for ten minutes was a real challenge. In the reporting world, no one outside of your close circle of classmates really gets it. The "It" meaning what you are going through to become a reporter.

The road is challenging, yet rewarding. Every contact you make in the world of reporting can help you along the way to reach your goal.

You may talk to another student who has a more positive outlook than you do. Listen to how they practice; listen to what they do to be successful and how they are able to stay on track.

You may request a mentor through the California Court Reporter's Association, who will support you throughout your journey. You may meet a vendor representative who gets you through those tough moments when your software just doesn't cooperate. You may confide in your teacher about your frustrations. Reach out to these people. They are there to support you, encourage you, and mentor you.

By joining us at the California Court Reporter's Associaton Convention, you are taking that first step in networking, which is one of the most valuable tools in this profession.

So set aside the weekend of October 9th through the 12th. Make that "your" weekend to join fellow students, reporters, administrators, vendors, and teachers to learn what it is like in the "real" world of court reporting. See you there.

BRIEFY SPEAKING

Try these briefs out for size. If you have to write a brief or phrase more than five times, and it does not seem comfortable for you when writing it, come up with something else. Obviously, that brief is something that is not working for you.

PARAMEDICS	PRADS
TRAINING AND EXPERIENCE	TRAEX
BURDEN OF PROOF	BIRP
THERAPY	THRAP
POLICE OFFICER	PLOFR

STUDENT MARKETPLACE

Whether you are just getting started on your road to becoming a court reporter or you are finishing up your studies, you may have some textbooks and other materials you would like to pass on to fellow students. Please feel free to drop me a line at cfreer@cypresscollege.edu. I will advertise your items in the next newsletter. No vendors, please.

10 REASONS YOU SHOULD NOT INSTALL WINDOWS 10 (YET)



By Ted Brooks, Trial Presentation Consultant 888-907-4434

1. What could possibly go wrong? Just quietly ponder that on your own for a moment.

2. Have you ever done something like this on your own before? Although Microsoft has made it appear to be a very simple process, the potential consequences are significant. **Seriously** – this is the Operating System for your computer. It's like the techie version of open-heart surgery.

3. Will your mission-critical software still work? Even after success during beta testing, some software does not work properly yet with the current release. It's only a matter of time, but don't jump off the bridge before checking with your providers to make sure your stuff is compliant.



4. Are you concerned with privacy? If so, you might want to pay close attention to the License terms, along with some of the options and choices. Failure to do so may compromise your (and your clients') data. In the legal

profession, that may somewhat less than ideal. Pay extra attention to how (or if) you configure Cortana.



5. Do you have an extra computer? If so, this would be a good place to do your own testing and training. See if you're comfortable with how it works before locking yourself into an uncomfortable working environment.

6. Do you have some free time? If you're in the midst of an important project, the answer is probably no. You should expect to spend several hours with the upgrade, and then several more learning and working with it. 7. Should you accept default settings? Generally, it's the path of least resistance, but it is also the path of most unknowns. Check out your options before merrily clicking "Next."

8. Can you wait, or do you have to upgrade now? There is no urgent rush, although according to Microsoft "you must upgrade to Windows 10 within one year of availability." At this point, that would appear to be July 28 of 2016.

9. What can you do if you upgrade and then find some of your software no longer works? According to the FAQ page, you will have one month after upgrading to revert back to the previous version, although I have heard of problems continuing even after a rollback.

10. Should you have someone else do this for you? If you're in a large firm, you probably won't see a firm-wide rollout for at least a few months – and for good reasons (see above). For smaller firms, if you have an IT person or service, you should consider having them handle the upgrade for you. If you're independent and on your own, then you're independent and on your own.



So, you're not scared and you want to go for it? No problem, and you don't have to wait for your scheduled release date. Simply use this link and let the games begin:

http://www.microsoft.com/en-us/software-download/ windows10



I've gone through a number of major software upgrades over the years, and I would say Windows 10 is certainly going to be worth every penny - especially for those getting the

Windows 10 Home Screen with Start Menu, Edge Browser

free upgrade (currently running Windows 7 or 8). How quickly you jump in is up to you (or those upon whom you depend to manage these things for you). I personally found one specialized software issue which will prevent me from rolling it out to my "money-maker" machines right now, but overall, the system looks very nice and is simple to use.

The original article can be found at http://trial-technology. blogspot.com/2015/07/10-reasons-you-should-not-install.html



CAPTURE EVERY NOTE.

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ELECTRONIC STAMPS

By Sue Holthaus

Do you still use rubber stamps for your original and copies? Through Adobe you can create your own version of a rubber stamp electronically and simply layer it right on top of the PDF transcript.

First, install Adobe Reader XI (free). Using Word you will need to create a few stamps.

Here's how: First, open a blank Word document. Type Certified Copy in whatever font, size and color you want. Print it to PDF and store in the Documents folder. I use the free Doro program for all my PDF printing. It works very well with Adobe Reader.



2. Click the Comment tab and a dropdown menu will appear showing a "rubber stamp" icon Add Stamp.



5. Find your stamp, highlight it and click Open.



3. Click on Add Stamp and another dropdown menu will appear. Click on Custom Stamps, then click Create Custom Stamp.



6. Your copy stamp will appear in the box above. Then click Okay.

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1. Now, open a PDF transcript. You should see a right column with Tools, Fill & Sign, and Comment tabs.



4. The following screen will appear. Click Browse and find the stamp you have created and stored.



7. Create a category of stamps, for instance, Copy, then type a name for your stampCertified Copy and click Okay.

Now you have your first electronic stamp created and stored. Repeat this process for any stamps you want to create. This is a onetime process, so once created and stored, you will have access to your list each time a PDF transcript is created.



8. Now, to add an electronic stamp to a PDF transcript, go back up and click the Add Stamp icon and a list of your created stamps will appear.







10. To select a different stamp, go to the Edit tab and click Undo Create Stamp. It will remove the previous selection and you may select another stamp.

My printer also prints in color so the stamp shows in this case blue, but you may select whatever color works for you. Good luck! If you have questions, don't hesitate to email me at sholthaus1@san.rr.com.