

CCRA *online*

June 2007



The Los Angeles Marriott
Site of the CCRA 97th Annual Convention
October 6-8, 2007

FEATURES

- 3 **President's Page**
- 4 **Punctuation Points**
- 5 **The Reporting Yogi**
- 5 **Cal-E-Licious**
- 6 **Student Profile**
- 7 **Bryan College Second Campus**
- 8 **Legislative Update**
- 10 **AB 1211 (Price) Update**
- 10 **Lobby Day A Success!**
- 11 **Depo Daze**
- 12 **Officials – Did You Know?**
- 12 **StenoCAT 32 Tips & Tricks**
- 13 **Digital Signatures – Why Are They Important?**
- 14 **Noreen Evans Reception**
- 15 **A Different Kind of Health Insurance**
- 16 **Direct Member Voting As Proposed by NCRA**
- 17 **Reporters Reference**
- 18 **Classified Advertising**

CCRA Online

The Electronic Magazine
of the California Court
Reporters Association

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**Cover Photo: The Los Angeles Marriott, Site of the
CCRA 97th Annual Convention, October 6-8, 2007**

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, 2400 22nd Street, Suite 110, Sacramento, CA 95818 or call 916/443-5090. Advertising inquiries also should be directed to the Association office. Photographs accompanying articles should be RGB color JPEG files with a resolution no less than 120 ppi.

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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.

NOSTALGIA –

“A bittersweet longing for things, persons, or situations of the past.”

Struggling for a theme for this month's President's message, I leaned on my editor, Connie Parchman, and my president-elect, Lesia Mervin. So with their help, I became a little nostalgic about our profession. We started a short e-mail chain when Lesia suggested she had Whitney Steele's song "It's A Different World" in her mind and couldn't seem to get it out of her mind. For me, the chorus brought on feelings of nostalgia.

CHORUS (It's A Different World):

It was a different life
When we were boys and girls
Not just a different time
It was a different world

So I made up my own chorus:

It was a different job
When we were CSRs and not CRRs
Not just a different job
It was a different profession

So between a few e-mails with Connie and Lesia, remembering the carbon paper days in the '70s and early '80s, Connie shared about a class she had in court reporting school that made me realize how far we really have come. Connie shared, "Not only carbon paper days, one of the classes I had in school taught us how to 'wash' an original in case of spillage. We were taught how to clean, dry (on the clothesline) and iron the transcript if we somehow destroyed our original."

And Lesia remembers, "Dailies with someone typing my stuff in the back room, carbons and all. Changing reporters every 15 minutes! Then my first dictionary was the size of my spare tire! I dictated a few months, used a notereader a few months, and then the BIG computers came out!" I'll just add here that my first CAT system cost me over \$30,000 and had a 20 megabyte hard drive.

We were taught how to clean, dry (on the clothesline) and iron the transcript if we somehow destroyed our original.


Our profession, like any other profession, has changed with the implementation of technology. Embracing the technology available to the profession has secured our place in the profession. Remember back when – when you started court reporting school in the '70s, '80s, '90s or later – our biggest threat to our profession was, and still is, electronic recording. When I entered court reporting school in the fall of 1973, there were those spouting that the profession would not be around

in five or ten years. I'm sure all of you heard something similar when you started school. Well, here we are, stronger than ever, offering realtime reporting and all the adjunct services and products that go along with our reporting.



*Sandy Bunch
VanderPol
CSR, RMR, CRR*

Embracing the technology available to the profession has secured our place in the profession.

I think there's always moments of nostalgia – the longing of times past – but we must always move forward. So keep your skills honed, your education and knowledge current. Become nostalgic, have a few laughs about the good ol' days, and then pat yourself on the back for being a part of making the court reporting profession what it is today. 

Congratulations!

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1st place	Daniel P. Feldhaus
2nd place	Lesia Mervin
3rd place	Charlotte Freeman

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Punctuation Points

- Hyphenating Direct Adjectives

By Margie Wakeman-Wells

This is a problem that many of us worry over but that, in reality, doesn't have a lot to do with readability of the transcript. There are authorities that make this very complicated, wanting to use different rules for different parts of speech, et cetera.

We are going to make the rule simple:

- ◆ When two or more words in front of the noun form a unit, they are hyphenated.

He has long-range plans.
She was driving a light-gray Toyota.

He had a long difficult day.
There were several male suspects.


The way to test to see whether the words form a unit is to use them separately in front of the noun.

Are they long plans? Are they range plans?
Was it a long day? Was it a difficult day?

If they work individually to modify the noun, the words are not hyphenated; if they do not, the words are hyphenated.

- ◆ When these words come *after* the noun, they are not hyphenated.

The plans were long range.
The Toyota was light gray.

There are other aspects to this rule, which we can discuss at another time. 



The Reporting Yogi

By Carolyn Joy

Physically, how are you feeling right now? Is your neck kinked? Do you have a headache from working on your computer too much? Is your back sore from sitting improperly or are your arms tingling from being in the wrong position? The lucrative career of court reporting can sometimes be a pain in the Whatever! And, believe me, no matter how many times you threaten, you really do not want to go out with an injury!!

Have a daily exercise routine.

So what can we do to help our bodies cope with the physical and mental demands of our chosen profession? Have a daily exercise routine. If it means getting up 20 or 30 minutes earlier in the morning, do it! It will help you feel better and give you longevity in your work life. If you have children, most likely they'll still be asleep, so give yourself this time! You deserve it and need it!

Whether your idea of exercise is jogging, doing calisthenics, or yoga (my morning routine), you need to start now! Do not put off until tomorrow that which you can do today (yeah, whatever!). But, seriously, just doing my yoga stretches for 20 minutes each morning makes my neck and back open up and not be so sore. I wake up with a backache every morning.

My exercises are helping to strengthen my back and stretch my muscles.

Not to mention how spiritually it helps me deal with my job and "floating" to different assignments daily!

Exercise No. 1.

Sit in easy pose (like an Indian). Putting your hands on your ankles, flex your back forward while inhaling and relax it backward while exhaling. This opens up your lower back. Modify that by putting your hands on your knees and focusing on your mid-back.

It's pretty simple and just doing that will stretch the muscles in your back. I usually do each exercise one to two minutes, depending on my time. That's how I start my day! Next month, I'll give you another exercise!

Don't miss the yoga class at the upcoming convention, October 6th – 8th at the Los Angeles Marriott! I'll give you an easy routine to help make your mornings more manageable!

Make a commitment to yourself to help yourself! Happy day! 🌐

Cal-E-Licious

By Gerie A. Bunch, CSR, RPR, CCRA SOS Committee Chair

Good Morning Smoothies

With the stress of being a court reporter, it is important to start your day with good nutrition.

Having a good breakfast gives you the fuel and balance to deal with the vicissitudes of the coming day. This recipe serves two tall smoothies.

In a blender put:

- 1 banana, fresh or frozen
- 1 apple, cored and cut in chunks (skins on)
- 1 orange peeled, quartered
- 5 strawberries, fresh or frozen
- 1 c. frozen raspberries or 1 frozen peach

Add water to almost cover and blend until very smooth. Serve immediately with a slice of whole-wheat toast with peanut butter. You will have given yourself fiber, protein and three of your "5 a Day" fruits.

If you are pressed for time, put everything in the blender the night before including water, store in the frig. In the morning, just whirl it up in the time it takes the toast to pop and you are set. 🌐

Student Profile

Amanda Dunn

– Winner of the CCRA Student Scholarship

Where were you born and raised? - I was born in South Korea but have lived in Turlock, CA my whole life. Turlock is a Central Valley town that has grown a lot recently. It's located between Modesto and Merced in Stanislaus County. I grew up in Turlock, went to school in Turlock, and worked in Turlock. So you could say I have a strong connection to the city.

Where do you live now? - I still live in Turlock, my hometown. My roots are here so it would be hard to part with it.

Tell us about your family - My family is great. I have a wonderful husband. He has been incredibly supportive as he's been there for me while I've been attending court reporting school the last few years. My parents have also been encouraging through this process. I have one sibling. My brother and sister-in-law have two daughters, and nieces are always fun to have around.

What was your favorite subject in school? - (I'm assuming you mean school a long time ago...not currently?) I never really had an absolute favorite subject in school. I liked most of my classes and usually couldn't pick one favorite. This is probably why court reporting seems to be such a good fit for me. I like to

learn about a variety of subjects. As a court reporter, I will continue learning about many different things every day.

What court reporting school do you go to now? - Golden State College of Court Reporting and Captioning in Dublin, CA.

How did you hear about court reporting? - I actually first learned about court reporting when I was teaching at a high school. There was a career fair set up for the students with a bunch of different profession presentations. I listened to the presentation on court reporting and decided to do some research on my own because it sounded like something that I would be interested in. Instead of recruiting a student, the teacher was recruited.

Do you have any plans after you get your license? - I haven't yet decided if I want to freelance or be in court. My goal is to get time in both depositions and court so I can see which direction I should head.



The Winning Essay By Amanda Dunn


All successful reporters have the following four important qualifications in common: professionalism, resourcefulness, adaptability, and reliability.

A professional reporter is not just identified by dress. He or she demonstrates integrity by keeping focus, discipline, and organization. Tact and confidentiality are also key. A professional can display confidence in a manner that will not only get the task completed, but also with the respect of all parties.

Using resources effectively is imperative. No matter how difficult the medical terms, proper names, or slang, it is the reporter's job to make sure the record is accurate by knowing how to use the resources available.

Because they work in a variety of environments and with numerous people, reporters know that staying calm in a stressful situation is important in learning to adapt. Reporters must be able to make accommodations and adjust to many different situations.

Reliability is also important to success. It is hard to define reliability, but it is all too noticeable when there is a lack of it. Reliable means being punctual, precise, and dependable.

Where you find a quality record, you will find a successful reporter, one who takes pride in his or her work and has all of these important qualities and more. 

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Bryan College Second Campus

By Gerie A. Bunch, CSR, RPR,
CCRA SOS Committee Chair



After being in business since the 1940s in Los Angeles, Bryan College decided it was time to expand their campus. Because of the increased interest in the court reporting profession,

it was determined that there was a need for an additional school in Northern California. The site was chosen to be Gold River, which is about 17 miles from downtown Sacramento.

Last October, the new school opened their doors with 25 students in their theory class. Since then, they have had two more theory classes start with an additional 30 students.

Bryan College in Gold River has the same curriculum as their Los Angeles division. They tout the highest "first time" pass rate for the CSR and passes more than double the state average. Their graduates now work in every state in the union and overseas.

Bryan graduates have been reporters for infamous cases such as the Manson murders, OJ Simpson and President Bush's inaugural speech.

A special feature of Bryan College is its exclusive rights to the only NCRA approved program for realtime training for all of California, Arizona and online.



Their classes are instructed by court reporting professionals. They offer both day and evening classes.

With the addition of Bryan College in Gold River, there are now 18 court reporting schools throughout California, several of which offer online programs as well.



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Legislation Update

For information concerning this report or the information contained herein, you may contact California Court Reporters Association, Attn. Sandy Bunch VanderPol, CSR #3032, at 2400 22nd Street, Suite 110, Sacramento, California 95815 (916) 443-5090 or by e-mail at RealtimeCSR@calweb.com.

AB 32 (Fuller [R]) Career technical education: work certification training.

Status: 05/31/2007-From APPR.: Remains in APPR. SUSPENSE FILE

Current Location: 05/31/2007-A APPR. SUSPENSE FILE

Summary: Existing law requires school districts to adopt a course of study for grades 7 to 12, inclusive, that includes, among other things, career technical education. This bill would state the intent of the Legislature to provide, within the public school system, work certification training options to pupils who are between the ages of 16 and 18 years, have passed the high school exit examination, and have the consent of their parents or guardians, with particular emphasis on job specific skilled labor and technical training. This bill contains other related provisions and other existing laws.

AB 159 (Jones [D]) Courts: judgeships.

Status: 05/31/2007-Do pass as amended.

Current Location: 05/31/2007-A APPR. SUSPENSE FILE

Summary: Existing law specifies the number of judges for the superior court of each county and for each division of each district of the court of appeal. This bill would authorize 50 additional judges, upon appropriation by the Legislature in the 2007-08 fiscal year, to be allocated to the various county superior courts, pursuant to uniform criteria approved by the Judicial Council. The bill would authorize an unspecified number of additional appellate judges, upon appropriation by the Legislature in the 2007-08 fiscal year. This bill contains other related provisions.

AB 299 (Tran [R]) Maintenance of the codes.

Status: 05/02/2007-Referred to Com. on JUD.

Current Location: 05/02/2007-S JUD.

Summary: Existing law directs the Legislative Counsel to advise the Legislature from time to time as to legislation necessary to maintain the codes. This bill would make technical, nonsubstantive changes in various provisions of law to effectuate the recommendations made by the Legislative Counsel to the Legislature.

AB 310 (Silva [R]) Maintenance of the codes.

Status: 05/10/2007-From committee chair, with author's amendments: Amend, and re-refer to Com. on JUD. Read second time and amended.

Current Location: 05/10/2007-S JUD.

Summary: Existing law establishes the California Law Revision Commission. Existing law authorizes the commission to recommend changes in the law as it deems necessary to modify or eliminate antiquated and inequitable rules of law and bring the law into harmony with modern conditions. This bill would make technical and minor changes to various laws.

AB 500 (Lieu [D]) Civil actions: telephonic appearances.

Status: 05/09/2007-Referred to Com. on JUD.

Current Location: 05/09/2007-S JUD.

Summary: Existing law permits attorneys to make appearances by telephone at trial setting conferences, except as specified. This bill would permit a party to appear by telephone in any conference or hearing at which witnesses are not expected to be called to testify. The bill would require the party choosing to appear by telephone to provide notice in either the moving or opposing papers or by oral or written notification at least 3 court days before the appearance. The bill would permit a court to provide teleconferencing appearances by entering into a contract with a private vendor, pursuant to which the vendor would be permitted to charge a party appearing by telephone a reasonable fee, and would also permit a court to require a particular call provider to be used for telephone appearances. The bill would require a court to publish notice providing the information necessary to appear by telephone at conferences and hearings. The bill would also specify the application of these provisions to probate proceedings.

Continued on page 9

Legislation Update, Continued

AB 582 (Evans [D]) **Court transcription fees.**
Status: 05/31/2007-Do pass as amended.
Current Location: 05/31/2007-A APPR. SUSPENSE

Summary: This bill is sponsored by SEIU with CCRA and COCRA actively working with SEIU. This bill would provide for an increase in the folio rates for transcripts prepared by the official court reporter and official reporter pro tempore.

AB 863 (Davis [D]) **Los Angeles County Superior Court employees.**
Status: 05/24/2007-In Senate. Read first time. To Com. on RLS. for assignment.
Current Location: 05/24/2007-S RLS.

Summary: Existing law provides that each trial court may establish a salary range for each of its employee classifications, and considerations shall include, but are not limited to, local market conditions and other local compensation-related issues such as difficulty of recruitment or retention. This bill would require the Los Angeles County Superior Court to pay each employee in a bargaining unit represented by any specified employee organization an amount equivalent to the additional amount the employee would have received if the reclassification raise the employee received on October 1, 2005, had been retroactive to August 1, 2005.


AB 1211 (Price [D]) **Depositions: costs.**
Status: 05/31/2007-In Assembly. Concurrence in Senate amendments pending. May be considered on or after June 2 pursuant to Assembly Rule 77.
Current Location: 05/31/2007-A ASSEMBLY

Summary: This bill would provide that the obligation to timely pay the deposition officer or entity providing the services of the deposition officer for that transcription, and any other deposition products or services that are requested, shall be the responsibility of the requesting attorney or a party representing himself or herself, unless responsibility for the payment is otherwise provided by law or the deposition officer or entity is notified in writing that the party or another identified person will be responsible for payment. The bill would provide that these provisions do not prohibit or supersede an agreement between an attorney and a party allocating responsibility for the payment of deposition costs to the party .

SB 145 (Corbett [D]) **Court facilities.**
Status: 05/17/2007-To Com. on JUD.
Current Location: 05/17/2007-A JUD.

Summary: (1) Existing law requires the Judicial Council, in consultation with the superior court of each county and the county, to enter into agreements concerning the transfer of responsibility for court facilities from that county to the Judicial Council. Transfer of responsibility may occur not earlier than July 1, 2004, and not later than June 30, 2007. This bill would extend the deadline for the transfer of responsibility for court facilities to December 31, 2008. The bill would make related, conforming changes. This bill contains other related provisions and other existing laws.

SB 649 (Committee on Judiciary) **Trial court restructuring.**
Status: 05/17/2007-To Com. on JUD.
Current Location: 05/17/2007-A JUD.

Summary: The California Constitution provides for the abolition of municipal courts and their unification within the superior courts, as specified. This bill would conform various statutory provisions of law to the abolition of municipal courts and their unification within the superior courts. The bill would also make related statutory changes with respect to the classification of limited civil cases, appeals in limited civil cases and misdemeanor and infraction cases, and arraignment by 2-way electronic audiovideo communication. This bill contains other related provisions. 

AB 1211 (Price) Update

Co-sponsored by CCRA and DRA

On May 22, AB 1211 was on calendar before the Senate Judiciary Committee. This bill would make the attorney responsible for the payment of deposition reporters' products and services in the Code of Civil Procedure Section 2025.510.

Appearing at the Senate Judiciary hearing on behalf of CCRA was your lobbyist, Lisa Kaplan, and CCRA President Sandy Bunch VanderPol. Originally the bill was to be on the consent calendar. Due to late minor amendments, made at the request of the Senate Judiciary Committee, with agreement by the author, CCRA and DRA, the SJC requested the bill be presented formally by Assemblyman Curran Price.

AB 1211 passed out of the Senate Judiciary Committee with a 5-0 vote.

Going forward, AB 1211 will make its way to the Senate Floor. After passage there, most likely it will return back to the Assembly due to the amendments made on the Senate side. Once it passes out of the Assembly, it will move on to the Governor for signature.

Below is the amended language of AB 1211. Other than adding the definition of product or service, no substantive amendments were made.

2025.510 (h) (1) *The requesting attorney or party appearing in propria persona shall timely pay the deposition officer or the entity providing the services of the deposition officer for the transcription or copy of the transcription in subdivisions (b) and (c), and any other deposition products or services, as defined in subdivision (i), that are requested either orally or in writing.*

(2) This subdivision shall apply unless responsibility for the payment is otherwise provided by law or the deposition officer or entity is notified in writing at the time the services or products are requested that the party or another identified person will be responsible for payment.

(3) This subdivision does not prohibit or supersede an agreement between an attorney and a party allocating responsibility for the payment of deposition costs to the party.

(i) "Deposition product or service," as used in this section, means any product or service provided in connection with a deposition, which qualifies as shorthand reporting as described in Business and Professions Code Section 8017, and any product or service derived from that shorthand reporting.



Lobby Day A Success!



Back row: Jim Partridge, Debby Steinman, Arnella Sims, Tom Pringle, Janet Scott, Lesia Mervin
Front row: Helyn Johnson, Doreen Perkins, Patricia Dowling, Carolyn Dasher

By Lesia Mervin, RMR, CRR, CSR, CCRA VP Officials/President Elect

CCRA and COCRA leaders spent May 17, in Sacramento lobbying the Assembly Appropriations Committee for their support on AB 582. Appointments were scheduled by SEIU, the sponsor of the bill, to speak with the committee members' staff and drop-in visits were done as well to all but two. With our consultant's report in hand and applicable talking points developed by the hard work and collaboration of the associations, a grassroots lobbying effort culminated in the verbal support of all Appropriations Committee members visited.

Update: AB582 passed out of Appropriations Committee May 31.

Stay tuned for additional news on this bill as it progresses through the legislature.



With Hon. Paul Krekorian, Assem. District 43, LA/Burbank, Jim Partridge, Carolyn Dasher, Arnella Sims, Doreen Perkins, Lesia Mervin, Debby Steinman

Depo Daze - In the Witness Chair

By Sheri Turner, CSR, RPR, CCRA VP Freelance, Depo Advisory Chair

Today I had my first experience of testifying in trial about a transcript. I have known other reporters who have testified. I knew it wasn't really that big of a deal.

The phone rings and a harried attorney on the other end asks if I can come to court.

Apparently the plaintiff in the case, having never taken the opportunity to correct his transcript before, was disputing a "no" answer that he says should have been a "yes" in the transcript. This dispute arises on the second day of his court testimony. So I print out a copy of the transcript, prepared two years before, and also print my steno notes as a .pdf file (something I had not done before but knew that I could do) just to verify and compare with the transcript. I would be asked if I had reported the deposition, if I had written what I had heard, and if I had transcribed what I had written. "Oh, and by the way, did the witness ever submit any corrections to the transcript?"

Not being a person who gets nervous easily – public speaking, teaching, singing, whatever, never bothers me – I am surprised how nervous I am becoming about testifying. I arrived at the beautiful Federal Courthouse and wait in a spacious hallway where it's deathly quiet, no one coming and going except for two straggling jurors. I am summoned in to testify, and I am marched directly to the witness stand without having a chance to get acclimated at all to the courtroom. The thing that throws me off is there is no live reporter there! I was looking forward to being able to cast a knowing glance at the reporter and have an instant camaraderie. And instead, I am staring at the screen of the electronic monitor person who I figure out is adding text to each line on the page for every timestamp, I guess to index the transcript. I'm not prepared for that scenario and I'm a little distracted by watching what she's doing.

It's over quickly enough, and I'm excused back out into the vast expanse of marble floor and windows to go on my merry way.

Hopefully my testimony went okay. I forgot to say a few things about my qualifications and experience when asked. But I did make the jury snicker a bit. On cross-examination when plaintiff's attorney asked how many depositions I do and if I would recognize the plaintiff on the street, I said no, but that I did have some independent recollection of this deposition. He asked, "Because of the nature of some aspects of the testimony?" And I said, "Well, some testimony is more memorable than others." (More than one audible chuckle.)

Undoubtedly the jury heard some of the testimony in trial about turkey hunting at 2 a.m., excessive methamphetamine and alcohol use, bar fights involving guns and knives, and this guy being beaten in a fight to the point that his eye came out of the socket and he put it back in himself. Who could forget testimony like that?!

I would have liked to have said that I remembered the skittish and disjointed way the witness testified at his deposition, and that his attorney was constantly admonishing him to listen carefully to the complete question before answering, and that I was amazed that he had a surprisingly sophisticated vocabulary for a meth head. It made me think at the time that his testimony was carefully crafted and coached.

Those were my impressions of the deposition, which will forever remain unshared, except with you all. Shhh!

Now that I've testified once I'm hoping I don't have to do it again, although I would probably do a better job next time.



Update!

AB 582 Transcript Rate Increase Bill

**AB 582 is now amended and in print.
It's available for review online by using the link below.**

AB 582

http://www.leginfo.ca.gov/cgi-bin/postquery?bill_number=ab_582&sess=CUR&hous

Officials – Did You Know? Indexing Official Transcripts

The subject of indexing official transcripts has come up three times in the last two weeks. It's a job we all hate, especially if we're not using the automatic indexing feature of our software. This function can be complicated and time consuming to learn and set up properly. But, once this is done, the time savings far outweigh the aggravation and the many curse words uttered out loud doing this. The idea of indexing a 5000-page trial transcript is daunting, at the very least. However, it must be done, and it must be done right.

We have a duty to produce a useable product for our customers. Imagine being an appellate attorney and you've just been handed 20 volumes of trial transcript without an index.

Your transcript is nearly useless if the person reading it can't find what they need.

Sometimes local custom and practice doesn't necessarily match the California Rules of Court. The Rules of Court spell out precisely what **must** be included in an index. In our Appellate District, transcripts have not been rejected for improper indexing and thus, some reporters feel that frees them from the duty to produce the index according to the rules.

California Rule of Court 8.144 (b) states the following:


"At the beginning of the first volume ...:

...

(2) The reporter's transcript must contain alphabetical and chronological indexes listing the volume and page where each witness's direct, cross and any other examination begins; and

(3) The reporter's transcript must contain an index listing the volume and page where any exhibit is marked for identification and where it is admitted **or refused.**"

Okay, I admit, I was unaware of the "refused" portion of the exhibit index, but now I know and that will be included in my next index. This means the primary reporter, or lead reporter, must contact all other reporters and obtain the indexes for that reporter's portion and include it in Volume 1. (Big Groan!)

Now, go get busy, pull out your manual, attend a seminar or pay someone for one-on-one training to learn your indexing function. It will make this task so much easier! 

StenoCAT 32 Tips & Tricks

By Diane Sonntag, CSR, CR, RDR, CRR, CPE

StenoCAT 32 has come up with some great new macros in their new 5.8 release. If you haven't downloaded it yet, go to the Web tab in SC Explorer. Click on the word, "Download" and log into the Gigatron site. Download the 5.8 update, the latest version of InSync and don't forget your most valuable tool, the latest and greatest Up and Running Guide. Remember, your Up and Running Guide is your Bible. That tells you how to do everything in SC 32.

One of the best new features of 5.8 is the ability to Copy In/Copy Out individual macros.

Let's say you've made many of your own personal macros and saved them to your own keyset file. Now, you want to go get some of SC 32's new macros. From the Tools Menu, select "Customize keyboard." Then select Load at the bottom of your screen. Select SC32.58. (This set will be there if

you did a full install for 5.8. If you only did an update, then you will also need to download this set.) Then Save and close. Now go to Tools, Edit Macros. Click on the Macro you want to copy out. Select Copy Out on the right side. This saves the macro to a location and saves it to an .mcr file. Now, just do the reverse to copy it in. Go back and reload your personal keyset. Don't forget to save. Then go to the Tools, Edit Macro and browse to the location that has your .mcr file. This will copy the macro(s) in. Pick "Copy In" on the right side. Don't forget to save, and you will also need to select a key to assign it to. If you download the Up and Running Guide, the macro section will give you detailed instructions on what commands need to be in your keyset to run some of the great new macros in 5.8.

There are many more new features in 5.8. You can read about them in the release notes in the Download section at the Gigatron site. Have fun! 

Digital Signatures – Why Are They Important?

Editor's Note: This intro is a reprint from last month's installment 1. The second installment begins below. You can read the first installment by going to cal-ccra.org and downloading the May CCRA Online issue.

One of the top priorities of Governor Schwarzenegger and of the Department of Consumer Affairs is privacy issues as relates to the use of electronic documents. As a result of this priority of the governor and his administration, the California Court Reporters Board (CRB) will be addressing this topic as relates to the protection of the consumer in the world of electronic transcripts. In fact, as part of the CRB's strategic plan under "Practice Standards," one of their goals is, "Meet with DCA representatives to discuss privacy issues associated with use of electronic files and identify options for ensuring consumer protection."

As our profession moves forward in this electronic/digital age, and with the current practice of e-mailing transcripts to counsel, we need to be prepared and educated on how best to protect the consumer when e-mailing transcripts.

Recently there was an excellent article on digital signatures published in the NCRA Journal. This article was written by Candis Bradshaw. NCRA and Candis have given CCRA permission to reprint this article. Please take the time to read and digest this article reprinted as a series. Here's Installment 2.

Signatures in the Digital Age - Installment 2 of 3

By Candis Bradshaw

Creating a digital signature has been recognized in legal circles being as good as, if not better than, a paper signature. According to the ABA's "Digital Signatures Guidelines," the weight and merit of a digital signature is derived from four tenets:

1. Signer authentication. The digital signature can verify a message originated from the signer, provided that a certain public and private key can be attributed to the signer.
2. Message authentication. Message authentication verifies that the document contents are unaltered since the signer digitally signed the document or e-mail.
3. Affirmative act. The act of creating a digital signature alerts the signer to the fact that he or she is signing his or her name to a legally binding document.
4. Efficiency. The process of creating and verifying digital signatures provides a high level of assurance that the digital signature is genuinely that of the signer.

Two Common Types of Public-Key Cryptography

Two common forms of public-key cryptography are in use today: PGP and PKI.

PGP is one common public-key cryptography standard in use today. To use this standard, you must purchase a program to create the key sets, such as PGP Desktop (www.pgp.com), or must use Gnu Privacy Guard (GnuPG). GnuPG is an open-source program that can be used to create digital signatures using the OpenPGP algorithm. Use of GnuPG is free, but like many open-source projects, it takes some expertise to use. (For more information, please see <http://en.wikipedia.org/wiki/GnuPG> or [www.gnupg.org/\(en\)/documentation/faqs.html](http://www.gnupg.org/(en)/documentation/faqs.html).)

Creating keys in a PGP program takes approximately five minutes. PGP programs, such as PGP Desktop, can automatically upload the public key to a public-key repository. There is no third party to verify the existence of the key. In essence, you are your own certificate authority, and you verify your own identity. PGP relies on a "web of trust."

PKI is very similar to PGP. However, PKI relies on public and private keys being created, maintained, and distributed by trusted third parties called certificate authorities, or CAs. Some examples of CAs include Verisign, Entrust, IdenTrust (formerly known as Digital Signature Trust), and Geotrust. An extensive list of certificate authorities can be found at www.pki-page.org/. A CA associates an identified signer with a specific public key. The CA also maintains a Web site where other users can look up a particular person's public key, as well as see suspended or revoked keys. (Suspended keys are temporarily invalid, while revoked keys are permanently invalid. Either the CA or the user can invalidate a key.)

The user must obtain a digital certificate from a CA to create digital signatures. Digital certificates issued by CAs usually expire in one year; however, the CA decides how long the certificate is valid.

CAs sell many types of certificates, but some CAs may sell only one type of certificate. Some certificates do not require much identity verification. All one needs to do is input a minimal amount of information (such as your name, credit card number, and e-mail address) before being issued a certificate. This type of third-party certificate verifies only that the issuing CA did issue a certificate to the person who registered with a specific e-mail address or phone number. These signatures can be installed and used by anyone on any com-

Continued on page 14

Digital Signatures – Continued

puter as long as the user has access to the e-mail address that was used to sign up for the certificate. Some examples of these certificates are:

- www.geotrust.com/buy/products/my_credential.asp
- www.verisign.com/products-services/security-services/pki/pki-application/email-digital-id/page_dev004002.html
- www.thawte.com

In the case of the GeoTrust certificate, GeoTrust ensures that the certificate was sent to the correct e-mail address by calling the phone number provided on the application.

It is possible for someone else to purchase a certificate from a CA for a signer; however, that person would need access to the signer's e-mail, telephone, or home mailing address. Certificate authorities send instructions on how to download a certificate to either the signer's e-mail address or home mailing address.

Some other types of certificates require information such as Social Security number, driver's license, and home address to verify identity. An example of this type of certificate can be found at www.identrust.com/certificates/trustid.html.

Other certificates (commonly the most expensive) require identity verification by submission of a notarized document to the CA. eSignatures provided by RealLegal and Electronic Notary Seals provided by the National Notary Association are two excellent examples of this type of certificate. Verisign

also offers an External Certificate Authority (ECA) certification that offers identity verification (www.verisign.com/verisign-business-solutions/public-sector-solutions/ieca-eca-certificates/index.html).

Further Reading

For further reading about digital signatures, please see:

- American Bar Association's Digital Signature Guidelines at www.abanet.org/scitech/ec/isc/dsgfree.html
- American Bar Association's Digital Signature Guidelines Tutorial at www.abanet.org/scitech/ec/isc/dsg-tutorial.html
- Keith Vincent's Visualizers on using PGP Desktop to create digital signatures at www.kvincent.com/html/texas.html
- Introduction to Digital Signatures, by David Youd at www.youdzone.com/signature.html
- Electronic Signature Legislation by Thomas J. Smedinghoff, Esq., and Ruth Hill Bro, Esq., at <http://library.findlaw.com/1999/Jan/1/241481.html>
- Understanding Electronic Signatures: A discussion of electronic signatures, the E-Sign Act, and the admissibility of electronic signatures into law by RealLegal at www.reallegal.com/downloads/pdf/ESigWhitePaper.pdf
- Texas Court Reporters Association at www.tcra-online.com. (You must be a member of the Texas association to access detailed information about digital signatures.)

Please look for the final installment in July's CCRA Online.



Noreen Evans Reception

By Carolyn Dasher, CSR, RPR, CCRA Director



Karen Gotelli, Senator Bob Margett and Carolyn Dasher

On Saturday, May 5, 2007 I had the privilege to attend an appreciation reception for Assemblywoman Noreen Evans given by COCRA and the Solano County official reporters. I was there to represent the Napa County official reporters and CCRA. It was an informal affair held

at the home of reporter Liz Rose. COCRA President Kelly McCarthy presented Ms. Evans with a framed message in

steno which read, "Noreen Evans for President. Court reporters vote yes."

It was a pleasure to meet and speak with Ms. Evans; she was very friendly and down-to-earth. I was surprised to learn that she had been a transcriber for court reporters during her college days.

She stated it was one of the reasons why she is sponsoring AB 582; she understood exactly how hard we work and deserving we are of a raise.

In today's world the personal touches make a difference, and the casual setting with the chance to relax, chat, enjoy good food and company I think made the evening a success.

A Different Kind of Health Insurance

By Peter Burford

At the beginning of the previous century, a 20-year-old man could have expected to live to the ripe old age of 62, on average. A 20-year-old woman could have expected to live to 63, on average. With advances in medical science, the Society of Actuaries now tells us a man who turns 20 in the year 2003 should plan to live to be around 74; and a woman to age 81.

In fact, as we live longer the probability of having a critical illness and surviving increases dramatically.

Dr. Christian Barnard, the famous heart transplant surgeon from South Africa, witnessed financial disaster in the lives of people he had saved through transplant surgery. He was so impacted by the financial catastrophes that he witnessed as people lived in a disabled state, he helped pioneer and promote "critical illness" insurance. This kind of coverage is very common in South Africa, Australia and the United Kingdom. Since it is newer to the United States, it is worth considering.

Critical illness insurance pays a lump sum on the diagnosis of certain well-defined conditions or illnesses. If you suffer a heart attack, stroke or cancer, for example, and you survive 30 days following the diagnosis or surgery, you could receive a lump sum of one, two or three hundred thousand dollars even in the event of a full recovery. Certain policy contracts go one step further and pay a lump sum on first diagnosis of a critical illness. This type of protection does not replace or diminish the need for long-term disability or long-term care insurance, but it does give you a lump sum dollar amount paid up front in cash to help you ease any financial burdens incurred through your condition.

The lump sum payment could be used to pay off debts or spend less time working and more time getting better. It also may be used to meet the high deductible Health Savings Account plans that are very popular these days; (watch for subsequent articles in which this type of plan will be explored.) It also allows you to spend money on treatment that may be required as a result of your initial critical illness and to improve your living conditions. Unlike long-term disability, which usually requires ongoing medical treatment and proof of a continued disability, there is no 'means' test for critical illness.

This type of coverage is typically easier to qualify for than disability insurance.


One in three people will develop some life-threatening cancer; one in four people will contract heart disease before they retire; and one in 20 risk the chance of having a stroke before age 70. With each medical breakthrough, more people survive, but live in a disabled state. For cancer patients, it is common to live in remission for many years. For many people, a heart attack is a warning sign to take life a little easier. The critical illness policy can bridge the gap created by the change in lifestyle the illness causes. When a critical illness strikes, there is generally a need for an immediate and urgent cash infusion to cover many one-time expenses. Many critical illness victims do make a full recovery, but for most patients the recovery is lengthy and expensive.

In the event of a critical illness such as the following, the whole amount of benefit would be paid to you in one tax-free lump sum:

Alzheimer's disease	Coma
Kidney failure	Multiple sclerosis
Major surgery	Bypass
Loss of speech	Paralysis
Blindness	Deafness
Major Burns	Parkinson's Disease
Cancer	Heart attack
Major organ transplant	Valve replacement

The complete definitions of these conditions appear in the policy contract.

Since being first introduced, critical illness plans have become more sophisticated: For instance, depending on the contract, a refund of premium option allows for all of your deposits to be refunded in a period certain from your date of issue if you have experienced no claims. Critical Illness fills a missing need in most people's financial security portfolio. Annual premiums are usually less than you would expect to pay to insure your car!

For more information on this or any other group or individual policy available to members of CCRA please contact Peter Burford by email at pbur98@hotmail.com or by phone at 904-955-0703. 



Need Health Insurance?

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For more information contact Peter Burford, CCRA's Insurance Expert by email at pbur98@hotmail.com or by phone at 904-955-0703

Direct Member Voting As Proposed by NCRA

The NCRA is proposing a bylaw amendment to allow for its members, not in attendance at the annual business meeting, to vote on issues affecting the profession. NCRA has formulated some frequently asked questions for your consideration below.

CCRA has a duty to educate you, our members, on Direct Member Voting, as well as any other topics that our national association is pursuing. At this point CCRA has not taken an official position on Direct Member Voting. CCRA is anxious to hear your thoughts as regards this topic. Please email Sandy Bunch VanderPol, CCRA president, at realtimccsr@calweb.com with your comments.

As this article is long and contains much information, we will run it in two parts.

WHAT IS DIRECT MEMBER VOTING ALL ABOUT?

Put simply, it's about access. It's about giving all eligible voting members a chance to vote on Bylaws amendments and contested elections, rather than relying on the few hundred members who regularly attend the member business meeting to vote for them. In fact, in a recent survey (October 2006), 87% of the respondents favored the use of online voting. I think that's a very telling number.

HOW WOULD THIS CHANGE BENEFIT THE ASSOCIATION?

Any professional member association should be as responsive as possible to the needs and requirements of its members. Allowing more voting members to vote on Bylaws amendments and contested elections would allow NCRA to be more responsive to the membership. By having a larger voice, more members will be able to more directly affect how the association is governed.

HOW WOULD THIS CHANGE BENEFIT ME?

How much of a voice do you want to have? Online voting would allow members who couldn't attend the Member Business Meeting to vote on proposed Bylaws amendments and contested elections. If that's an option you'd like to have, then you immediately benefit.

WHY ARE WE DEALING WITH THIS ISSUE AGAIN?

Because that is what the membership, in a formal vote at the 2005 Phoenix business meeting, directed us to do.

During the discussion of the concept at the business meeting that year, a lot of questions were raised about the mechanics of direct member voting. The discussion ended with a formal motion from the membership to keep working on the concept and continue to educate the membership on the feasibility of direct member voting.

WHY ARE YOU PROPOSING THIS CHANGE? MEMBERS WHO WANT TO VOTE HAVE HAD TO ATTEND THE BUSINESS MEETING FOR MORE THAN 100 YEARS. WHY CHANGE IT NOW?

Many members don't like the requirement that you must attend the Member Business Meeting in order to vote. In fact, in a recent survey (October 2006), 87% of the respondents favored the use of online voting. These members often ask why they can't vote, and the only response we can give them is, "This is the way it's been done for the past 100 years." Rather than having to rely on tradition, we'd rather have in place guidelines for voting that meet member needs.

THIS PROPOSED CHANGE IS SOLELY IN RESPONSE TO WHAT HAPPENED IN CHICAGO, ISN'T IT, WHEN WE VOTED AGAINST VOICE WRITERS AS MEMBERS?

Actually, it's in response to what happened before and after Chicago. Many members, who were not able to attend the Member Business Meeting because of financial, business, or other reasons, questioned why they had to come to the meeting to vote. Many of these members also requested that the C&B Committee explore the issue following the Phoenix (2005) convention. The Committee has learned that we can conduct contested elections and votes on Bylaws amendments via online voting in a cost-effective and secure manner, if that's what members want.

HOW WOULD THE BYLAWS AMENDMENT PROCESS CHANGE WITH ONLINE VOTING?

The current process for Bylaws amendments would remain intact, right up to the point when a vote is taken. Such matters as who can propose amendments, how amendments are proposed, current requirements for advance notice of proposed amendments, and the two-thirds majority required to approve any amendment all remain unchanged. The only change required would be in how the actual vote is collected after the debate has concluded.

Members could still debate proposed amendments at the Member Business Meeting, and in fact amendments to proposed amendments could still be offered and voted on at the Member Business Meeting, as would contested elections until we reached the final two candidates.

Once debate is concluded, however, instead of calling for a vote, on the spot, of only those members present in the meeting room, a period for voting would be opened and members could vote online following the Member Business Meeting. Votes would be collected, voter eligibility would be verified, and results would be tabulated by an impartial third party. The results would then be announced the next day.

This approach has strong support. In a January 2007 member survey 90 percent of the respondents favored the proposed process.

HOW LONG WOULD IT TAKE FOR AMENDED LANGUAGE TO BE POSTED TO THE WEB SITE FOR CONSIDERATION BY THOSE MEMBERS NOT ATTENDING THE BUSINESS MEETING?

Language amended on the floor of the Member Business Meeting could be posted to the Web site within two hours after the close of the business meeting.

WHY DO WE NEED SUCH A LONG VOTING PERIOD? TWELVE HOURS SEEMS AN AWFULLY LONG TIME.

If you think about it, we normally have 12 hours or so to vote in national elections for the president. Moreover, 12 hours will give all eligible voting members the time they need to review what happened during the business meeting before voting, whether they were in a deposition that went late into the night or are located in Hawaii or some other part of the world where there's a big time difference. Keep in mind as well that in a January 2007 member survey 90 percent of the respondents favored the 12-hour window.

HOW MUCH IS THIS GOING TO COST?

We're not in a position to provide exact figures, though based on our research it would cost approximately \$12,000 a year (or about 70 cents per eligible voting member). The key considerations are ensuring that voting members have access and that the online voting system is secure.

Please see the July CCRA Online for Part 2.



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Continued on page 18

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April 4: Mark Gillam Enterprises: Part time stenographer needed on call or full time if experience includes bookkeeping. Financial planning and business management office in Fair Oaks, CA. Phone: 916-961-2200 Email: JLouise@mgent.com

January 19: Business here at California Deposition Reporters in San Diego County is thriving; seeking several premiere court reporters, both experienced and newly certified reporters. Please contact Karen at 619-233-5533 or karen@caldepo.com.

January 16: Reporters needed in Reno, Nevada. Busy deposition firm has full-time and part-time positions available. Realtime a plus! Must have Nevada CCR license. Contact John Molezzo at (775) 322-3334 or visit our website at www.molezzo.com.

January 15: Real-time Reporters needed in Sacramento, San Francisco and Palo Alto areas. Must have five years or more experience. Excellent clientele and work available. Please contact 877-438-7787.

San Francisco Bay Area: Independent Contractors: Last minute cancellation? "All day" job that went 10 minutes? Give us a call! We won't ask for a lifetime commitment. CSR owned and operated for over 45 years. San Francisco Bay Area. Harry A. Cannon, CSR, Inc. (415) 931-7444, cannonhac@msn.com www.harryacannon.com

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Official Reporters

May 24: Court Reporter: Fresno County Superior Court \$57,434 - \$69,810 Starting Salary \$57,434. This position will work under general supervision, report verbatim testimony presented at trials and other court hearings, utilizing the realtime program and transcribing and providing typed transcripts pursuant to standards promulgated by statutes, rules, regulations or policies. Filing period: 5/21/07 - continuous until the needs of the court are met. For complete details on minimum qualifications, job duties and benefits, visit the Fresno County Courthouse, 1100 Van Ness Ave., Room 401, Fresno, CA 93724 or www.fresnosuperiorcourt.org. Submit required application materials as indicated on job flyer. Postmark dates and faxed copies are not accepted. Resumes not accepted in lieu of completed application. Inquiries can be directed to Lizz Moreno, Court Personnel at (559) 488-3919.

May 11: Official Federal Court Reporter - The U.S. District Court in Sacramento is now accepting resumes through June 1, 2007 for a vacancy. For more information including how to apply visit www.caed.uscourts.gov

Continued on page 19

Classified Advertising, Continued

April 3: Superior Court of California, County of Stanislaus. \$2,279.20 - \$2,770.40. Biweekly Plus Benefits. This position provides verbatim official record of all testimony and activity in cases heard before the Court. Must be certified by the State of California as a Certified Shorthand Reporter. Job announcement and application available at www.stanct.org. Open until filled.

March 28: Superior Court of California, County of Nevada is seeking an experienced court reporter. Requires license. Applications will be accepted on a continuous basis until filled. Please visit our website at www.nevadacountycourts.com or call (530) 470-2728 for more information and application materials.

March 16: Fresno Superior Court is seeking qualified individuals to fill six (6) vacancies and to establish an eligibility list of qualified candidates. Please visit www.fresnosuperiorcourt.org to obtain job flyer with complete details, application and supplemental form. Applications accepted on a continuous basis until the needs of the Court are met. Performance examination planned for Saturday, March 24, 2007. Inquiries can be directed to Lizz Moreno, at (559) 448-3919 or elmoreno@fresno.courts.ca.gov.

March 16: Court Reporter: Superior Court of CA, County of Tuolumne. Up to \$4832.01 per month, plus 5% for Realtime. Visit www.tuolumne.courts.ca.gov for more information and an application.

February 12: Superior Court of California, County of Madera, Certified Shorthand Reporters sought for full-time positions or per diem work. Salary (\$4206-\$5113 depending on qualifications) + benefits + real-time bonus. For information/application visit our website at www.madera.courts.ca.gov, or call 559-661-5197, or visit 321 W. Yosemite Ave., Ste. 300, Madera, CA 93637. Continuous filing until filled.

January 19: The Santa Barbara County Superior Court is looking for an Official Court Reporter to record and transcribe verbatim accounts of official court proceedings using machine shorthand; furnish timely transcripts of such records and performing other related work as may be required. Position is based in Santa Barbara. For more details, go to www.sbcourts.org.

January 4: Court Reporter for the County of Orange, located in various Orange County Justice Centers - Applications are accepted on a continuous basis until the needs of the Court are met. Qualifications include CSR, RPR computer-aided transcription capability and two years experience. Visit www.occourts.org/geninfo/jobs for details and submission process.

Superior Court of California, County of Santa Cruz, Certified Court Reporters sought for either employee status (\$5784 per month + excellent benefits) or per diem status (\$300 per day). For complete job bulletin and court application please visit www.santacruzcourt.org or call 831-454-3370

Certified Court Reporter. Mendocino County Superior Court Full Time, Benefited Position \$4283.00 - \$5740.00/MO For Information and Application call 707-463-6815, 707-467-6437 or Download from www.mendocino.courts.ca.gov Continuous Filing

Instructors Needed

February 20: Bryan College, founded in 1940, is looking for qualified Instructors (f/t, p/t, AM/PM) for its L.A. and Sacramento campuses. CSR or Case Cat or StenEd exp. preferred, NOT REQUIRED. Excellent comp package! Pass along your knowledge AND get paid for it! Send resumes to hr@bryancollege.edu.

Reporters needed to teach reporting! Tired of the same-old, same-old? Want to give back some of your knowledge to the next generation? Golden State College of Court Reporting is hiring steno teachers for day or night; flexible hours. CSR preferred; not mandatory. Know someone who quit school, let license lapse, retired, injury...? DUBLIN in Bay Area ~ (925) 829-0115 ~ Sandy. The greatest job you'll ever have!

Miscellaneous Jobs

April 16: National Litigation Support Services company is seeking 3 sales reps (Sacramento, San Francisco, and San Bernardino) The ideal candidate will have relationships with law firms within the territories and knowledge of the internal workings of a firm. PRIOR SALES EXPERIENCE NOT REQUIRED! Base salary \$45K plus/ yr 1 income with commission \$80K plus. Submit resumes immediately to Dmadock@anngrogantampa.com. Rapid hires for the proper candidate.

Seeking Employment

Scopist Available: I am a retired Court Reporter of over 30 years, now enjoying doing scoping for other busy reporters. I work with ProCAT Winner XP. I have extensive experience in both court and deposition work. All exchanges can be done on the computer. Please contact Betsy at Betsy@jackswebs.com

Miscellaneous

Equipment For Sale

April 16: MICRO TRENDS, INC. Authorized Sales & Service Center for Toshiba - Sony - Hewlett Packard Portable Computers. Our Technicians have been helping Court Reporters since 1988. Backup-Restore-Install Steno CAT - Case Catalysyt - Eclipse guaranteed satisfaction. 1104 E Colorado Blvd., Pasadena, CA 91106 Phone: 626-432-5990. Online at www.micro-trends.com

March 5: GEMINI PIPER - Six months new. Paperless, wireless. Writer, tripod, PDA, Stenosync software, cables, instruction manuals. Six months left on warranty. Contact: Shirley, shirleyko10000@yahoo.com

Continued on page 20

Classified Advertising, Continued

Equipment Wanted

Machines Needed: After a recent survey that showed new student enrollment up by 40%, many new students are in need of equipment and supplies. Remember what it was like to be a starving student? I sure do. Both public and private schools are asking for your help. They need used steno machines, manual or electric. Also they are asking for donations of scraps of paper, or even a whole box if you are feeling generous, and manuals that you no longer need. Here's how you can help. Go through that back corner of the closet, attic or garage and see what you can find. Or contact someone you know who has retired or no longer pursuing a career in court reporting; see if they'd like to donate their machine. Then contact a local school to make your donation. If you don't know of a school near you or you can't find a home for your precious hand-me-downs, contact me at gerie@psln.com , and I'll find one for you.

Proofreaders

Hire an experienced proofreader with a paralegal certificate and medical background for your straight proofreading needs. Visit web site (<http://WeNeverSleep.biz>) or call (760) 409-7547 in Palm Springs, CA (night or day). Due to spam, e-mail addy is only available from web site.

Training and Instruction

Captioner Training: California Captioning Services offers both onsite and offsite live interactive teletraining and tutoring in the Seven Steps to Broadcast Captioning. For training dates and enrollment information, visit our website at CaliforniaCaptioningServices.com, or give us a call at 949-888-4763.



The CCRA Store



Freelance & Official Compendiums = \$25



Paper Holder = \$5



Keychain = \$25



Mouse Pad = \$15



Sunshade = \$15



Travel Mug = \$15



Wall Clock = \$20



Mini Mouse = \$25

www.ccra.org