

COURT REPORTER – STENOGRAPHER & VOICE WRITER

COURT REPORTING 101 – SCHOOLS, SALARY, JOBS,
CAREERS



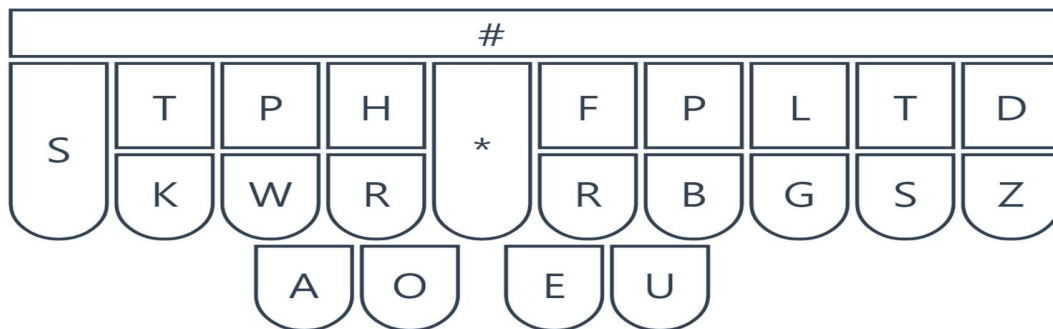
WHAT IS COURT REPORTING?

- Court Reporters, also known as Guardians of the Record, capture and type down verbatim every spoken word during court hearings, depositions, or other legal proceedings
- Court Reporters provide verbatim transcripts of judicial proceedings and ensure that nothing compromises the transcript's accuracy



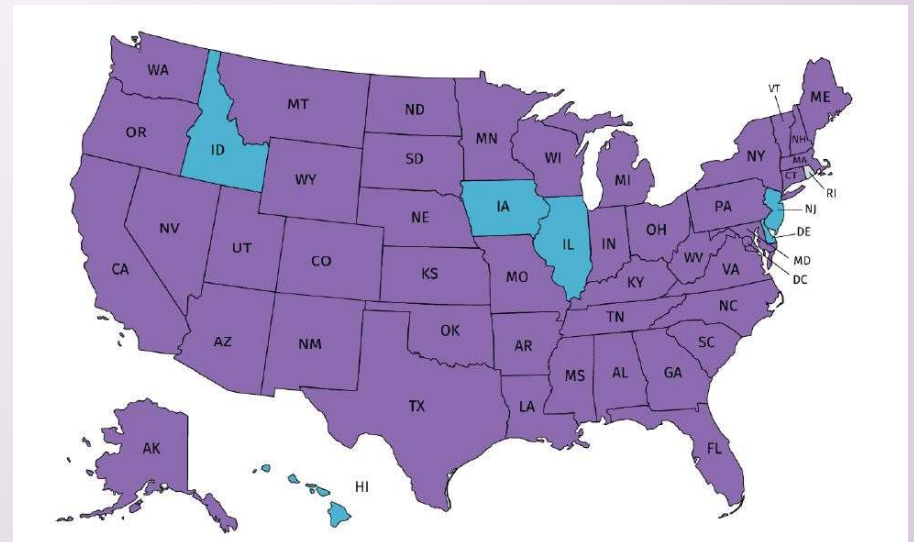
HOW?

- Type on a machine called a stenograph
 - Stenograph has 22 keys
 - Type shorthand
 - Shorthand is the combination of keys and letters to type phrases and words
 - Type phonetically as opposed to spelling out each word
 - Can type multiple phrases and words in one stroke



VOICE WRITING

- Voice writers capture the spoken word with the capability to convert it into text by means of computer-aided transcription software.
- Shorthand is the combination of keys and letters to speak phrases and words
- Purple states represent states that Voice Writers can work



MORE ON VOICE WRITING

Voice writer court reporters complete the same academic studies such as grammar and punctuation, vocabulary enrichment, medical and legal terminology, anatomy, etc. While they have the same academic requirements, voice writers may spend less time in school than stenographers because they endeavor to enhance skills (listening and verbal) that they already possess, not cultivate new skills, as may be necessary for students of stenography. Voice writers often begin speed building at 120 words per minute, whereas stenography students may begin speed building at 40-60 words per minute, thereby decreasing the amount of time spent in speed building.



MORE ON STENO

SHORTHAND NOTES EXAMPLE:

Vertical Notes				
09:32:05	S			
09:33:41	W	E	R	we are
09:33:41		O	PB	on
09:33:42			T	the
09:33:42	R	O	R	record
09:33:42	O	PB		on
09:33:42			T	the
09:33:43	P	H	A	matter
09:33:43		E	R	
09:33:43			F	of
09:33:44	P	E	P	people
09:33:44	S	R	E	versus

CAREERS IN COURT REPORTING

- Official court reporter in court: Felony Criminal, Juvenile, Children's
- Freelance depositions: proceedings that occur outside of court
- CART reporter: (Communication Access Realtime Transcription or Computer-Assisted Real-Time) words and/or conversations translated immediately onto a tablet or iPad for deaf and/or hard-of-hearing individuals
- Captioning: broadcast captioners provide the subtitles or captions on television
- Senate hearings: make a record of proceedings during hearings
- Music festivals: provide captioning in real-time for musicians at concerts

OFFICIAL COURT REPORTER

- Work in felony criminal courtrooms, Juvenile proceedings, and children's court
- Trials, preliminary hearings, pleas
- Salary: \$112,272.00 - \$121,788.00
- Minimum of 10 paid sick days, 13 paid court holidays, minimum of 10 paid vacation days
- 401k/retirement plan
- Medical, dental, vision insurances offered
- 8:30 to 12:00, 1:30 to 5:00, Monday through Friday, weekends off

FREELANCE REPORTER

- Depositions, administrative hearings, music festivals, cart reporter
- Pick your own schedule/days you work
- Offers flexibility with your schedule
- Average pay: varies, median \$65K



HOW DO I BECOME A COURT REPORTER?

-Attend an accredited court reporting school

STENO AND VOICE WRITING SCHOOLS

DOWNEY ADULT SCHOOL

www.das.edu/court-reporting

(562) 413-0231 – Jocelyn Epperson

jepperson@dusd.net

West Valley College

www.westvalley.edu/academics/court-reporting/courses.html

Linda Lawson

Linda.lawson@westvalley.edu

COLLEGE OF COURT REPORTING

<http://www.ccr.edu>

Nicky Rodriguez –

nicky.rodriguez@ccr.edu

SCHOOLS FOR STENOGRAPHY

Cypress College Court Reporting

9200 Valley View
Cypress, CA 90630
(714) 484-7211
Fax: (714) 527-4733
Carolee Freer
cfreer@cypresscollege.edu

South Coast College

2011 West Chapman Avenue
Orange, CA 92868
(714) 867-5009
Yolanda Krieger
ykrieger@southcoastcollege.com

MARK KISLINGBURY ACADEMY OF COURT REPORTING

(281) 859-0791
Online Program
www.mkcourtreporting.com
admin@mkcourtreporting.com

Tri-Community Adult Education

160 Barranca Ave.
Covina, CA 91723
<https://www.c-vusd.org>
Carrie Ravenscroft --562-243-0362
cravenscroft@c-vusd.org

Allison Hall

<http://ahre.ev360es.com/>
Online Program

SCHOOLS FOR STENOGRAPHY

CHAMPIONSTENO

www.championsteno.com

Chase Frazier

Cuyahoga Community

Stefanie Sweet – (216) 987-5671

Stefanie.sweet@tri-c.edu

Laura Axelsen

laxelsen@cs.com

www.careerluv.com/

HARDEMAN SCHOOL OF COURT REPORTING & CAPTIONING

(877) 372-2278

www.hardemanscrc.com

hardemanschoo@gmail.com

College Marin/Indian Valley

Campus (Northern CA)

www.marin.edu

(415) 883-2211 ext. 8826 –

Stephanie Stubbs

WHAT DOES STENOGRAPHY SCHOOL ENTAIL?

- Build speeds starting at 40 wpm up to 225 wpm
- Dictation from 2 voice up to 4 voice
- English, legal terminology, medical terminology, court procedures & deposition/freelance procedures, transcript preparation, and technology
- Job shadowing/mentorship
- Schools generally charge by the quarter, semester, or credit hour.
- Between \$24,000-\$57,000 for a 2-or 3-year program and may lead to an “Occupational” Associate’s Degree.

PURPOSE OF SCHOOL

GOAL

- Qualify to take state license test (CSR license required for state of CA)
- License test: four-voice dictation from an actual court or deposition transcript, at 200 words per minute for 13 minutes; Only the last 10 minutes will be transcribed; 97.5% accuracy is required to pass
- Must also pass a written/multiple choice test on English, grammar, medical terminology, legal terminology, court & deposition procedures

THE FUTURE OF COURT REPORTING

-Will technology or voice recording equipment impact the court reporting field? **NO**

And here's why...

- electronic recording software is not reliable
- technological interruptions
- difficulty with accents
- unable to differentiate between different speakers
- can't ask for repetition if the door slams, someone coughs, sneezes, etc.
- jurors' notes differ and need readback

WHY COMPUTER VOICE RECOGNITION CAN'T DO THE JOB OF A COURT REPORTER...

air - heir
allowed - aloud
altar - alter
ate - eight
band - banned
bare - bear
base - bass
bean - been
bite - byte
billed - build
blew - blue
board - bored
boy - buoy
brake - break
bread - bred
buy - bye - by
ceiling - sealing
cell - sell
cent - scent
cereal - serial
check - cheque
coarse - course
dear - deer
die - dye
draft - draught
faint - feint
fair - fare
feat - feet
find - fined
flew - flu
flour - flower
gorilla - guerilla
grate - great

groan - grown
guessed - guest
hair - hare
hall - haul
heal - heel - he'll
hear - here
heard - herd
hi - high
higher - hire
him - hymn
hole - whole
holy - holey - wholly
idle - idol
it's - its
key - quay
knew - new
knight - night
knot - not
know - no
knows - nose
lead - led
links - lynx
loan - lone
made - maid
mail - male
mare - mayor
marshal - martial
meat - meet
miner - minor
mind - mined
missed - mist
moose - mousse
muscle - mussel

none - nun
one - won
packed - pact
pain - pane
pair - pear
passed - past
pause - paws
pea - pee
peace - piece
peak - peek
plain - plane
plum - plumb
pole - poll
practice - practise
praise - prays - preys
principal - principle
profit - prophet
rain - reign
raise - rays
rap - wrap
read - reed
read - red
right - write
role - roll
root - route
rose - rows
sale - sail
soar - sore
scene - seen
sea - see
seas - sees - seize
sew - so
side - sighed

sight - site
sole - soul
some - sum
son - sun
stair - stare
stake - steak
steal - steel
sweet - suite
tail - tale
tear - tier
there - their - they're
threw - through
throne - thrown
tide - tied
tire - tyre
to - too - two
vain - vane - vein
wail - whale
waist - waste
wait - weight
watt - what
way - weigh - whey
we - wee
weak - week
wear - where
we'd - weed
we'll - wheel
weather - whether
which - witch
whine - wine
who's - whose
wood - would
your - you're

RESOURCES



DOWNEY ADULT SCHOOL

California Court Reporter's Association: <https://www.cal-ccra.org/>

National Court Reporter's Association: <https://www.ncra.org/home>

National Voice Reporter's Association: <https://nvra.org/>

TH-U
TPO-R
UR
TAOEUPL

Thank you
for
your
time

For more information, contact
Info@LACCRA.ORG