

# THE GUARDIAN

ISSUE 2 FEBRUARY 2015

## NATIONAL COURT REPORTING AND CAPTIONING WEEK

### QUOTE OF THE MONTH

*“Everything you’ve ever wanted is on the other side of fear.”*

*-George Addair*

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NCRA launched the Take Note campaign in September based on an industry-wide outlook report by the independent research firm Ducker Worldwide. The study determined that over the next five years, some 5,000 jobs in the court reporting profession are expected to become available. The campaign is designed to raise awareness of the profession and future employment opportunities. The Take Note website includes presentations, advertisements, and talking points based on the findings of the industry outlook report released earlier this year. An executive summary of the Ducker report is also available at the site.

“We are all poised to celebrate our profession like never before during the 2015 Court Reporting & Captioning event, especially with the additional resources NCRA has put at our fingertips with the Take Note campaign,” said Sarah Nageotte, RDR, CRR, CBC, who serves as the 2014-2015 NCRA president.

“With additional resources available, it will be extremely easy for state associations, court reporters and captioners from around the country to spread the word about how awesome the stenographic court reporting and captioning profession is,” added Nageotte, an official court reporter for the U.S. District Court, Northern District Ohio.

Throughout the designated week of Feb-

ruary 15 until the 21st, NCRA will engage in a public relations campaign that will highlight the career options available to those who graduate from a court reporting program and will seek an official legislative recognition of National Court Reporting & Captioning Week. As part of the campaign, NCRA will also rely on its social media outlets such as Facebook, Twitter, and blogs to reach thousands of people.

In addition to NCRA’s increased marketing efforts about the profession and the benefits of joining NCRA, the association will make a toolkit available to members on the NCRA website (NCRA.org/Awareness). The website includes materials for presenting court reporting and captioning as exciting job opportunities for students, press release templates, social media-appropriate logos and banners, tips for hosting special activities such as Veterans History Project Day to mark the event, and more.

“Our profession has been held secret for too long. Do your part to spread the word about the opportunities court reporters and captioners have in the marketplace, and the 2015 National Court Reporting & Captioning Week is the right time to make the public ‘Take Note,’” Nageotte said.

**How can you celebrate National Court Reporting & Captioning Week?**



## STUDENTS OF THE MONTH

### Tami Taylor

Tami transferred to CCR in the fall of 2014 and has been diligently working on passing SAPs ever since! She already passed three SAP evaluations in the month of December! Keep up the great work on your transcriptions, Tami!

### Carol Casstevens

Carol is an excellent student! She needs very little direction, is always in class, assignments turned in, and her writing is spectacular, as she just submitted one of the best written extra credit papers that our English instructor Mrs. Balog has received. Great work, Carol!

### Deb Gaston

In the fall of 2013, Deb began her court reporting education. Deb is an extremely dedicated student and is doing well in her third semester at the college. As an honor student, Deb has shown that she is focused on being in class and completing her homework on time. She is very dedicated in becoming a court reporter. Keep up the great work, Deb!



(continued from pg. 1)

One of the easiest ways to celebrate National Court Reporting & Captioning Week is to simply change your Facebook profile picture to the event's official logo. The logo can be downloaded from the [NCRA.org/Awareness](http://NCRA.org/Awareness) page. Facebook is also a great place to promote the profession by sharing what makes court reporting such a unique and exciting career. Tips for messages to share on social media are also available at the event's Web page.

Hosting a Veterans History Project Day is also a great way to introduce the public to the court reporting profession. It also helps with the efforts of the Library of Congress VHP program, which is dedicated to preserving the stories of American war veterans for future generations to read. Reach out to veterans organizations in your area to help generate interest. Another great venue to

host a live VHP event is during a history class at a local high school. The students will not only hear the story of a war veteran, but also get to watch a demonstration of it being captured and transcribed.

Finally, be sure to issue a press release about how you plan to celebrate National Court Reporting & Captioning Week and offer to make yourself available to local media for interviews and demonstrations. Template press releases are available at NCRA's Court Reporting & Captioning Week Web page.

And don't forget to share with NCRA what you plan to do to celebrate. Send information about activities to [pr@ncra.org](mailto:pr@ncra.org).

*Re-printed from the JCR*

Students—

Briefly step away from your steno machine to tell your significant other how much you appreciate them!



Happy  
Valentines Day!

**Use a comma before a coordinating conjunction...**

when joining two separate independent clauses. Independent clauses are just full sentences...those that stand alone and make sense and have a full subject and verb working together.

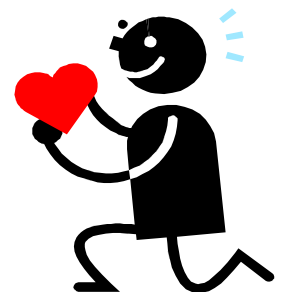
**Example:** The court reporter will take down everything that is said today in court, and we will respond with an audible, verbal response.

**Remember:** FANBOYS = for, and, nor, but, or, yet, so

One of the most common mistakes is that we want to put a comma in before "and" or "but" or "or" all the time. We can't do that!

**Example:** I want to go to the show tonight, and buy a big tub of popcorn.

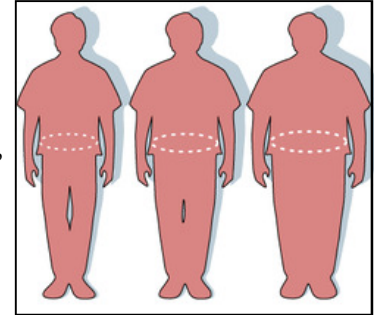
The sentence above is **NOT** correct as what follows the "and" is not a full sentence...buy a big tub of popcorn....it's lacking a doer or a subject. So you **DO NOT** want to put a comma there.



**Word tripper By: Barbara McNichol**

**WORD TRIPPER FOR JANUARY 15, 2015**

**Waist, waste** – A “waist” is the middle part of a body between the thorax and lower extremities. It’s also the middle portion of many objects (musical instruments, insects, clothing, ships) that resembles or is analogous to the human waist. “Waste” can be a verb, noun, or adjective referring to the loss of something valuable due to misuse, neglect, overconsumption, underdevelopment, etc. It often implies wanton disregard; it is synonymous with trash.



“No food ever goes to *waste* in his world. He has a portly *waist* to prove it.” – Lorrie McQuie

“I would love to have the *waist* I had when I was young, but I continue to eat and not exercise so I *waste* my time thinking about it.” – Kathy Orta

**D E C E M B E R V A L U A T I O N S P A S S E D**

*These students have all passed one or more SAP evaluations during the month of December.*

<b>11 SAPs</b>	Elise Townes	Holly Reese	Brett Schatzle	Monica Eskenasy
Valerie Melkus	Holly McKay	Kathleen	Carolyn Collins	Rebecca Wasser
<b>9 SAPs</b>	Sarah Hamilton	Stempeck	Cassidy Johnson	Robin Willey
Holly Harris	<b>3 SAPs</b>	Kelly Custard	Daniella Savidge	Shannon Finton
<b>8 SAPs</b>	Christil	Lisa Major	Elowyne Smith	Shari Conrad
Camille	McAllister	Lucetta	Marquez	Shelley Duhon
Montgomery	Denise Chase	Robertson	Erica Zielinski	Sherrona
<b>7 SAPs</b>	James McAllister	Madison Pacana	Erin Claybrook	Williams
Katelyn Berch	Joelle Maxfield	Michelle	Esperanza Parada	Shivone Latortue
Kelly Garland	Josey Loney	Kowalsky	Haley Both	Summer Vaughan
<b>6 SAPs</b>	Kayde Rieken	Nicole Simchak	Jessica Vanatta	Susan Steeves
Jenna Yokoyama	Kelsey Palmer	Pamela Filewood	Joan Yeatts	Taylor Atchison
Sindee Baum	Kirstine Mowery	Samantha Schieck	Jodi McCall	
<b>5 SAPs</b>	Kolby Garrison	Sara Czartolomna	Juliane Peterson	
Amy Krueger	Monica Robinson	Season Young	Keely Nelson	
Christine Angel	Shery Skeen	Stella Vaks	Kelsey Michael	
Claire Baldi	Tanya Farriols	Susanne Gorman	Kimberly	
Jamie Dorgan	<b>2 SAPs</b>	Tami Taylor	Prebstle	
Taifa Stephenson	Abby Crouse	Timothea Brewer	Kimberly	
<b>4 SAPs</b>	Allison Allen	Tracie Blocker	Wilkerson	
Angela Viray	Amy Strickler	Veronica Stewart	Leon Bucsit	
Brionca Tate	Brittany Bleidt	<b>1 SAP</b>	Megan Reeves	
Ehmey Liggins	Carol Casstevens	Abigail Lancaster	Michelle Dziubla	



## JOB OPENINGS



**Job Location:** Fargo, N.D.

**Job Category:** Court Reporter

**Status:** Full Time/Regular

### Knowledge Requirements:

1. Considerable knowledge of stenograph and shorthand dictation methods.
2. Considerable knowledge of Computer Aided Transcription software.
3. Considerable knowledge of research methods and resources.
4. Considerable knowledge of technical terminology.
5. Considerable knowledge of business English, punctuation and grammar.
6. Considerable knowledge of electronic recording equipment.
7. Knowledge of secretarial practices and procedures.
8. Knowledge of office systems, procedures and equipment.
9. Knowledge of word processing and internet software.
10. Knowledge of Realtime captioning and Caseview transcription applications.
11. Knowledge of court rules and procedures.

### Summary of work:

The Court Reporter is responsible for making a verbatim record

of district and juvenile court trials, proceedings and other matters using computer-aided transcription, shorthand and/or audio recording equipment, writing court logs, noting appearances and essential events during proceedings, and providing transcripts, as required. Positions assigned to this classification provide administrative and secretarial support to a district judge and court staff, assist in calendar control and scheduling, and may serve as a liaison between the district judge and others in matters handled by the judge.

A court reporter who attains and maintains National Court Reporters Association (NCRA) realtime certification (CRR) and who regularly provides realtime reporting services would receive a one-step increase. ("Regularly provides realtime" means realtime is used frequently enough by the reporter so that the reporter maintains his or her proficiency

### Skill Requirements:

1. Stenograph machine skills.
2. Computer Aided Transcription software skills.
3. Recordkeeping skills.
4. Skilled in the use of word processing and internet applications.
5. Skilled in accurate transcription from audio recordings.
6. Elementary legal research skills.
7. Written communication skills.
8. Proofreading and editorial skills.
9. Interpersonal skills to deal effectively with all levels of personnel and the public.

### Salary & Benefits

\$4,073 monthly; plus additional compensation per page for civil

and non-indigent criminal transcripts. Position provides excellent benefits package including employer paid family health insurance premiums and retirement contributions and generous vacation and sick leave accruals. Stenographic equipment and software also provided.

### Qualifications/ Requirements:

Requires a high school diploma, graduation from an approved program in court reporting and one year of previous court reporting experience involving verbatim transcription in a legal setting. Graduates with no experience may be considered at a training wage of \$3,910 monthly.

### Application Process:

Applications must be submitted online at <http://agency.governmentjobs.com/ndcourts/default.cfm>. Any form of paper or other electronic application will not be accepted.

The successful candidate will be subject to a criminal background check.

Applicants who are residents of North Dakota and are eligible to claim veteran's preference must include a copy of their DD Form 214. Claims for disabled veteran's preference must also include a current statement of disabled status from the North Dakota Veteran's Affairs Office.

Persons needing accommodation or assistance in the application process may call Human Resources at (701) 328-4216.)

## ALUMNI SPOTLIGHT: ANGELA McCULLOUGH

### Why did you decide to come to court reporting school?

*My mother was a court reporter when I was little. Her machine always intrigued me, and I would play with it all the time. When I got to high school, the College of Court Reporting was offering an elective class every other day. I enrolled to fill my schedule, but soon after, I fell in love with court reporting. I started classes at the College of Court Reporting three days after my high school graduation.*

### What date did you start?

*June 11, 2012.*

### When did you graduate?

*Fall of 2014*

### Where do you currently reside?

*During school, I lived in Hobart, IN. After graduating from CCR, I moved to Washington, D.C., for a job offer.*

### What were your strengths/weaknesses during school?

*One of my weaknesses during school was time management. I had to make it a point to set aside time each day to practice. One of my strengths during school was my drive and determination to finish. The thought of giving up never crossed my mind.*

### What was your biggest challenge during school?

*One thing I had to overcome during court reporting school was the fact that I am still so young. I felt like I had to prove myself and prove that I was serious about this career.*



### What were some of your biggest motivators when you were feeling discouraged?

*My biggest motivation to finish school was that I would be able to support myself and not depend on anyone else.*

### What are your future plans?

*I recently started a job as a court reporter in Washington, D.C. I plan on doing freelance for as long as I can, and then maybe I'll transition into CART or captioning.*

### What advice do you have for students?

*The most valuable advice I can give to current students is to always remember that everyone advances and learns at their own pace. Don't compare yourself to anyone else, and don't let anyone else compare you to another person either. Let your fingers do the talking! ;)*

COLLEGE OF COURT REPORTING

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“Work for yourself...Work for the world!”

WE'RE ON THE WEB!

WWW.CCR.EDU





**ANY SUGGESTIONS?**

*Your CCR newsletter is always changing. Contact Jen at [jen.lewis@ccr.edu](mailto:jen.lewis@ccr.edu) with any ideas that you may have for the next one. It is much appreciated!*

**February**

*Birthdays are in bold print! Happy birthday, CCR students and faculty!*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <i>Ground Hog Day</i> <b>Kelly Garland</b> <b>Jacqueline Hamilton</b>	3 <b>Nicky Rodriquez</b>	4	5	6 <b>Kim Prebstle</b> <b>Ronald Pacana</b>	7 <b>Kara Geideman</b>
8 <b>Tanya Farriols</b>	9 <i>Classes Resume</i>	10	11 <b>Abby Moylan</b>	12	13 <b>Nadine Golden</b> <b>Patricia Martin</b>	14  <i>Valentine's Day</i> <b>Jeff Moody</b>
15 <i>National Court Reporting and Captioning Week Begins</i> <b>Robin Davis</b>	16  <i>President's Day</i> <i>140-160 Multivoice</i> <b>Robin Willey</b> <b>Julia Haven</b> <b>Carol Casstevens</b>	17 <b>Kasey Hanks</b>	18	19	20 <b>Lindsey Gray</b>	21 <i>National Court Reporting and Captioning Week Ends</i> <i>CCR Faculty In-Service</i>
22	23 <i>180-200 Multivoice</i>	24 <b>Kelsey Michael</b> <b>Marco Rodriquez</b>	25	26 <b>Bonni Shuttleworth</b>	27	28