



HUTCH HELPS



A PUBLICATION OF HUTCHINGS COURT REPORTERS, LLC

SPRING 2004

HUTCHINGS' MENTOR PROGRAM IT'S NOT TOO LATE TO GET YOUR APPLICATION IN!

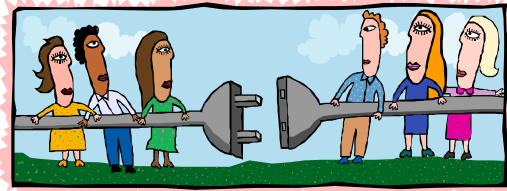
Hutchings' 2004-05 Mentor Program begins in June, but your school must choose nominees and submit their names to Hutchings by April 30th.

If you are interested, see your school director to receive an application form.

Keep in mind that the program requires a commitment to attend 6 Saturday meetings in Santa Ana, sit in with Hutchings reporters 6 times, prepare a transcript and complete a resume.

Hutchings' Mentor Program covers the topics below, and more!

- .. Professional client interaction
- .. Sit-in protocol
- .. Preparation of worksheets & exhibit slips
- .. Sample transcript preparation
- .. A demonstration of our company's approach to realtime transcription
- .. Wardrobe, supplies, "purchasing power"
- .. Professional memberships, insurance needs, accounting & record keeping
- .. Job assignments and calendar "manners"
- .. Litigation support software demonstrations
- .. Resume preparation and interviewing tips
- .. Equipment maintenance
- .. CAT software



CODE UPDATES ≈ LEGAL NEWS



Health Insurance Portability and Accountability Act (HIPAA)

by Jeff Koller, General Counsel

Since many of you will soon enter the court reporting profession, you should be aware of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA is intended to protect information regarding an individual's past, present, or future physical or mental health condition, the provision of health care, or the payment for such care. To maintain confidentiality, HIPAA requires that physicians, physicians' staff, experts, consultants, counsel and even the court reporter take certain steps before disclosing health information under their custody or control.

Reporters are already required to keep the content of verbal examination and documents introduced during the proceeding confidential. According to HIPAA, an individual who has been asked to produce certain records may take this requirement one step further and ask the court reporter to read and sign a confidentiality agreement. Thus, the record provider will have evidence that they have complied with HIPAA's disclosure requirements.



SATISFACTION

T H A N K S ! G R A Z I E ! G R A C I A S ! D Ä N K E !



February 3, 2004

Jeff [Koller],

[Reporting the Orange County Mock Trial Finals] has been a wonderful challenge and great experience for me. I thank you sincerely for the opportunity to get a "real feel" for the life ahead of me.

You and Hutchings absolutely rock.

Thanks again,

Elisha Fillis

South Coast College

Hutchings Mentor Program Participant

(SEE THE ARTICLE FEATURING ELISHA'S PARTICIPATION IN THE MOCK TRIAL FINALS ON PAGE 7!)

Dear Jeff [Koller]:

A belated, but sincere, thank you for taking time from your busy schedule to attend the Cypress College Court Reporting Club December Dessert Hour. We enjoyed hearing about the many experiences you have had in the field of court reporting. The students were especially glad to learn that the potential for future employment in court reporting and related areas continues to grow and expand.

Cordially,

Carolee Freer

Department Coordinator

Court Reporting/Legal



A Conversation With Future Court Reporters

General Counsel Jeff Koller ventured out to SAGE School of Court Reporting (formerly California School of Court Reporting) last month to speak with 10 students that recently took the December CSR exam. Confidence was high among this group of test-takers. The discussion with the group covered a wide variety of topics, including: interviewing, the first six months on the job, the importance of an orientation program and taking affirmative steps to setting goals and objectives in their new careers.

Martha Hutchings was also recently a guest presenter for another group of students at the school, and notes, "It is always enjoyable to share with students – they are so eager to hear from those who are working in the profession. And, by the way, Sage's new facility is beautiful!"

Hutchings continues its ongoing efforts to assist all of the court reporting schools in southern California through our Mentor Program, school recruiting, and offering assistance to current court reporting students as a means to supplement their educational curriculum.



I T T E A M T I P S



Mr. Modem's Sites of the Month

From Cali Grams - Winter, 2003



OneShare

oneshare.com



Here you can purchase a single share of stock from a long list of companies, including Microsoft, Harley-Davidson, and Krispy Kreme. No minimum deposit is required and the paperwork and fees usually associated with purchasing stock are handled by OneShare.com for \$39, plus the cost of the stock.

Patron Saints Index

catholic-forum.com/saints/indexsnt.htm

You'll find patron saints of everything from abandoned people to zoos.

Things Other People Accomplished When They Were Your Age

museumofconceptualart.com/accomplished

If your self esteem is too high, simply enter your age and you will be instantly humbled by the accomplishments of your chronological peers. If that's not depressing enough, type in the ages of your children and grandchildren and see how far behind the little slackers have fallen. Albert Einstein, by age 12, had already taught himself Euclidian geometry!



Best Places to Retire

money.cnn.com/best/bpretire

This report, from the editors of CNN and Money Magazine, measures housing costs and rates of appreciation, costs of living, including tax rates and energy costs, crime statistics, quality of life, climate, health care, recreation, environmental conditions, education, transportation and other factors. In the "Find Your Best Place" section at the top, enter the name of a city and see how it stacks up.

Famous Trials

umkc.edu/famoustrials

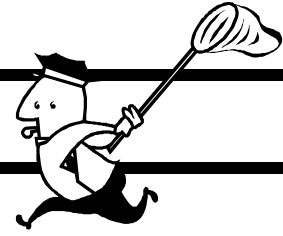
Collected by law school professor Douglas Linder, this site includes government records and other information that breathes life into legal history. Famous cases include the Salem Witchcraft Trials, John Hinckley, O. J. Simpson and many others.

Misunderstood Song Lyrics

kisssthisguy.com

If you thought the "I like smoke and lightning" line of Steppenwolf's "Born to be Wild," was "I like smokin' ice cream," then you're born to be wild about this site. Thousands of bungled lyrics!

BookCrossing.com



Have some books lying around, gathering dust?
Release them into the wild!



Here's how it works:

1. **Read** a book — any book
2. **Register** the book at bookcrossing.com and tag it with the BCID number provided to you
3. **Release** the book into the wild (or give it to a friend) and watch where it goes

Registering a book is **100% free** and it's fun!

Their website also features a "Go hunting" section where you can go hunting for books that have been recently released in your area. You will be surprised at some of the places members release their books — one member from New Zealand released his book in the mouth of a glacier (properly bagged, of course)! Most people though release their books in more orthodox locations such as coffee shops and park benches. **HAPPY HUNTING!**



For less than \$1 per year you can protect everything from laptops, cell phones, PDAs, cameras to luggage, keys, and sports equipment! If they get lost or stolen anywhere in the world, BoomerangIt can help you get them back. Just apply BoomerangIt serialized, tamper-resistant labels and tags to your belongings and register them in their secure database.

That way, they can match any recovered item to its owner in seconds! It's also easy for the finder - their website and toll-free phone number (listed on their labels) are available 24/7 to facilitate returns worldwide.

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(discount code valid until 12/31/2004)



CAL- E- BRI EFS

cal *E*grams - February 2004 - by Doreen Perkins, CCRA Vice President, Officials

Looking for a quick brief for those hard to write words or common phrases? If you have a word or phrase that you would like a brief form for, let me know and I will publish your requested brief in the next Cal-e-grams, or if you have briefs that you would like to share with others, send them to Doreen Perkins, CortReptr1@aol.com or 1100 Van Ness, Dept. 50, Fresno, CA 93724-0004.

Requested phrases:

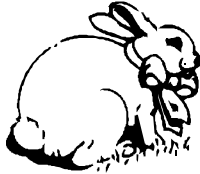
- All of a sudden AUFD or AUFLD
- Best of my memory BIRM
- Best of my recollection BIRX or BEX
- Keep in mind KIPD
- Refresh your recollection RUR
- Refresh my recollection RIR
- Refresh your recollection ROURM

Shared briefs from other reporters:

- Abusing BOUFG
- Boyfriend BOIFD
- Cross-complaint KRAINT
- Educational background EBD
- Endangering DAERNG
- Evaluation VAELGS
- Evaluating VAELGT
- Girlfriend GIRLD

Directions:

- Northbound N-B
- Southbound S-B
- Westbound W-B
- Eastbound AOE-B or E-B



Beware of This Smarmy Telemarketing Trick

from Netscape - submitted by Bill Jimenez, IT Director for Hutchings

Don't think that by listing your phone number with the national Do Not Call Registry, you'll stop every single one of those annoying telemarketing calls. Telemarketers have some tricks - all legal - that will allow them to keep the phones ringing.

Here's the big one that lots of folks are falling for: By signing up for certain types of sweepstakes, rebates, or product giveaways you automatically waive your do-not-call rights. The Wall Street Journal reports that promotion companies are setting up booths at malls and festivals and luring unsuspecting people to fill out a survey for their chance to win a prize or get a lucrative rebate. By completing the form, you give that company the right to call you--for 18 months. Put your glasses on and check the fine print. It's all there.

The reason this works is that by participating in the sweepstakes or other gambit offered, you have established a relationship with the company. And once you have an existing business relationship, that company can legally call you for up to a year-and-a-half.

Here are two other popular tactics that allow telemarketers to legally call you even if you're listed on the Do Not Call Registry:

§ If you call a company and make an inquiry, that company has the right to call you for up to three months. Here's where it gets murky: Exactly what constitutes an inquiry is not clear.

§ Political organizations, charities, and telephone pollsters who are not selling a product are exempt from the Do Not Call Registry and can call all they want. To stop these calls, ask to be placed on the organization's internal do-not-call list. Your request must be honored.

If you continue to get calls you don't want, do this: File a complaint with the FTC on its website at <http://donotcall.gov> or call toll-free at 1-888-382-1222. Give the name of the company that is calling you or the telephone number from which the telemarketer called. (Telemarketers are required to give you this information if you ask.) Your complaint will trigger an investigation.

KEEPING UP WITH TECHNOLOGY = A KEY TO SUCCESS

by Michele Pennington, originally published in *Journal of Court Reporting*, 10/02
excerpted from "More Than Just a Court Reporter"

After working so hard to build a challenging and rewarding career for yourself, how do you make sure to keep on top?

1. **Maintain memberships in professional associations at the national, state and local level. In doing so, you expose yourself to the latest-and-greatest technologies.**
2. **Participate in the many educational opportunities available. There are educational seminars and workshops abound; take advantage of them to learn new technologies and meet other reporters.**
3. **Attend seminars and conventions. Talk to others to see what technologies they are using in their work. Networking is a great way to learn.**
4. **Read trade journals. They are a great source of information about what's out there and how to learn it.**
5. **Anticipate the next innovation and start learning about it today, because technology is ever changing and evolving.**



EMPLOYMENT OPPORTUNITIES

CALENDAR ASSOCIATE

Los Angeles office – afternoon shift

Position requires basic computer knowledge, heavy phones & data entry, deposition scheduling, and excellent communication skills.

If you are interested, please fax your resume to Jane van der Veen at 323-888-6333, or email janev@hutchings.com.
Hutchings Court Reporters, LLC 5701 S. Eastern Avenue, Suite 530, Los Angeles



WORK DISTRIBUTION/ARCHIVE ASSOCIATE

San Clemente office – full-time (8:00 a.m. to 5:00 p.m. weekdays)

Position requires basic computer knowledge, heavy phones & data entry, and ability to work independently.

If you are interested, please fax your resume to Gayleen Warren at 949-361-6571, or email gayleenw@hutchings.com
Hutchings Court Reporters, LLC, 1108 N. El Camino Real, San Clemente



equal opportunity employer

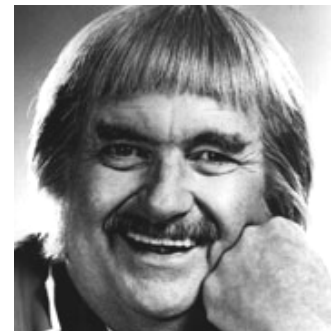
COURT REPORTING STUDENT GOES TO TRIAL



On December 11th, in the Santa Ana Courthouse, Hutchings Mentor Program participant Elisha Fillis participated in the Orange County Mock Trial Finals as their “mock reporter.” She is the very first person to ever do so!

Elisha’s participation involved the preparation of a transcript, which provided her with valuable experience. The transcript she prepared will also serve as a valuable tool for the winning team as they prepare for the State Finals. The committee was thrilled to have the trappings of a real trial, and documentation of the event for use by future teams.

The state finals will take place over a three-day period, April 2, 3, and 4, 2004, at the Central Justice Center of the Orange County Superior Court.



Thanks for the memories Captain Kangaroo!
We'll miss you!
1927-2004

HYPHENATING (OR NOT) IN MICROSOFT WORD

from Dummies.com

The first thing you should know about hyphenating words in a Word document is that you may not need to do so. Text that hasn't been hyphenated is easier to read. You may only want to hyphenate text when it is trapped in columns or in other narrow places, or when you want a very formal-looking document.

Do not insert a hyphen by simply pressing the hyphen key, because the hyphen will stay there even if the word appears in the middle of a line and doesn't need to be broken in half. Instead, when a big gap appears in the right margin and a word is crying out to be hyphenated, put the cursor where the hyphen needs to go and press Ctrl+hyphen. This way, you tell Word to make the hyphen appear only if the word breaks at the end of a line. To remove a manual hyphen, press the Show/Hide Paragraph Marks button so that you can see it; then backspace over it.

QUOTE/UNQUOTE

by Lesia J. Mervin, CSR, RMR, CRR, CCRA Board of Directors
excerpted from cal*E*grams, February 2004

Many of us have attended seminars taught by Nancy Patterson, the recipient of this year's NCRA Distinguished Service Award. Years ago I attended one of her seminars—if she was teaching the seminar, I knew I would walk away with valuable information that I could use on a daily basis.

She always had wonderful handouts that could be quickly referenced whenever I had questions. Below is one of the handouts that I've copied and given to every new student or reporter that comes my way. I've also included how I write quotes in steno.

- | | |
|-------------------------------------|----------|
| • Open quote: | OI |
| • Closed quote: | OI/OI |
| • Period quote: | OIFPLT |
| • Question mark quote: | STPHOI |
| • Comma quote: | OIRBGS |
| • Comma, space, quote, cap next: | RBGS/OI |
| • Comma, space, quote, no cap next: | RBGS/O*I |



ATTENTION NEWLY LICENSED COURT REPORTERS

Are you interested in working for a support-oriented company that offers a comprehensive orientation program, competitive rates, guaranteed commissions, flexible schedules, and a variety of work?

Hutchings is seeking court reporters in Los Angeles, San Fernando Valley, Orange County, San Diego and the Inland Empire.

Contact Jeff Koller at 800.697.3210 or jkoller@hutchings.com,
or fax your resume to him at 949.305.9708.

PROUD MEMBER OF:

Alliance for Independent Reporting Excellence (AIRE) ÷ California Court Reporters Association (CCRA)
National Court Reporters Association (NCRA) ÷ Los Angeles General Shorthand Reporters Association (LAGSRA)



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÷ click on "Hutch Connections" and select "Student Connections" ÷