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# HUTCH HELPS

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A PUBLICATION OF HUTCHINGS COURT REPORTERS, LLC

SPRING 2005

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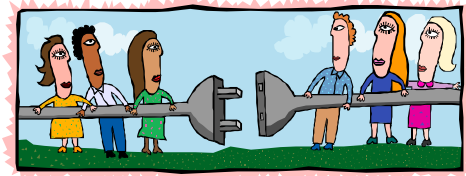
## *HUTCHINGS' MENTOR PROGRAM IT'S NOT TOO LATE TO GET YOUR APPLICATION IN!*

Hutchings' 2005-06 Mentor Program begins in June, but your school must choose nominees and submit their names to Hutchings by May 6, 2005.

*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, four sit-ins with Hutchings reporters, preparing a transcript and completing 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
- .. Wardrobe, supplies, "purchasing power"
- .. A demonstration of our company's approach to realtime transcription
- .. 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



### Q. & A.

**HUTCH HELPS will be featuring a regular column with your questions about reporting, so ask away! We will publish your questions with answers from professional reporters and editors/scopists. Please submit your questions to Hillary Sackett: HillaryS@hutchings.com Thank you to Sage College for their super suggestion!**

### A FEW NOTES FROM PAST PARTICIPANTS:

"I just would like to mention how much I have appreciated being in your mentor program. It was a true privilege to be able to sit-out with your reporters and be able to get a "feel" for the deposition world. They were all extremely informative and courteous to this future reporter. I thank everyone at Hutchings for a wonderful experience."

"I liked learning about how to handle certain situations, i.e. when attorneys talk at the same time, etc."

"The whole program has been such an awesome experience. I feel that Hutchings has taken the time to consider what students want to know but are afraid to ask. I am grateful for all the time that the staff selflessly gives us. It is appreciated. Having the opportunity to be a part of the program has been an extremely valuable tool in guiding me into this wonderful profession. Thanks for the time and dedication. As a participant, if you put in commitment, you definitely receive benefits from the program -- you get out what you put into it."

*[continued, page 2]*

## MORE NOTES FROM HUTCHINGS MENTEES:

"I found all of the information helpful. I liked the speakers. Most importantly, it forced me to sit-out immediately instead of procrastinating. I am still in "200" and only need to complete an additional 2 hours of sit-in time to be finished. It sure beats getting out of "200" with no hours completed! Thanks."

"What I found most helpful about the program was the reassurance that Hutchings is with you all the way."

"School teaches us how to 'write', your training and guidance teaches us how to 'work.' Thanks Martha and Jeff. Thanks Hillary for the support, smiles and great attitude."

"I was really struck by how open to suggestions your staff is. It shows true desire to keep evolving with the profession."

"The 'down to earth-ness' of the staff. All of the guest speakers. I was very comfortable with the staff and students. I was given all the tools I needed and I was provided with information that is invaluable."

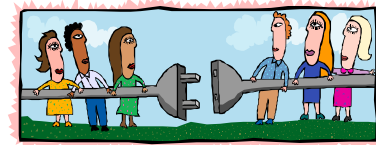
"I loved being able to e-mail my questions."

"I liked the group format."

"I enjoyed the tax and accounting speaker -- very informative."

"The CAT program comparison meeting was great."

"I learned something new at every meeting. I always left motivated to practice and get through school."



## -ISH SUFFIX

JCR ONLINE FEBRUARY, 2005 -- BY JOSEPH A. MILLIKAN

**TRY USING THE INITIAL S H FOR -ISH SUFFIXES, THE INITIAL S H L FOR -ISHLY SUFFIXES, THE INITIAL S H -PB S FOR -ISHNESS SUFFIXES, AND THE INITIAL SH-PLT FOR -ISHMENT WORDS. TO DEFINE THE ABOVE, YOU CAN USE THE SMART WORD ENDINGS IN YOUR SOFTWARE. THEN, YOU CAN AUTOMATICALLY CREATE -ISH WORDS FROM THE ROOT WORDS.**

BBYISHNESS PWAE8/SH-P8S  
BANISHMENT PWAP8/SH-PLT  
BOYISH PW0EU/SH  
BOYISHNESS PW0EU/SH-P8S  
BRACKISH PWRA88/SH  
BRITISHNESS PWREUT/SH-P8S  
CHEAPISHLY KHAE0EP/SH-  
LCHILDISHLY KHAEULD/SH-L  
CHILDISHNESS KHAEULD/SH-  
P8S  
CLANNISH KHRAP8/SH  
CLEVERISHLY KHREFR/SH-L  
CULTISH KULT/SH  
DEMOLISHMENT TKPHOL/SH-PLT  
DIMINISHMENT TKPHEUP8/SH-  
PLT  
DISTINGUISHMENT  
STKEUP88/SH-PLT

DULLISH TKUL/SH  
EMBELLISHMENT KPWEL/SH-PLT  
EXTINGUISHMENT STEUP88/SH-  
PLT  
FETISH TPET/SH  
FOOLISH TPAOL/SH  
FOOLISHLY TPAOL/SH-L  
GARNISH TKPWARP8/SH  
GARNISHMENT TKPWARP8/SH-  
PLT  
GHOULISH TKPWAOL/SH  
GREENISH TKPWREP8/SH  
HOGGISH HOG/SH  
IMPOVERISHMENT  
KPWOF88/SH-PLT  
KURDISH KURD/SH  
LANGUISHMENT HRAP88/SH-PLT  
LONGISH HRAP88/SH

LOUDISH HROUD/SH  
OUTLANDISHLY  
SKWR0UT/HRAP88/SH-L  
PIGGISH PEUG/SH  
PINKISH PEUFRAP88/SH  
PLENISHMENT PHREP8/SH-PLT  
REFURBISHMENT RAEFR8/SH-  
PLT  
RELINQUISHMENT  
RAE/HREUFRAP88/SH-PLT  
REPLENISHMENT  
RAE/PHREP8/SH-PLT  
SELFISHLY SEFL/SH-L  
SHEEPISHLY SHAE0EP/SH-L  
SHEEPISHNESS SHAE0EP/SH-P8S  
SLUGGISHLY SHRUG/SH-L  
VANISHMENT SRAP8/SH-PLT



# SCHOOL INVOLVEMENT AND GRATITUDE

THANKS! GRAZIE! GRACIAS! DÄNKE!



Dear Jeff and Dale,

I so appreciate your taking the time to offer all of the invaluable information you do to our students. Hopefully we can continue to send you skilled, professional students.

Thanks again.

Belen Silvas  
Sage College



## CAL - E - TIPS

*cal \*E\*grams - February 2005 - an online publication for members of the California Court Reporters Association - by Doreen Perkins, CCRA President-Elect*

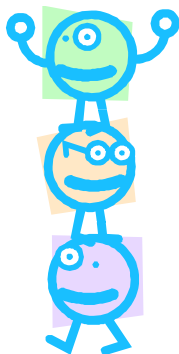
Ever have one of those days where you go home absolutely exhausted and mentally wiped out? Here are a few tips that if you're able to incorporate into your writing style they will enable you to work smarter, not harder.

During Q & A if you can incorporate the first word after the Q & A in the same stroke as the Q or A, it will save you a lot of time. For example:

Q Yes STKPWHR-ES  
Q Yes, sir STKPWHR-ER  
Q Yeah STKPWHR-AE  
Q No STKPWHR-O  
Q No, sir. STKPWHR-OIR  
Q Oh, STKPWHR-OE  
Q Right. STKPWHR-T  
Q All right. STKPWHR-RT  
Q Well, STKPWHR-L  
Q And STKPWHR-A  
Q But STKPWHR-UT  
Q Okay. STKPWHR-K  
Q Now, STKPWHR-OU  
Q Now, sir STKPWHR-OUS

Q He STKPWHR-E  
Q You STKPWHR-U  
Q Mr. STKPWHR-M  
Q Mrs. STKPWHR-S  
Q Miss STKPWHR-MZ  
Q Ms. STKPWHR-Z  
A Yes YE-FRPBLGTS  
A Yes, sir. YI-FRPBLGTS  
A Yeah YEA-FRPBLGTS  
A No NO-FRPBLGTS  
A No, O-FRPBLGTS  
A No, sir. NOI-FRPBLGTS  
A Oh, OE-FRPBLGTS  
A Right. R-FRPBLGTS

A All right. TR-FRPBLGTS  
A Well, L-FRPBLGTS  
A And A-FRPBLGTS  
A But B-FRPBLGTS  
A Okay. K-FRPBLGTS  
A Now, OU-FRPBLGTS  
A No, sir. SOU-FRPBLGTS  
A He E-FRPBLGTS  
A You U-FRPBLGTS  
A Mr. M-FRPBLGTS  
A Mrs. S-FRPBLGTS  
A Miss SZ-FRPBLGTS  
A Ms. Z-FRPBLGTS



## EMPLOYMENT OPPORTUNITIES

For the most current postings and for more information about the positions currently available at Hutchings – check our website, [WWW.HUTCHINGS.COM](http://WWW.HUTCHINGS.COM) à then HUTCH CONNECTIONS, then STUDENT CONNECTIONS and look in the JOB OPPORTUNITIES section for the most up-to-date listings.

*equal opportunity employer*



## TAX TIME:

### *Which Form — 1040EZ, 1040A or 1040?*

If you are filing a federal income tax return on paper, use the simplest form you can, the IRS advises. The simpler the form, the less chance there is of an error that may cost you money or delay the processing of your return. The simplest is Form 1040EZ. Form 1040A covers several additional items not addressed by the EZ. Form 1040 should be used when itemizing deductions and reporting more complex investments and other income. Beginning in 2004, the income limit for using Forms 1040EZ and 1040A has increased to taxable income of less than \$100,000, up from previous years' limit of less than \$50,000. Here are some general guidelines to help you determine which form to use:

#### 1040EZ

- Taxable income below \$100,000
- Single or Married Filing Jointly
- Under age 65
- No dependents
- Interest income of \$1,500 or less

#### 1040A

- Taxable income below \$100,000
- Capital gain distributions, but no other capital gains or losses
- Only tax credits for child, education, earned income, child and dependent care expenses, adoption, elderly and retirement savings contributions
- Only deductions for IRA contributions, student loan interest, educator expenses or higher education tuition and fees
- No itemized deductions

#### 1040

- Taxable income of \$100,000 or more
- Itemized deductions
- Self-employment income
- Income from sale of property

If you cannot use either a 1040EZ or 1040A, you probably need a regular 1040. You can use the 1040 to report all types of income, deductions, and credits. You may have been mailed a 1040A or 1040EZ tax package this year based on the return you filed last year. If your situation has changed this year, it may be to your advantage to file a 1040 instead. For example, you may pay less tax by filing a 1040 because you have enough deductions to itemize this year.

Remember, choosing the correct tax form could mean money in your pocket. Check your tax instructions carefully. Publication 17, *Your Federal Income Tax*, is a helpful guide to preparing your federal tax forms. Download it ([www.irs.gov](http://www.irs.gov)) or order it by calling toll free 1-800-TAX-FORM (1-800-829-3676).

DALE HOWE, CPA HAS A NEW WEBSITE UNDER CONSTRUCTION [WWW.DRHCPA.COM](http://WWW.DRHCPA.COM)





# WORD OF THE DAY



by Lesia Mervin, CSR, RMR, CRR, CCRA Board of Directors  
*cal\*E\*grams, Vol. 5, Issue 1, January 2005*  
an online publication for members of the California Court Reporters Association

I have an attorney that I swear has a flip-up calendar on his desk called Word of the Day (Drive Court Reporters Nuts With Words They've Never Heard Of). I think it must give him a new word every day, and the challenge is to try to use it in everyday court lingo sometime during that day. Boy, does he ever!

Every day that he comes in, I know I'm going to be flipping through my own dictionary resources just to figure out how in the world to spell words like "hibernaculum" or "tergiversation." Amazingly, much to my chagrin, (since I love to take on the challenge and insist there's no such word) the words are always correct and fit correctly into the meaning of the sentence. So he's either a genius or he's got the Word of the Day challenge mastered. He finds it pretty darn funny to stump me. Funny . . . I don't see the humor in it.

In researching these silly words of his, I stumbled upon a website that I enjoy perusing. It's [www.merriam-webster.com](http://www.merriam-webster.com). I subscribe to their Word of the Day e-mail. They e-mail me a daily word to expand my vocabulary, and it's been very helpful. You can go to their web site and visit their archives of words, see new words of the year, play word games, and see the ten most requested word searches.

Log on to the World Wide Web and see what the kerfuffle is all about! You just never know when you might need to know what "precatory" means.



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## STUDENT SECTION ON HUTCHINGS WEBSITE

HAVE YOU SEEN HUTCHINGS' WEBSITE LATELY? WE HAVE A SPECIAL SECTION ESPECIALLY FOR STUDENTS. PAST ISSUES OF HUTCH HELPS ARE POSTED – PLUS EMPLOYMENT OPPORTUNITIES, MENTOR PROGRAM INFORMATION, AND ARTICLES OF INTEREST.

SEE: [WWW.HUTCHINGS.COM](http://WWW.HUTCHINGS.COM) à

HUTCHINGS CONNECTIONS à STUDENT CONNECTIONS

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# HELPFUL WEBSITES

## *Resourceful Resources*

*JCR Online Jan 05 – by Renee Parizek*



Here are a few Websites that contain a wealth of information:

[www.eleaston.com](http://www.eleaston.com) - This site has wonderful links for grammar, vocabulary, languages, and a variety of academic subjects.

[www.powerreporting.com](http://www.powerreporting.com) - This site is for journalists doing research and has links to just about everything. The site has a link that takes you to a list of their Top 100 sites.

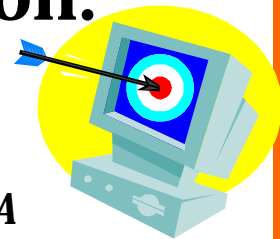
[www.glossarist.com](http://www.glossarist.com) - This last site is invaluable for dictionary building, and I'm sure it's amazing for captioning and job preparation as well. It lists glossaries for every subject, no matter how general or specific. It's also updated frequently with the newest terminology and glossaries that deal with what is presently going on in the world.

## **NCRA Mid-Year Convention:**

***April 1-3, 2005 (Philadelphia)***

### **SAN DIEGO ECLIPSE WORKSHOPS**

- € *Each session will consist of various topics and Q & A*
- € *Time: 9:00-12:00 – limited to 4 people – location: San Diego*
- € *Cost: \$99.00 per session (Students \$69.00) \**



Friday, (9:00-12:00) - April 22, 2005  
Saturday, (9:00-12:00) - April 23, 2005  
Friday, (9:00-12:00) - May 13, 2005  
Friday, (9:00-12:00) - May 20, 2005  
Friday, (9:00-12:00) - June 3, 2005  
Friday, (9:00-12:00) - June 24, 2005

**To sign up, please call or email: Linda Cardoza, 858.967.7599 or 858.350.8833 – [Lcardoza1@san.rr.com](mailto:Lcardoza1@san.rr.com)**

***\*Please Note: No refunds for cancellation within 2 weeks of scheduled workshop.***



# 7 Tricks to Remembering Names

by Kate Lorenz, CareerBuilder.com

Being able to remember names is a valuable asset in both the business and social arenas. It helps you build instant rapport with new contacts, and, as many companies place a premium on interpersonal and relationship-building skills, it makes a decidedly good impression on employers, too. So eliminate "whats hername" and "whatshisface" from your vocabulary once and for all. The following techniques can help you remember the names of everyone you meet.

## 1. BE INTERESTED.

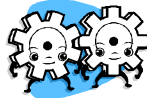
Many of us don't even catch the other person's name when they're being introduced; we're too focused on ourselves. So the first step to remembering a name is to pay attention as you are introduced.

## 2. VERIFY.

Unless the person has introduced himself to you, verify what he or she wishes to be called. At a conference or seminar, for example, the name tag may have been typed incorrectly or it may be a more formal or informal version of the name they like to go by. Or someone else may have introduced you who doesn't know the person well. Asking what they prefer (e.g. "Jeff introduced you as Debbie, is that what you prefer to be called?") will not only cement the name in your mind, but ensure you are using the name that pleases them.

## 3. PICTURE THE NAME WRITTEN ACROSS THEIR FOREHEAD.

Franklin Roosevelt continually amazed his staff by remembering the names of nearly everyone he met. His secret? He used to imagine seeing the name written across the person's forehead. This is a particularly powerful technique if you visualize the name written in your favorite color of Magic Marker.



Using these techniques will dramatically increase your ability to recall names, but it is inevitable that at one time or another you may slip up. If you do happen to run into someone whom you previously met and can't remember their name, you have two options:

Look delighted to see them, lock eyes and extend a warm, "Good to see you again," and then find out their name from a friend or guest list later. Or, with the same warmth, try the more direct: "I remember you well, but your name has slipped my mind."

## 4. IMAGINE WRITING THE NAME.

To take step three even further, neural linguistic programming experts suggest getting a feel for what it would be like to write the name by moving your finger in micro-muscle movements as you are seeing the name and saying it to yourself.

## 5. RELATE THE NAME.

Try to associate a person's name with a familiar image or famous person. For example, if a woman's name is Jacqueline, picture her as Jacqueline Kennedy Onassis in a pink suit and pillbox hat. If a man's name is Arnold, imagine him as the "Terminator" or striking a body-builder pose.

## 6. USE IT FREQUENTLY.

Try to use the name three or four times during your conversation. Use it when you first meet, when you ask a question and in your departure, (e.g., "Andrew, it was a pleasure talking to you. Maybe we'll get a chance to chat again sometime.")

## 7. RECORD THE NAME IN A "NEW CONTACTS" FILE.

Top sales representatives keep a record of new contact names and information, including where and when they met. Review it now and then, especially when you will be attending a conference or meeting where you may see these individuals again.

*Kate Lorenz is the article and advice editor for CareerBuilder.com. She researches and writes about job search strategy, career management, hiring trends and workplace issues. Other CareerBuilder writers contributed to this story.*



# IT TEAM TIPS



## SERIAL PORTS – DISAPPEARING BEFORE OUR EYES!



cal \*E\*grams, December 2004 – by Deanna Scarpelli

One fact that court reporters can always count on is change – especially as it relates to our technology. Just as room-sized CAT systems, erasable transcript paper, and dictating our notes have become things of the past, our newest casualty is the serial port on our clients' computers.

Since most new notebook computers often do not contain serial ports, here is a list of adapters you can use to connect your realtime output to your client's shiny new computer. These adapters are compatible with Windows 98 or above and are easy to install. And best of all, many of these adapters can be purchased at your local computer/electronic store or online.

Manufacturer	Part Number	Web Site	Price
I OGear	GUC232A	<a href="http://www.iogear.com">www.iogear.com</a>	\$39.95
Bel ki n	F5U103	<a href="http://www.belkin.com">www.belkin.com</a>	\$59.95
Bel ki n	F5U109	<a href="http://www.belkin.com">www.belkin.com</a>	\$29.95
Targus	PA088U	<a href="http://www.targus.com">www.targus.com</a>	\$39.99
Del uo	USB2S	<a href="http://www.deluo.com">www.deluo.com</a>	\$19.90



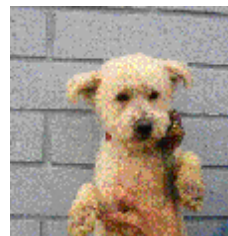
## PLEASE ADOPT US!



FOR MORE INFORMATION ABOUT ADOPTING OTHER EQUALLY LOVEABLE SMALL TO MEDIUM SIZE DOGS, LOG ON TO [WWW.HEARTSFORHOUNDS.COM](http://WWW.HEARTSFORHOUNDS.COM).



**AIDEN**  
18 MONTH OLD  
MALE CHIHUAHUA  
JACK RUSSELL  
TERRIER MIX



**CLARA**  
3 YEAR OLD  
FEMALE BICHON  
TERRIER MIX



**CANDACE**  
2 YEAR OLD FEMALE  
POMERANIAN SPITZ



## ADD IT UP!

{DO THIS IN YOUR HEAD, NOT WITH A CALCULATOR}

TAKE 1000 AND ADD 40 TO IT.

NOW ADD ANOTHER 1000.

NOW ADD 30.

AND ANOTHER 1000.

NOW ADD 20.

NOW ADD ANOTHER 1000.

NOW ADD 10.

## WHAT IS THE TOTAL?

DID YOU COME UP WITH 5000? THE ANSWER IS 4100! GO BACK AND USE A PAPER AND PENCIL - YOU'LL BE SURPRISED!

## ATTENTION

### NEWLY LICENSED COURT REPORTERS

Are you interested in working for a support-oriented company that offers a comprehensive new-reporter 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 and San Diego.*

Contact Jeff Koller at 800.697.3210 or [jeffk@hutchings.com](mailto:jeffk@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) ÷ Reporters Association of Southern California (RASCAL)  
(Formerly LASGRA - Los Angeles General Shorthand Reporters Association)



÷ visit us at [www.hutchings.com](http://www.hutchings.com) ÷

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

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[WWW.HUTCHINGS.COM](http://WWW.HUTCHINGS.COM).

CLICK ON THE HUTCH CONNECTIONS TAB,

THEN DOUBLE-CLICK ON STUDENT CONNECTIONS.