
HUTCH HELPS



A PUBLICATION OF HUTCHINGS COURT REPORTERS, LLC

SUMMER 2005



Q&A Corner

STUDENT QUESTION:

WHEN YOU ARE UNSURE OF SPELLING (WORD, NAME OR ADDRESS) DURING A DEPOSITION, WHAT IS THE BEST WAY TO OBTAIN THE INFORMATION?

HUTCHINGS' ANSWER:

In talking to our more experienced reporters, we are reminded that they either get spellings during a break or at the end of the deposition.

Some reporters use a NOTATION STROKE so they can jump quickly to the areas in question when speaking to the witness or attorney.

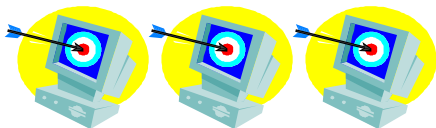
Our top editors/scopists and reporters tell us that their research doesn't end there. It is never a bad idea to **double-check your spellings** through Internet and NCRA resource materials. Some commonly-used research websites include:

Medical:

- ⌘ www.drugs.com (prescription drug information)
- ⌘ www.mtodesk.com (medical transcription resource)

Legal:

- ⌘ www.calbar.org (CA State Bar, useful for looking up CA attorneys)
- ⌘ www.gosearchmaster.com (legal and medical reference)
- ⌘ www.daubertontheweb.com (information about the law of expert evidence)
- ⌘ www.firstgov.com (Comprehensive list of links to federal government sites)
- ⌘ www.lhclearinghouse.com (legislative research services and information)
- ⌘ www.uspto.gov (US Patent & Trademark Office)



Geographic:

- ⌘ www.usps.gov (ZIP codes and more)
- ⌘ www.areadecoder.com (current information related to area, city, and country codes)
- ⌘ www.mapquest.com (driving directions and maps)
- ⌘ www.switchboard.com (like the Yellow Pages, features area code and zip code searches, maps and directions)

Grammatical:

- ⌘ www.m-w.com (Merriam-Webster Dictionary online)
- ⌘ www.wsu.edu/~brians/errors/index.html (common English errors)
- ⌘ www.onelook.com (900 online dictionaries are indexed by this website)

Professional:

- ⌘ www.dca.ca.gov (CA Department of Consumer Affairs)
- ⌘ www.cal-ccra.org (CA Court Reporters Association)
- ⌘ www.courtreportersboard.ca.gov (CA Court Reporters Board)
- ⌘ www.cslb.ca.gov (CA Contractors Licensing Board)
- ⌘ www.ncraonline.com (National Court Reporters Association)

Send in your questions!

This column needs your questions about reporting, so ask away! Professional reporters and editors/scopists will answer your questions via email, and your question may appear in the next Hutch Helps! Please submit your questions to Hillary Sackett: hillarys@hutchings.com



2005-2006 MENTOR PROGRAM PARTICIPANTS

Congratulations to these students who have been selected by their schools to participate in Hutchings Mentor Program. The 1st meeting of the 6-session program is June 25, 2005.

Teckla Clay-Hollins **R** Cerritos College
Matthew Martinez **R** Cerritos College
Sara Misa **R** Cerritos College
Erica Rhoades **R** Cerritos College
Suzette Toral **R** Cerritos College
Janet Ardon **R** Cypress College
Gina CossyLeon **R** Cypress College
Jennifer Porto **R** Cypress College
Valerie Ransom **R** Cypress College

Desiree Tanner **R** Cypress College
Debi Vaughan **R** Cypress College
Christina Barker **R** Downey
Iriah Smith **R** Downey
Jennifer Bushong **R** Sage College
Michelle Chennault **R** Sage College
Misti Latham **R** Sage College
Kathy Leitzman **R** Sage College
Kathy Bates **R** So. Coast College

Maryann O'Beso **R** So. Coast College
Jennie Samawi **R** So. Coast College
Kristine Tanoue **R** So. Coast College
Stacy Bautista **R** TriCommunity
Patricia Leza **R** TriCommunity
Reyna Oshiro **R** TriCommunity
Liz Panta **R** TriCommunity
Stephanie Perea **R** TriCommunity

tip: Ask Jeeves' new Feature Offers Quick Answers

L.A. Times (5.26.05) – Associated Press

Ask Jeeves Inc. is launching a new feature designed to provide speedier answers to inquiries entered into search engines. Ask Jeeves will display a "Web Answer" to many of the requests that its search engine processes. For instance, if someone enters "world's largest lake" into Ask.com's search box, the top result will include a snippet listing the Caspian Sea, including its size and location.

Ask Jeeves also is introducing a feature called Zoom, focused on determining the precise objective of a search request.

TIP: Googling When You Don't Know What to Ask

Rosie's Ramblings – California Lawyer Magazine – October 2004

You'd think that Google, a Web service with such easy-to-understand public faces and forms, wouldn't cry out for usage tips. But try this one: Let's postulate that you want to search for a phrase that you only partially remember – a famous quotation of which you've forgotten a few words, the name of a famous case, lyrics to that song that's been driving you crazy – that sort of thing.

In the Google search box, type in the phrase as you remember it, and place an asterisk (*) wherever a forgotten word or words should be. Hit search, and you should be in business.



SCHOOL INVOLVEMENT AND GRATITUDE

THANKS! GRAZIE! GRACIAS! DÄNKE!



March 29, 2005

I would like to thank Martha, Jeff and Hillary for the time and effort that each one of you invested in making the mentoring program a success.

Nisa Davis

*Mentor Student and
Deposition Services Associate, S.D. office*

Dear Martha,

Thanks so much for taking time from your busy schedule to speak to the Literary Speed Building class at Cypress College. We are very appreciative of everything you shared with the students plus all of the helpful hints to follow as a court reporting student.

Carolee Freer

Cypress College

W E E K E N D A C T I V I T I E S

L O S A N G E L E S

Los Angeles County
Museum of Art

Tutankhamun and the Golden Age of
the Pharaohs

June 16- November 15, 2005

5905 Wilshire Boulevard
Los Angeles, California 90036
323.857.6000 – www.lacma.org

King Tut returns to Los Angeles after 27 years. Extensive exhibition includes more than 130 treasures from the tomb of Tutankhamun, other Valley of the Kings tombs and additional ancient sites.



DO YOU HAVE A FUN PLACE OR
GETAWAY THAT YOU WOULD LIKE TO
SHARE WITH US? LET US KNOW! WRITE
UP A BRIEF DESCRIPTION AND REVIEW
OF YOUR FAVORITE LEISURE GETAWAY
AND WE WILL BE HAPPY TO INCLUDE IT
IN AN UPCOMING ISSUE OF HUTCH
HELPS!

HUTCHINGS' COMPANYWIDE EVENT SAVE THE DATE -- MEMORY WALK 2005 2 Mile Fun Walk/Run, Irvine, CA Sunday morning, NOVEMBER 6, 2005

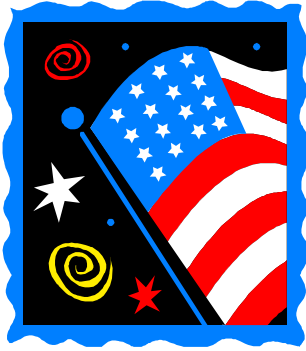
We're taking steps to end Alzheimer's . . . and we want YOU, your friends, and family to join our TEAM, "HUTCHINGS HEROES," as we take extraordinary steps to end this debilitating disease.

We are optimistic that as a TEAM we can make a great impact. Let's combine our efforts to raise some much-needed funds to support local Alzheimer's programs and research for a cure.

It's easy to sign up online: Go to www.ocwalk.com -- click on Event Information, Register to Walk, then Join "Hutchings Heroes" TEAM.

Questions? Contact Hillary Sackett at 714.547.6169, or hillarys@hutchings.com.

alzheimer's  association



Beautiful as a flower to those who love it, terrible as a meteor to those who hate it, it is the symbol of the power and the glory and the honor of the millions of Americans.

Senator George Frisbie Hoar (1826-1904)

CAL-E-TIPS: BRIEFS TO SHARE

CAL *E* GRAMS- APRIL 2005

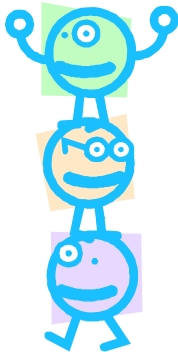
AN ONLINE PUBLICATION FOR MEMBERS OF THE CALIFORNIA COURT REPORTERS ASSOCIATION - BY DOREEN PERKINS, CCRA PRESIDENT-ELECT

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. IF YOU HAVE BRIEFS THAT YOU WOULD LIKE TO SHARE WITH OUR MEMBERS, PLEASE SEND THEM TO DOREEN PERKINS, ORTREPTR1@AOL.COM OR 1100 VAN NESS, DEPT. 50, FRESNO, CA 93724-0002.

DNA DAE
DEOXYRIBONUCLEIC ACID
DAE/DAE
SEROLOGY SERLG
SEROLOGIST SERLGS
FAIR AND ACCURATE FAIRK
FAIR AND IMPARTIAL FAP
FAIR MARKET VALUE FAEV
OBVIOUS OUB
OBVIOUSLY OUBL

BODILY INJURY BOJ
SERIOUS BODILY INJURY SBOJ
SUBDIVIDE SDWI
SUBDIVIDES SDWIS
SUBDIVIDING SDWIG
SUBDIVIDED SDWID
SUBDIVISION SDWIGS
SUBPOENA S-P
SUBPOENED S-PD
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ALCOHOL NUFK



EMPLOYMENT OPPORTUNITIES

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

equal opportunity employer

CRR TIPS

Cal-e-Grams – April 2005 – by Lesia Mervin, CSR, RMR, CRR, CCRA Board of Directors

DICTIONARY BUILDING:



The most common mistakes are not mistrokes, but untranslates from words that are not in your dictionary. Keep a pad and pen handy as you attend meetings, church or even watching TV. Write down words you hear that you know are not in your dictionary and define them in your dictionary when you have a chance. Use realtime as often as you can, even if it's just for yourself. If not doing realtime, translate each day's proceedings entirely and quick scan to all untranslates for dictionary building. Include common names in your dictionary. Build . . . build . . . build your dictionary and then build it some more.

SUFFIX/PREFIX DICTIONARY DEFINITIONS: -ED, -S, -ING, UN-, RE-

You may have the root word in your dictionary, but not the words with the past tense or plurals. If you have these suffix entries pre-defined in your dictionary, you can use the suffix on any word that's already in your dictionary. The last CRR had the word "township" in it but also the word "townships," which threw a lot of reporters. They had "township" defined, but not the plural. If you had the plural suffix ending defined alone, you could have come back for just that stroke if necessary to get it to translate, even though you would normally write the plural in the same stroke.

CAPITAL LETTERS:

Determine a way to write your capital letters with no spaces defined in your dictionary. If you write R-FPLT/KR-FPLT/A-FPLT, or however you write your capital letters, it should come up RCA and not R C A. Check your software for this feature, as it may be a special feature to define, such as a glue stroke. The last CRR contained "RCA" and many papers corrected had the error "R C A."



UNITED STATES:

All 50 states should be in your dictionaries. Practice them and decide how you're going to write each one, preferably a brief form. This is a national test and the material could be about any one of the states and could be used many times in the same test. Be comfortable with how you write them.



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 à HUTCHINGS CONNECTIONS à STUDENT CONNECTIONS





COMPUTER TIPS



PRACTICAL CHECKLIST TO HELP AVOID COMPUTER-RELATED EYESTRAIN

- § Position the computer monitor between 20 and 26 inches from the eyes. An individual whose eyeglass prescription doesn't allow clear vision at this recommended distance should look into a prescription adjustment.
- § Set the screen height so the top edge is even with your view when looking straight ahead. Then, tilt the screen upward to avoid having to view the screen image at an angle. The optimal screen position is 10 to 20 degrees below eye level.
- § Set monitor screen resolution, text size, and zoom and font defaults for the various computer applications so that text is easy to read. Standard resolution is 600x800.
- § The monitor refresh rate should be 75 hertz or above. Any slower can cause eyestrain.
- § At least every 15 or 20 minutes, look away from the computer monitor for about 30 seconds. You should gaze at or scan things at least 20 feet away to allow the eyes to focus in rest position.
- § Blink often when working in front of a computer because reduced blinking can cause the eye lens to dry out. While the average blink rate is 22 times per minute, blinks slow down to 7 per minute when an individual looks at a computer monitor. Individuals who can't get in the habit of blinking more often should use an eye moistener.
- § Cover your eyes with your palms for a minute or so every half hour, to help warm and relax the muscles around the eyes.
- § Minimize glare by ensuring that the background light level around the monitor is about the same as the screen light level. And, minimize direct sunlight or bright lights in front of the monitor or directly behind it.
- § Adjust contrast and brightness to levels you use when reading a book comfortably.
- § Place a paper holder at the same level as the monitor, or attach it to the monitor, to hold documents. This helps prevent repetitive upper body and eye movement from paper to screen, which can cause eyestrain.



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I cdnuolt blvelee taht I cluod aulaclty uesdnatnrd waht I was rdgnieg. The phaonmneal pweor of the hmuan mnid Aoccdrnig to a rsecearh at Cmabrigde Uinervtisy, it deosn't mtttaer inwaht oredr the ltteers in a wrod are, the olny iprmoatnt tihng is taht the frist and leat ltteer be in the rghit pclae. The rset can be a taotl mses and you can sitll raed it wouthit a porbelm. Tihs is bcuseae the huamn mnid deos not raed ervey lteter by istlef, but the wrod as a wlohe. Amzanig huh? Yaeh and I awlyas thought slpeling was ipmorantt!

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 and San Fernando Valley.

Contact Jeff Koller at 800.697.3210 or jeffk@hutchings.com,
or fax your resume to him at 714.543.6441.

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National Court Reporters Association (NCRA) ÷ Reporters Association of Southern California (RASCAL)
(Formerly I.A.S.G.R.A. - Los Angeles General Shorthand Reporters Association)



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

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