
HUTCH HELPS



A PUBLICATION OF HUTCHINGS COURT REPORTERS, LLC

SUMMER 2004

AUDIO RESPONSIBLY

*cal*E*grams, Vol 4, Issue 6, June 2004 - by Yvonne K. Fenner, CCRA Vice President, Freelance
an online publication for members of the California Court Reporters Association*

The freelance arena has long been the first to embrace technological advances in the reporting world, perhaps due to the very competitive nature of our business world. The arrival of audio-sync, digital recording synced to our steno output, has from the outset created quite a stir in our industry.

It's easy to see where the controversy might arise, much of it stemming from audio-sync dependency. More experienced reporters often take the view of not needing that type of backup. They've maintained their speed, worked to master their realtime skills, and frankly aren't interested in the ethical or legal questions audio-sync brings with it.

Many new reporters, however, use it religiously. One of the problems is the more you depend on the backup, the less you fight for your record. Sloppy writing makes for long editing hours, a disservice to your family as well as to your wallet. I was horrified to hear an attorney relating a recent depo encounter where a court reporter who could not read back when requested to do so offered instead to play it back. Do you really want to become a glorified tape-monitor?

The benefits are certainly there. Who hasn't had an inartfully asked question? Who hasn't had strange accents or oddly phrased questions? It is nice to be able to listen in the context of knowing more about the case and having some time to become familiar with the speech patterns and say, yes, I heard that right -- but at what cost to the profession?

To the writers flying solo, kudos for staying at the top of your profession. To the writers using it responsibly, stay vigilant and fight the temptation to be lazy and just use it. To the writers who are dependent upon it, I challenge you to write your next job as if the audio were not working.

I also challenge everyone to improve your skills. Set a goal of achieving your certified realtime reporter credential. CCRA is offering a series of practice CRR exams at various locations throughout the state on June 19. I invite you to evaluate your realtime skills in a fun atmosphere, pick up some tips to improve your writing as well as test-taking abilities, and generally get motivated to be the best writer you can be.



JCR Online - April 2004

LIBEL, SLANDER, AND GOSSIP

THE COURT: You can sue somebody for saying they're getting pudgy?
MR. SMITH: We think not. We think not.
MR. JONES: Why did you look at me when you said that?
THE COURT: I looked at you because -
MR. SMITH: Because he signed the document.
MR. JONES: I thought it was because I was getting pudgy.
THE COURT: No, I was thinking about Mr. Smith's comment about your receding hairline.
MR. JONES: I'm glad you brought that up.
THE COURT: Do you want to include that?
MR. JONES: Let me add that into my claim.
Therese Casterline, RMR - Dallas, Texas

A LAWYER'S HUMOR

Q. Have you ever had a conversation with any human being regarding -
MR. FUNKE: Does that include lawyers?
MR. LABANT: No, by definition.
MR. FUNKE: I don't mean to interject humor, but you were just begging for it.
Kathryn Sweeney, RPR, CRR - Acton, Massachusetts



HUTCHINGS MENTOR PROGRAM 2004-2005

a OFF TO A GREAT START^a

submitted by Hillary Sackett, Hutchings Mentor Program Coordinator

The first meeting of the program was held in our Santa Ana office on Saturday, June 12, 2004. Martha Hutchings and Jeff Koller hosted the meeting, and students were fortunate to hear Heidi Hummel-Grant, CSR, speak about her experiences as a new reporter and her tips for making the transition from student to professional reporter a smoother one. Heidi shared some of her record-keeping tips, and provided an in-depth look at all the equipment and supplies she brings with her to each deposition. Martha Hutchings gave students an overview of our transcript production process and worksheet preparation.

Current program participants include:

Natalie Alcott-Bernal	Cypress College	Laura Veronica Gonzalez	Sage College	Marina L. Montemor	Oceanside ROP
Michelle Andreoli	Tri-Community	Nancy Gould	Tri-Community	Sandy Nelson	Cypress College
Patricia Avalos	CRI	Dona Grafton	CRI	Yekaterina Netessova	South Coast
Tracy Brady	South Coast	Matthew Hanneman	Sage College	Terry Pettie	Sage College
Rachele Campbell	South Coast	Vickie Hansen	South Coast	Maronda Powell-Ford	Downey
Carmen Cannon	Downey	Nikki Irvin	Cerritos College	Elizabeth Quintero	Cypress College
Koni Chong	Bryan	Summer Jimenez	Bryan	Alicia Rios	Cerritos College
Priscilla Corley	South Coast	Ramona Kocharia	Cerritos College	Beatriz Santana-Still	Sage College
Nisa Davis	Oceanside ROP	Kristy Kulikoff	Downey	Kathleen Smith	Oceanside ROP
Rayzelle Doralina	Tri-Community	Ruthanne Machson	Oceanside ROP	Charleen J. Smith	Oceanside ROP
Paula Garcia	Cypress College	Kristin Mattsen	Bryan		

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, AS WELL AS EMPLOYMENT OPPORTUNITIES, MENTOR PROGRAM INFORMATION, AND ARTICLES OF INTEREST. SEE: WWW.HUTCHINGS.COM, HUTCHINGS CONNECTIONS – STUDENT CONNECTIONS

PRACTICE TECHNIQUES

JCR Online, April 2004

Here are a few more ideas from reporters on how to overcome speed plateaus:

I listened to speed tapes as much as I possibly could at home or in my car so I could train my brain to adapt to the speed. Once my brain was accustomed to the speedy voices, it seemed my fingers soon followed.

Lillian Freiler, RPR – Orwigsburg, Pennsylvania

What helped me overcome my speed plateau was actually doing the slower speeds. It wasn't my speed that was the problem; it was the accuracy. Once I started doing the slower speeds, I had better accuracy and was able to conquer that speed. *Anonymous*

Write at a speed of 20 words per minute faster for a 30-minute sustained writing, then drop down to hurdle speed for accuracy and shorter takes.

Steve Alva – Stockton, California





Not in Presence of the Witness

JCR Online April 2004

What are the obligations of a reporter regarding the oath to be administered to the witness if the reporter is not in the presence of the witness? What do you do if the client arranges for a notary to be available at the witness' location? Or if the attorneys agree to waive the notary requirement or stipulate that the oath given by the reporter, although not in the presence of the witness, has the same force and effect as if the reporter were with the witness, what are the reporter's duties then?

According to **Public Advisory Opinion 36**, the Committee on Professional Ethics notes that these situations should first be governed by applicable federal, state, or local laws, rules, regulations, or case law. If there are no applicable laws, rules, regulations, or case law, the Committee believes there is no ethical violation for a reporter who is not in the presence of a witness appearing over the telephone to report the deposition of such witness when the witness has been sworn in by a duly authorized oath giver in the presence of the witness. However, in this circumstance, the reporter must prepare a certificate page that notes that the reporter was not the oath giver, and the oath giver should forward the proper documentation of administration of oath for attachment to the transcript.

If the reporter arrives at a telephone deposition where the witness is not in the presence of a duly authorized oath giver and the attorneys wish to waive the notary requirement or stipulate that the oath given over the telephone has the same effect as if administered in the presence of the reporter, the Committee again believes that applicable federal, state, or local laws, rules, regulations, or case law may determine whether such a stipulation and waiver are permissible. On the other hand, if applicable federal, state laws, rules, regulations, or case law are silent on the permissibility of such a stipulation and waiver, but nonetheless require the administering of an oath in person by an oath giver, it would be a violation of Provision No. 9 (maintain the integrity of the reporting profession) of the Code for a reporter to agree to such a stipulation and waiver.

A reporter is not maintaining the integrity of the reporting profession by allowing the attorneys for the parties to waive the duties and obligations that the reporter is bound to follow by law. The parties cannot stipulate away the reporter's legally imposed duties and obligations. Permitting such a practice undermines the professionalism of the reporter and constitutes a violation of Provision No. 9 of the Code.

For more information on this or any other of the advisory opinions issued by COPE, please visit (NCRA's) Web site at www.NCRAonline.org, and click on the heading for Code of Professional Ethics in the Resources box. If you prefer, you can contact NCRA's Member Services and Information Center at 800-272-6272 to get a hard copy of the Code.

Important Notice to Ultra and Vision Writer

Users:

We have been notified that soon the ribbon for the StenoRam III Plus will no longer be available. This is used for the Ultra and Vision writers. Once the limited supply is gone, it will not be possible to replace it.


SCHOOL INVOLVEMENT


CYPRESS COLLEGE YEAR-END BANQUET

On May 20, 2004, Martha Hutchings attended Cypress College's Year-end Banquet where she announced the four new Mentor Program participants chosen by Cypress, and congratulated the three students who completed the program in March. Hutchings also donated two cases of steno paper to the school's drawing.

CERRITOS COLLEGE STUDENT ASSIGNMENT

Several Cerritos College court reporting students called us for help with a school project where they were to interview working CSRs. We asked three of our Gateway CSRs if they were interested in talking to the students. Linda Gilkerson, Heidi Hummel-Grant, and Judy Thiel stepped up to the plate, as they always do. These wonderful reporters are always willing to help others!

Hutchings Gateway CSRs are reporters on our TEAM who have volunteered their time to assist brand new reporters transition smoothly into their profession. (See page 7 for more information about the Hutchings Gateway Program).

T H A N K Y O U

Jeff,

Just wanted to take a moment to thank you for coming out to see & talk to our CSR applicants.

We're anticipating good results. The students appreciated all of the information you were able to impart to them. We look forward to having you out again.

Thanks again,

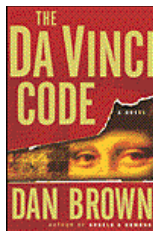
Belen Sibras

CSR Coordinator, Sage College

SUMMER READING - Top Five New York Times Best Sellers List

FICTION (Hardcover)

1. THE DA VINCI CODE, by Dan Brown
2. THE RULE OF FOUR, by Ian Caldwell and Dustin Thomason
3. THE FIVE PEOPLE YOU MEET IN HEAVEN, by Mitch Albom
4. THE TAKING, by Dean Koontz
5. ANGELS & DEMONS, by Dan Brown



CHILDREN'S

1. SHADOWMANCER, by G. P. Taylor
2. ERAGON, by Christopher Paolini
3. JUNIE B., FIRST GRADER: SHIPWRECKED, by Barbara Park. Illustrated by Denise Brunkus
4. SUMMER OF THE SEA SERPENT, by Mary Pope Osborne. Illustrated by Sal Murdocca
5. HARRY POTTER AND THE ORDER OF THE PHOENIX, by J. K. Rowling

NONFICTION (Hardcover)

1. EATS, SHOOTS & LEAVES, by Lynne Truss
2. BIG RUSS AND ME, by Tim Russert
3. PLAN OF ATTACK, by Bob Woodward
4. BATTLE READY, by Tom Clancy with Tony Zinni and Tony Koltz
5. FOUNDING MOTHERS, by Cokie Roberts

ADVICE (Hardcover)

1. THE SOUTH BEACH DIET, by Arthur Agatston
2. THE PURPOSE-DRIVEN LIFE, by Rick Warren
3. THE SOUTH BEACH DIET COOKBOOK, by Arthur Agatston
4. THE ULTIMATE WEIGHT SOLUTION, by Phil McGraw
5. THE ULTIMATE WEIGHT SOLUTION COOKBOOK, by Phil McGraw



How to Tell If a Microsoft Security-Related Message Is Genuine

from *microsoft.com*

Microsoft regularly sends e-mail to subscribers of our security e-mail notification services when we release a Microsoft Security Bulletin.

Unfortunately, malicious individuals have been known to send bogus bulletins that appear to be coming from Microsoft, a tactic known as spoofing. Some of these messages lure recipients to malicious websites to download malicious code, while others include a file attachment containing a virus.

LEARN WHAT TO LOOK FOR

Fortunately, there are ways to spot the imposters. Here's how to verify that a Microsoft security-related message you receive is legitimate:

- The message contains no attachments. Authentic Microsoft Security Bulletin notifications never include software updates as attachments. Rather, we refer customers to the complete version of the bulletin on our website, which provides a link to the update. Most Microsoft software updates are made through Microsoft® Windows® Update, Microsoft Office Update, or the Microsoft Download Center.
- The message is digitally signed. The Microsoft Security Response Center always signs its bulletin notifications before distributing them. You can verify the signature by using the key published on Microsoft TechNet.
- Verify the digital signature on TechNet.
- The bulletin is listed on Microsoft.com. We never send notices about security updates until after we publish information about them on our website. If you are ever in doubt about the authenticity of a Microsoft Security Bulletin notice, check TechNet to see if the bulletin is listed there.
- If you like to keep your hands on the keyboard, you can use the ALT+D shortcut to go to the IE address bar. This highlights the current URL so you can replace it with another URL without having to backspace to delete it. Remember, you have to be in IE for this to work.

Print Documents in Reverse

from *TechRepublic E-newsletter*

Many ink-jet printers typically stack multi page documents with the first page on the bottom, which forces you to manually collate the copies in the correct page order. This can be a time-consuming process, particularly if you're on your way to a deposition or finishing an expedite.

However, you can configure the printer to print the pages in descending order to avoid this scenario. Follow these steps:

1. Go to File | Print.
2. Click the Options button.
3. Select the Reverse Print Order check box, and click OK twice.

This change applies to the current document. If you want to make this a permanent change and you intend to use the same printer for all of your print jobs, go to Tool | Options, and select the Reverse Print Order check box on the Print tab. This applies the change to all documents.

WEBSITES

NCRA "COMMUNITY OF INTEREST" FOR STUDENTS OPENS: NCRA has opened a site for reporting students to visit online. The Student Community of Interest www.ncraonline.org/students/ has current and archived information about speed building, motivation, transitioning from student to new professional, and more. Both the Student Community and the Forum are free and fully accessible to NCRA members. <http://secure.ncraonline.org/forumSubscriptions/>

NEW WORDS: The American Dialogue Society compiles a list each year of new words that have been added to the English language. www.americandialect.org/woty

DRUG SPELLINGS AND MEANINGS: One of the most valuable for researching: www.drugs.com

CAL- E- BRI EFS

cal*E*grams - January & June 2004 - an online publication for members of the California Court Reporters Association - 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. If you have briefs that you would like to share with our members, please send them to Doreen Perkins, CortReptr1@aol.com or 100 Van Ness, Dept. 50, Fresno, CA 93724-0004.

COMMON CONFLICTS:

- Inc. OING
- Ink ING
- Inning N*G
- Cohabitant KWANT
- Criminal threat CRET
- Disturb DURB
- Disturbance DURNS
- Disturbed DURBD
- Disturbing D*URBG
- Disturbs DURBS
- Do not discuss the case among yourselves or with anyone else. (admonition to jurors at the end of the day) DELS
- Incorporated NORPD
- Incorporate NORP
- Incorporates NORPS
- Incorporation NORPGS
- Inflict FLIKT
- Nature & consequences (of the plea) NONS
- Refresh your recollection RUR
- Security guard SARD
- Terrorist threat TRET
- Threaten TREN
- Traumatic TRAUMT

PHRASES:

- First page FIRJ
- Second page SEJ
- Third page THIRJ
- Last page LAJ
- One page WUJ
- Two-page TWOJ
- About an hour BHOOR
- About half BHAF
- About half of the BHAFB
- About how far BOUF
- About how fast BOUFT
- About how long BOUNG
- About how many days BOUND
- About how many times BOUMT
- About how much BOUFP
- About how often BOUFN
- Come out KMOUT
- Come under KMUND

PREFIXES & SUFFIXES:

- -ful F-L
- -ship SH-P
- -less L-SZ
- -ness N-S
- -some S-M
- non~ NAUN

EMPLOYMENT OPPORTUNITY

JOB PRODUCTION ASSOCIATE

Los Angeles office – part time (weekdays, 1:30 p.m. to 6:30 p.m.)

Interested candidates should fax their resume to Jane van der Veen at 323-888-6333, or email janev@hutchings.com. Check our website's Student Connection Section for most current postings - www.hutchings.com.

equal opportunity employer

THINKING ABOUT WORKING FOR HUTCHINGS COURT REPORTERS?

Take a look at what we offer to
assist the *new reporter!*



GATEWAY WEEK

*The bridge between school and
your profession . . .
you are only a step away*

ASK YOURSELF:

Do I know how to . . .

- Communicate with counsel at the deposition?
- Complete an assignment form?
- Handle and mark exhibits?
- Prepare my transcript from beginning to end?
- Format my transcripts to conform to agency standards?
- Work with proofreaders/scopists-editors?
- Disk out my job in an ASCII format?
- Email transcripts?
- Invoice for my services?
- Use my CAT software?

Hutchings professional orientation program is designed to assist brand-new court reporters transition smoothly into their profession.



WHAT IS GATEWAY WEEK?

New reporters have told us that our orientation program and ensuing support is what brought them to Hutchings, and one of the many reasons they continue accepting assignments from us. In response to the needs expressed by the reporters coming through our doors, we've enhanced the orientation program even more.

Now, we provide Gateway Week - a week-long learning opportunity that combines hands-on training sessions led by our experienced staff, sitting-out activities, and the insightful assistance of a special panel of veteran court reporters.

Gateway Week provides you with practical instruction to help you become comfortable with the basics, and assure that the beginning of your career is productive, and less frustrating!

Are you interested in working for Hutchings Court Reporters?

Our Gateway Teams are ready to support you as a professional CSR.
JOIN US!

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**Send your resume to Jeff Koller via fax
949.305.9708 or call 800.697.3210 to set
up an interview to discuss the
opportunities that await you at
Hutchings.**

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

F O R A R T L O V E R S

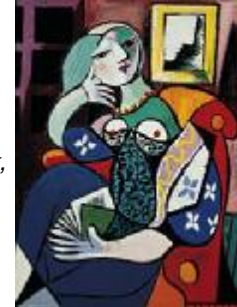
Norton Simon Museum

411 W. Colorado Blvd.
Pasadena, CA 91105
626-449-6840

www.nortonsimon.org

The Norton Simon Museum displays one of the world's finest private collections of European, American and Asian art. It's most recognizable collection consists of 19th and 20th Century masterpieces by painters such as Vincent van Gogh, Pablo Picasso, Diego Rivera, Paul Klee, Henri Rousseau, as well a sculptures by Constantin Brancusi, Edgar Degas and Henri Moore. It also boasts one of the larger collections of 14th-18th Century art found anywhere outside of the United States. So, if you like Pissarro or Picasso – or both – you are sure to have a wonderful visit at the Norton Simon.

Picasso
Woman With a Book,
1932



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, 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)



÷ visit us at www.hutchings.com ÷
÷ click on "Hutch Connections" and select "Student Connections" ÷

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