
HUTCH HELPS



A PUBLICATION OF HUTCHINGS COURT REPORTERS, LLC

WINTER 2006

ATTENTION STUDENTS: HUTCHINGS MENTOR PROGRAM 2006

- APPLICATIONS AVAILABLE IN MARCH -

Hutchings Mentor Program is a 6-session program with Saturday morning meetings in Santa Ana beginning June 2006 and ending March 2007.

If you are at or above the 180 speed level and are interested in becoming involved in this program, contact your school director to discuss eligibility and program requirements.

The deadline for your school to submit candidates is April 28, 2006 – program begins in June.

HUTCHINGS MENTEE LETTER:

Martha,

I just received my Certificate of Completion for the Mentor Program and wanted to thank you for the experience. Being able to sit out with your reporters gave me confidence that I can do this job (not to mention getting me started on my intern hours)!

I have begun to correspond with one of your court reporters. She is a very positive influence and is very encouraging. She told me you've asked her to speak to the next group of mentees, and I think she'll be a great asset to your program. Thank you for giving us students a glimpse into the real world.

Sincerely,

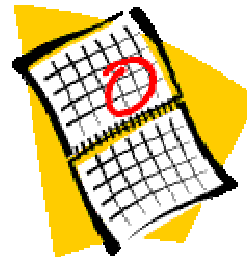
Michelle Andreoli,
Tri-Community College

MARK YOUR CALENDARS!

CONVENTIONS, WORKSHOPS, SEMINARS & EXAMS

Deposition Reporters Assn. Convention Sacramento – See: caldra.org	February 24-26, 2006
CSR Examination LAX – See: courtreportersboard.ca.gov	March 10-11, 2006
NCRA Midyear Conference Nashville, TN – See: ncraonline.com	March 31-April 2, 2006
NCRA Annual Convention New York, NY – See: ncraonline.com	August 3-6, 2006
CCRA Annual Convention Location tba – See: cal-ccra.org	October 6-8, 2006

Association of Reporters Training Schools – check for ongoing schedule of seminars at www.artseminars.com
Eclipse Software, San Diego – check for ongoing schedule of seminars at www.eclipsesandiego.com





GRATITUDE

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



PAST MENTEE REFLECTS ON THE HUTCHINGS MENTOR PROGRAM

It is now March of 2005, and the Hutchings Mentor Program for this past school year has come to a close. I was fortunate to have had the wonderful opportunity of participating in the extraordinary mentor program!

Martha Hutchings was a guest speaker at Cypress College in the literary class Tuesday, March 29, and unfortunately, I was unable to attend and pay her tribute for the knowledge and confidence her program has afforded me. I am sure that her visit was a delight and extremely informative.

After completing Hutchings Mentor Program, I want to spread the word to all court reporting students that **being a part of the mentor program was truly an exceptional experience.** I came away from the past year at Hutchings motivated and with a wealth of knowledge and practical experience that will help me excel in the career I have grown to love.

The mentees were given so many tools and tactics to apply in the real world of court reporting. A wide range of subjects were thoroughly addressed. From packing your steno case and what software is available for court reporting to handling an out-of-control deposition and recordkeeping. We arranged sit-ins with Hutchings court reporters so we could get real-life experiences doing depositions.

The Hutchings Mentor Program gave me more of the tools and knowledge that I needed to feel confident and succeed in court reporting. I highly recommend this program to all students. You may be thinking, as I did, that you do not want to take any time away from school; but I am sure you will not regret any of the time you invest, as it will only help you to become a more exceptional court reporter in the end!

When one door closes another door opens; but we so often look so long and so regretfully upon the closed door, that we do not see the ones which open for us.

-- Alexander Graham Bell



by Sandy Nelson – taken from Cypress Court Reporting Club Newsletter, March/April 2005 issue



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



Start Strong in this New Year with These Tips!

TIPS FOR EFFECTIVE PRACTICE AND SPEEDBUILDING

excerpted from JCR November 2005, article by Sarah Vestrat

First, students have to understand and accept the fact that they must practice a lot to advance through speed classes.

The following tips are excerpted from this article:

1. Purchase a **daily planner** from an office supply store and use it to track your progress.
2. Find a **quiet, isolated area** in which to practice.
3. **Assemble your machine as soon as you get home** so it will be ready when you want to begin practicing.
4. **Get in the mood** to practice.
5. Practice writing **new material** as much as possible.
6. Always **give 100 percent**.
7. Remember to **read your notes** as part of your practice.
8. **Practice groups of common briefs and shortcut phrases daily.**
9. **Practice hesitations.**
10. **Take a short 5-minute break every 30 minutes.**
11. **Review your theory** and make sure you understand it.
12. **End your session with slower material** that you are able to write with near-perfect accuracy.
13. **Adjust your practice schedule after each session.**
14. **Reward yourself.**

Sarah Vestrat has been a freelancer court reporter in Dallas, Texas, and has taught shorthand theory at Professional Career College in Richardson, Texas. She is currently a stay-at-home mom.



TIPS FOR FREELANCERS: GETTING ORGANIZED

excerpted from article by Diane Dorwart - JCR, March 2004 issue

We all handle the work differently, but those whom I've talked to and who are proficient, successful, and sought-after seem to follow at least a few of the following procedures:

1. If the assignment is a repeat job, **load your existing job dictionary** on your machine and computer before you go to allow for easier and smoother readbacks and editing.
2. No matter how tired you are or how late it is, if you're not retiming the job, **dump your notes and then back them up** somewhere other than on your hard drive.
3. When you know that the proceeding will be written, **translate and complete the initial setup pages**: caption, appearance, index, and exhibit pages. Also, global all participants' names and examination setups.
4. **Calendar your due dates** so you know what is due when and to whom.
5. **Proofread** your work **word for word** and comma for comma!
6. **Manage your files** - double back up your edit files, note files, and total hard drive.
7. Stay on top of your billing, and **keep accurate, daily records.**
8. Protect yourself and the agency. **Know your state licensing rules** and the local and national codes of professional conduct, as well as what agencies expect from you when you represent them.
9. **Understand agency preferences.**
10. **Co-mingling money** (business and personal accounts) **could be a mistake.**
11. **Return telephone calls promptly.** If you are not courteous enough to return a phone call, you may one day find your phone doesn't ring at all.

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!



Send your resume to Jeff Koller via fax 714.543.6441 or call 800.697.3210 to set up an interview to discuss the opportunities that await you at Hutchings.

CAL-E-TIPS: briefs to share

cal*E*grams- January 2006

an online publication for members of the California Court Reporters Association - by Doreen Perkins, CCRA President-Elect

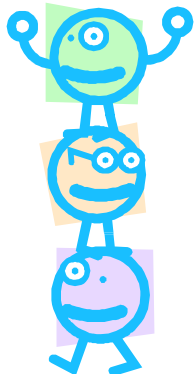
Looking for a quick brief for those hard to write words or common phrases? If you have a word or phrase that you would like a brief form for, let me know, and I will publish your requested brief in the next Cal-e-grams. If you have briefs that you would like to share with our members, please send them to Doreen Perkins, ortReptr1@aol.com or 1100 Van Ness, Dept. 50, Fresno, CA 93724-0002.

BRIEFS TO SHARE:

(Next time you take the testimony of a pathologist regarding an autopsy you will want to incorporate these great briefs)

AMPHETAMINES	FETS
AUTOPSIES	AUPS
AUTOPSY	AUP
BARBITURATES	BRIFP
BENZODIAZEPINES	B-DZ
CAUSE OF DEATH	KAUFD
EXTRAVASCULAR INTERSTITIUM	STRAUFRB/SPWOIRB
FORENSIC EVIDENCE	FREUD
FORENSIC PATHOLOGIST	FROLGS
FORENSIC PATHOLOGY	FROLG
FORENSIC	FRENS
GUNPOWDER	GAURP

GUNSHOT WOUND	GAOUND
GUNSHOT	GAOUT
HYPOSTASIS	H-PTS
IMMEDIATE CAUSE OF DEATH	M-KD
LIVOR MORTIS	LORMT
MANNER OF DEATH	MA-FD
MECHANISM OF DEATH	ME-FD
MORGUE	MORG
PHYSIOLOGIC	FLIJ
PHYSIOLOCIAL	FLOJ
PHYSIOLOGY	FOJ
POISON	POI
POISONED	POID
POISONING	POIG
POISONS	POIS
POSTMORTEM	PORMT
PROXIMATE CAUSE OF DEATH	PR-KD
RIGOR MORTIS	GORMT
STIPLING	STIPLG



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 select HUTCH CONNECTIONS, select STUDENT CONNECTIONS, then look in the JOB OPPORTUNITIES section for the most up-to-date listings.

equal opportunity employer



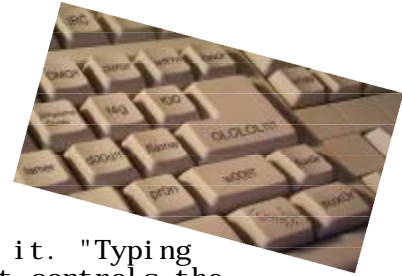
COMPUTER TIPS



THE END OF THE CARPAL TUNNEL

from Newsweek

Keep your fingers tap dancing on the keyboard by following these tips from Natu Patel a licensed and registered occupational therapist and clinical lead therapist at the Schwab Rehabilitation Hospital in Chicago.



ADJUST YOUR KEYBOARD: Position it level with your elbows. Lay it flat--don't use the flip tabs to tilt it. "Typing with bent wrists puts stress on the median nerve that controls the thumb and first three fingers," explains Patel.

TAP, DON'T HAMMER: Banging away at the keyboard overworks the tendons in your hands and wrists. Not only can this cause tendonitis, but the swollen tissue puts painful pressure on those median nerves.

BREAK IT UP: Take a stretch break every half hour. Also, two or three times a day perform this simple exercise: Make palm-down fists. Stretch your fingers as far and wide apart as possible. Hold up to 30 seconds. Repeat 10 to 20 times.

HP BATTERY RECALL

HP is conducting a worldwide voluntary recall of certain battery packs manufactured between March 2004 and September 2004 for use with various HP and Compaq brand notebook computer models. The recalled battery packs can overheat and create a hazard to consumers.

The notebook computer is not affected by this recall. Battery packs that may be part of this recall program have bar-code labels that start with either GC, IA, L0, or L1.

List of HP and Compaq Laptops affected by this recall:

HP Pavilion		Compaq Presario	
4200	ze4700	1100	V1000
Dv7000	ze4800	2100	X4000
Dx4000	ze5155	2500	X5000
Dx5000	ze5200	R3000	X6100
Dx7000	ze5300	R3200	
Zd8100	ze5400		
Ze4100	ze5500		
ze4100/xt 1xx	ze5600		
Ze4200	zv5000		
Ze4300	zv5200		
Ze4400	zx5000		
Ze4500	zx5200		
Ze4600			

HP Compaq		Compaq Evo
9000	nx9005	N1010v
9005	nx9008	N1050v
nc6000	nx9010	
nc8000	nx9100	
nw8000	nx9105	
	nx5000	



What to Do:

1. Check your laptop model number against the charts shown above.
2. If your laptop is on the list, go to the HP Mobile Battery Pack Replacement Program (<http://bpr.hpordercenter.com/bpr/>) web site for more information and directions on how to obtain a replacement battery.



COMPUTER TUNE-UP

from cal*E*grams – Vol. 6, Issue 1 – January 2006 – by Lesia J. Mervin, CSR, RMR, CRR, CCRA Board of Directors

The New Year is here and it's time to get your computers in tip-top shape. The first thing your computer needs is a tune-up. Just follow these simple steps, and you'll be on your way to a smoother, faster-running computer. These procedures should be done at least monthly.

U **DISK CLEANUP:** You can use Disk Cleanup to free up space on your hard disk by removing temporary Internet files, removing installed components and programs that you no longer use, and emptying the Recycle Bin. To open Disk Cleanup, click Start, point to Programs, point to Accessories, point to System Tools, and then click Disk Cleanup. Follow the prompts.

V **DISK DEFRAGMENTER:** Disk Defragmenter consolidates fragmented files and folders on your computer's hard disk. As a result, your system can gain access to your files and folders and save new ones more efficiently. By consolidating your files and folders, Disk Defragmenter also consolidates the volume's free space, making it less likely that new files will be fragmented. To open Disk Defragmenter, click Start, point to Programs, point to Accessories, point to System Tools, and then click Disk Defragmenter, click Defragment.

W **ANTI-VIRUS SOFTWARE:** Check your anti-virus and spyware software to make sure it is up to date and current and you have the latest updates. If your software requires a renewal, make sure it is renewed. Anti-virus software changes weekly and sometimes daily. Update often to protect your computer.

CD BURNING

from Dr T (RTemlak4dds@aol.com) – [Source: The Kim Komando Show Electronic Newsletter]



Q. I just bought a new computer with a CD-R burner and burned my first CD last night. But after transferring two files (data) totaling 7 megabytes onto a 700 MB capacity disc, it now shows the disc as full! What did I do wrong?

A. You're not alone. Sometimes the business of burning CDs can be confusing. Programs like DigitalMedia Studio make things easier. But they might not explain the basics.

Each CD recording is also called a session. Usually you must plan your CD and burn it all at once, then your burning session is closed and the CD is finalized. That means the CD is finished and can be read as a CD-ROM. A finalized CD won't take any more information, even if it has unused space.

I suspect that your recording program automatically finalized your CD. That would stop you from adding more files. A finalized CD also hides its unused space from Windows. It simply appears as full.

Some programs are capable of multi-session CD burning. They delay a CD's finalization so that you can record more files later. But such a disc might be unreadable to other CD drives until it's finalized. This is especially true if you're burning a music CD. Multi-session recording is also known as track-at-once recording. The more common single-session recording is called disc-at-once. Your CD-burning program probably uses single-session recording as its default.

If you want multi-session recording, check your instruction manual or the program's online help file. Or explore the program settings and look for "multi-session" or "track-at-once." Once you find that and make the change, you're in business.



FREE BENEFITS



FREE ONLINE DICTATION

Linda Fisher, a reporter from New York, has developed a website for students and reporters alike that provides downloadable dictation online. It has dictation ranging in speed from 40 to 230 words per minute. The best part of all is it's free! Just pick your speed, click, and go. It's perfect for reporters practicing for the RPR, RMR, or CRR, and for students practicing for the CSR.

For dictionary building, there's a link to word lists dictated at slow speeds. You can print out the text of the words or write them as they're dictated. The word lists include frequent words, medical suffixes, economic terms, states and their capitals, genetic terms, legal terms, and countries. You just never know when Zimbabwe might come up. If it does, viola . . . you're covered. Check it out at www.stenospeed.com.

NEW CCRA MEMBER BENEFIT

cal*E*grams - Vol. 6, Issue 1 - January 2006

CCRA is launching its latest innovation, it is called "Ask a Reporter." Ever have a burning question that you want answered and don't have the time to play phone tag? Beginning on January 3, 2006, you will soon be able to go to CCRA's web site, www.cal-ccra.org and click on "Ask a Reporter."

CCRA's board has committed to getting an answer back to you within 48 hours of your submittal, Monday through Friday. They'd love to get feedback from you after you've tried "Ask a Reporter." Let them know what you think.



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.

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 IASGRA - Los Angeles General Shorthand Reporters Association)



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