

AD INFINITUM

SPRING 2010



President's Message

Spring Brings Fresh Start

by Jill M. Layton, President

Spring is a time of rebirth and renewal. The winter snows have melted, spring flowers start to appear, and life seems ready for a fresh start. This seems to be the appropriate time for ILCRA's new Web site — a time of renewal, a fresh start. It is under construction, so to speak, so keep checking!

The ILCRA Board expended many hours in the decision for an updated Web site. We are very excited for the update as it has many features which will be of great benefit to you. This will be a fantastic way to keep you up-to-date and current on the issues that are affecting court reporters across the State of Illinois. I am very excited about the student section and the Find-a-Reporter.

The Find-a-Reporter feature will help someone who is scheduling a deposition in another area of the State of Illinois. They can visit the Find-a-Reporter section of our Web site, click on the area, and it will list court reporters in that area. (Only ILCRA members are listed in Find-a-Reporter because we only have their information available to us.) Please share this feature with the legal secretaries, paralegals, and attorneys to utilize for the times when they are traveling to a part of the state when the distance is too far for you to travel.



Jill Layton and granddaughter, Becca, enjoy a spring bouquet.

The student section will contain documents that you can download to use at career days. We hope that our Web site will also be an aid in recruiting court reporting students. I encourage you to share information about your career with possible court reporting students. They do not need to be high school students who are looking for a career path to follow. They can be college students who have not yet decided on their major, displaced workers who need to look at a different career avenue, or those not happy or fulfilled in their present occupation. As you are waiting for the hearing or deposition to begin, strike up a conversation with the attorney who may have a son or daughter who is trying to decide on a career path but had not considered court reporting. Our occupation seems to be a word-of-mouth

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ILCRA 2009-2011 COMMITTEES

STANDING COMMITTEES:

- Auditing Committee:** Kelly Siska, Chair; Joe Rickhoff
Award of Excellence Committee: Nancy Davis, Chair; Bonni Shuttleworth
Budget Committee: Lyn Grooms, Chair; Nancy Davis, Jill Layton, Stephanie Rennegarbe, Nancy LaBella
Continuing Education Committee: Nancy C. Davis, Chair; Dee Doubet, Bonni R. Shuttleworth
Freelance Committee: Judy Mosier, Chair; Denise Mills, Sarah Paszkiewicz, Cathy Rajcan, Stephanie K. Rennegarbe
Legislative Committee: Pat Houlf, Chair; Vernita Allen-Williams, Deb Musielak, Lisa Ciarrachi, Jill Stevens, Kathy Nielsen
Membership Committee: Jackie Timmons, Chair; Glenn Sonntag, Nick DiGiovanni, Jill Bleskey, Kathryn Thomas, Nancy LaBella
Nominating Committee: LeAnn Hibler, Chair; Patricia Byers, Kent Evans, Jacqueline Timmons, Donna Urlaub
Officials Committee: Joan McQuinn, Chair; Melissa Clagg, Jenny Danley, Lisa Ciarrachi, Rita Corson, Barb Cash

SPECIAL COMMITTEES:

- Bylaws Committee:** (*To be activated when necessary*) Deb Musielak, Chair; Dee Doubet, Glenn Sonntag
CART Committee: LeAnn Hibler, Chair; Catherine A. Rajcan, Cindy Jenkins, Bob Griffith, Janet Hamm
DSA Committee: R. Kent Evans, Chair; Jacqueline Timmons, Seymour Wolfe
Elections Committee: *To be activated when necessary*
Ethics Committee: LeAnn Hibler, Chair; Patricia Byers (Bylaws), Pat Houlf (Legislative), Seymour Wolfe, Linda Chesnut
PR/Marketing Committee: Vernita Allen-Williams, Chair; Georgia Rollins, Sharon Stuckly, Deb Musielak
Speed & Realtime Contest Committees: Bonni R. Shuttleworth, Chair; Theresa Hovick-Thomas, Terri Kislner
Student Mentorship Committee: Bernice Radavich, Chair; Tana Hess, Devin Davis, Melissa Clagg
Student Scholarship Committee: Bernice Radavich, Chair; Tana Hess, Devin Davis, Melissa Clagg

Illinois Court Reporters Association Mission Statement:

To maintain standards of excellence in verbatim shorthand reporting, to provide continuing educational opportunities and advocate technological advancements, and to promote a spirit of mutual assistance between the profession of verbatim shorthand reporting and its consumers.

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Issue	Pub. Date	Deadline	Issue	Pub. Date	Deadline
Fall	October 15	September 15	Spring	April 15	March 15
Winter	January 15	December 15	Summer	July 15	June 15

President's Message

(Continued from page 1)

occupation. Many people overlook court reporting when they are making career choices. It doesn't take long in a conversation with a court reporter to learn that it is truly an occupation which we are passionate about and in which we become totally consumed. One idea is to check on the Web site for the Regional Office of Education in your area. There you will find all the schools in your area, public and private, as well as contact information for the guidance counselor or administration. I am sure they will be thrilled to receive an email from you volunteering to come speak with the students about the court reporting profession.

The ILCRA board has been very busy making decisions regarding the Web site. Proposed bylaws changes have been presented to the Board for their consideration. As you know, we work in conjunction with the State of Illinois for the three CRS seminars. (Please thank Nancy Davis when you see her for the countless hours she puts in prior to a seminar.) And we are gearing up for National Convention in Chicago in August. How exciting it will be when one of our own members will be installed as the NCRA President! We felt it was financially sound to have ILCRA's annual meeting at the National convention in August in place of having a full ILCRA convention a month or two following National. And even though it is only spring, we are already looking at next year's seminars and conventions!

Lastly, I want to share with you the opportunity for a win-

win situation. ILCRA is holding a cash raffle. The tickets are \$100 each (you can purchase them individually or go in together with your family, friends, co-workers). They are available at the CRS seminars, with any ILCRA Board member, the Web site, and at National Convention. The prizes? Third place is \$3,000 cash. Second place is \$5,000 cash. *And first place is \$10,000 cash!!* The drawing will be held at the Saturday evening event during National Convention. Please support your State Association. See [pg.7](#) for more information.

At the CRS seminars or National Convention, please do not hesitate to approach an ILCRA Board member if you have any questions or just want to say hello. We always look forward to speaking with you.

—Jill

LETTERS TO THE EDITOR

This column is primarily for reader feedback on topics published in these pages. Items published here may be edited for such requirements as available space or to avoid duplication with other submissions. Please limit your submission to a maximum of 300 words. Submitting feedback to *Ad Infinitum* does not guarantee it will be published. Send comments for publication here to the editor or ILCRA's executive director as shown in the box on [page 2](#).

Please note: we do not print anonymous submissions. If you would like your name withheld from publication, simply advise and we will do so. But you need to provide your name so we can verify that your submission is authentic.



NOTICE: Proposed Bylaws Changes

Effective April 2010, proposed Bylaws changes have been presented to the ILCRA Board. The proposed changes will be forwarded to the ILCRA Bylaws Committee for their consideration. The Bylaws Committee will then submit their recommendation to the Board.

We will keep you updated through the Web site and the ListServe of the process as it proceeds through the appropriate steps.

IMPORTANT ILCRA DATES

APRIL 16: CRS and ILCRA sponsored seminar, Fairview Heights.

MAY 1: RPR, RMR, CRR, CBC and CPC Skills Exam at McCorkle Reporting, downtown Chicago; South Suburban College, Oak Forest (Chicago Area); and Midstate College, Peoria.

AUGUST 5-8: Annual Convention & Exposition, Hilton Hotel, Chicago.

AUGUST 7: ILCRA Annual Business Meeting at 9:30 – 11:30 a.m., Hilton Hotel, Boulevard Room, 720 S. Michigan Avenue, Chicago.

FEBRUARY 25, 2011: CSR Exam Application Deadline

APRIL 17, 2011: CSR Exam, Carbondale and Chicago area.

ILCRA Presents Slate of Officers for 2010-2012

The Nominating Committee, consisting of Chairperson LeAnn Hibler, R. Kent Evans, Patricia Byers, Joe Rickoff and Bernice Radavich, presents the following slate of officers for the 2010-2012 Executive Board of ILCRA. Only two positions are open at this time.

Region 2 Rep. (Official):

Rita Corson
two-year term.

Region 1 Rep. (Official):

Vernita Allen-Williams
two-year term.

RITA CORSON

Rita graduated from Springfield College of Court Reporting in 1974. She passed the CSR in November of 1974 and began working as an Official Court Reporter in December of 1974 in Havana, (Mason County) Illinois for one year, and then in Rushville, (Schuyler County) Illinois, for a year and a half. In 1976, she resigned her position and was a stay-at-home mom for seven years. She freelanced for six years from 1983 to 1989. She has been an Official Court Reporter in Rushville since May of 1989. She is an Illinois CSR, RPR, RMR, and CRR.

Rita has helped grade the RPR test at South Suburban College. She has mentored several court reporting students and has donated her time to the Veteran History Project.

Rita is a member of NCRA, ILCRA, and the Schuyler Women's Club. She attends church at the Wesley United Methodist Church in Macomb

where she is a member of the Methodist Women's Club. She and her husband have ten grandchildren. Her hobbies include eBaying, flower gardening, and making quilts.

VERNITA ALLEN-WILLIAMS

Vernita received her Illinois CSR in 1986. Her first Illinois court reporting position was with a freelance agency in the Chicago Loop. She did freelance work for nine years and became a Cook County official shortly before the birth of her son. In Cook County, she was assigned to the Law Division and served on the Cook County Court Reporters Association board.

Since transferring to Lake County, where she floats to all of the courtrooms, she has also had the opportunity to serve on the Court Reporter Committee

and the Formbook Committee for the updated official formbook.

Any eligible professional member not slated by the Nominating Committee who desires to run for election must file a letter of intention to challenge the slated nominee with the Executive Director, Nancy C. Davis, 41 SW Crescent Drive, Mt. Vernon, IL 62864, at least 30 days prior to the annual business meeting (no later than July 7, 2010).

In the event of such a challenge, a special election will be held at the ILCRA annual meeting, August 7, 2010, in Chicago, Illinois, in the Boulevard Room of the Hilton Hotel. Such nomination and supporting material shall be posted in the registration area of the annual meeting site prior to the annual meeting.

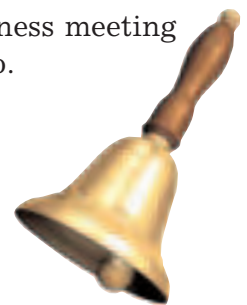
NOTICE OF ILCRA ANNUAL BUSINESS MEETING

ILCRA will not be having an annual convention in 2010, but we will have our annual business meeting at the NCRA annual convention in Chicago.

DATE: Saturday, August 7, 2010

TIME: 9:30 – 11:30 a.m.

PLACE: Boulevard Room, Hilton Hotel
720 S. Michigan Avenue, Chicago



Information on ILCRA's annual awards and contests appears elsewhere in this issue as follows: Distinguished Service Award nomination form [pg.11](#), Award of Excellence for an Outstanding Educator nomination form [pg.12](#), ILCRA's speed and realtime contests entry form and rules [pg.16](#), Student Scholarship contest [pg.13](#).

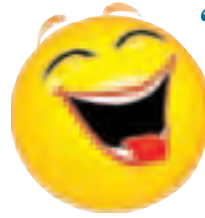
CSR Exam to Allow Paperless Transcription

The CSR examination has been changed to allow candidates to use paperless writers and/or Computer Aided Transcription (CAT) software during this test, but only if you indicate that you plan to use your own portable computer for transcription when you complete the CTS online application to schedule this test.

Candidates who do not indicate in the CTS online application that they plan to use their own portable computers for transcription will be required to use an onsite computer for transcription and will not be allowed to use a paperless transcription machine.

CAT software and support for paperless writers is not available in onsite computers provided by the test center.

All candidates must bring and surrender a USB drive from which their transcription can be printed by a CTS proctor. The USB drive must then be submitted with the printed transcript.



'Overheard in Court' Seeks Your Input

A couple of lawyers in Texas have started a fun Web site called [Overheardincourt.com](http://overheardincourt.com) and it has gone "live." The site is dedicated to the memory of Judge Buchmeyer, who published courtroom antics once a month in the *Texas Bar Journal*. His column ran for many years and was a hit with everyone who read it. Unfortunately, Judge Buchmeyer recently passed away and this group wants to carry on the "publications" in an online version.

They have asked for our input. As we all know, court reporters hear the funniest things while working. The best stories will come from us! They are offering a prize of a \$150 Visa Gift Card for the funniest submission; and there will be a random drawing from all submissions for a \$100 Visa Gift Card. Contest submission deadline is June 15, 2010.

The site is fun, full of humor, and we think you will enjoy it! Take a few moments and share a laugh at <http://overheardincourt.com/>

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ILCRA Members Attend Midyear in San Francisco

By Nancy C. Davis, ILCRA Executive Director

Several Illinois reporters were privileged to attend the 2010 NCRA MidYear Conference in San Francisco March 12-14. The seminars were very educational and covered a wide variety of topics such as “Google on the Next Level,” “Working Pain Free,” vendors showcase seminars, steno swap, CART, CLVS, and NCSA, just to mention a few.

I attended “You Can Work Pain Free,” seminars 1 and 2 where we discovered which muscles cause pain and how you can easily and quickly stop the pain without drugs or surgery.

I also attended the keynote presentation “Striving for Excellence” by Manny Medrano, an Emmy Award-winning TV broadcast journalist, trial attorney, and law professor. He gave us a behind-the-scenes look at current and headline-grabbing legal stories. From notorious cases involving celebrities, to high-profile political cases, to the controversy over cameras in the courtroom.

Our own Bonni Shuttleworth gave a seminar for students entitled “Power of the Positive. Do You Believe It?”

Pat Byers, Bonni Shuttleworth and I attended the NCSA presentation “Today’s Issues in the Reporting Profession” where all state leaders can exchange ideas, challenges and solutions to the issues of the day. It is a setting where we can learn what is happening in other parts of the nation and network with colleagues. Several students were in attendance at this seminar and had very interesting questions about their futures as court reporters.

This, as always, was an excellent time to visit vendors, attend educational seminars, and network with NCRA staff and other reporters. I, of course, always have my eyes open for speakers for our Illinois conventions.

Be sure and make plans to attend the NCRA Annual Convention and Exposition, August 5-8 at the Hilton Chicago. We will be the host state and our very own Melanie Humphrey-Sonntag will be installed as the new president of NCRA. ILCRA will not be having our own convention this year, so take this opportunity to attend, get your CEUs and have *fun!*



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Michelle Monti, Training Specialist

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Annual Convention & Exposition
August 5-8, 2010 Chicago, IL

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President, Melanie Humphrey-Sonntag**

**Drawing to be held Saturday, August 7, 2010, at
the Members Appreciation Party.
You Do Not Have To Be Present To Win**

[Click here to purchase your ticket.](#)

**Tickets will also be on sale at the ILCRA Booth in the Vendor Area at
the NCRA Convention**

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By Richard A. Sherman

TEMP FILES: TO DELETE OR NOT TO DELETE?

Q. Is it safe to delete everything in my Temporary files folder? I notice that some of the files are several years old, while others are only a couple of days old. Can I delete everything and wipe the slate clean?

A. C:\WINDOWS\TEMP is a folder set aside for files that a program creates while it is running. If you open a document in Microsoft Word, for example, the program creates a number of temporary files to keep track of editing changes so you can undo them later, if necessary.

It's safe to delete everything in your C:\WINDOWS\TEMP folder, except files that display the current date, because those might be in use or needed while a program is being used. Anything older than the current date is fair game. To delete your temporary files, using Windows Explorer (Windows Key + E), navigate to your C:\WINDOWS\TEMP folder and click View > Details. Click the "Modified" or "Date Modified" column headings to sort the files by date.

Select files that are dated before the current date by clicking the first file you want to delete, holding down the SHIFT key and clicking the last file. All files between your first and last selections will be highlighted. If you need to delete non-contigu-

ous files, meaning files incapable of spreading disease — no, wait, that would be non-contagious files. Sorry. If you want to delete files that aren't next to each other, hold down the CTRL key, instead of the SHIFT key, and click only the files you want to delete. Once your selected files are highlighted, press the DELETE key.

Q. I bought an external drive that requires a USB 2.0 port. I'm not sure what my computer has? How can I tell?

A. A quick visit to your Device Manager will let you know if you have USB 2.0 or USB 1.x, so right-click My Computer > Properties > Hardware tab > Device Manager button.

Scroll down and click the little plus (+) sign in front of "Universal Serial Bus Controllers." Look for "Standard Enhanced PCI to USB Host Controller." The wording may vary, but the key word is "Enhanced." If it's "Enhanced," it's USB 2.0; if it's not, then it's USB 1.x. As a low-tech alternative, plug in your device and see what happens. At best, it will work; at worst, it won't.

Q. I bought a new printer so I need to uninstall my old one. Can you explain how to do that? I'm using Windows XP, if that matters.

A. To remove your old printer, click Start > Printers and Faxes, then right-click your old printer icon and select Delete. You'll be asked to confirm the deletion.

Removing your old printer may not remove extra drivers and/or support software, so you may need to remove those items manually. To do that, go to your Control Panel > Add/Remove Programs, and look through the list for anything that relates to your old printer by name. If you find something, click to select it, then click Remove. If anything fails to budge, use the free Revo Uninstaller (www.revouninstaller.com).

For plain-English answers to your questions by email, plus great computing tips, subscribe to Mr. Modem's award-winning WEEKLY newsletter. Subscribe using Promo Code 1640 and receive TWO free months with your 12-month subscription! To view a sample issue or subscribe, visit www.MrModem.com.

STOP BY FOR A 'VISIT'
Visit the ILCRA forum at www.ilcra.org and read any of the threaded messages, reply to any of the threaded messages with your own message and/or start a new thread with a message of your own!



Mr. Modem's DME (Don't Miss 'Em) Sites of the Month

ONLINE EINSTEIN No, this isn't my new Web site, but thanks for thinking of me. Those who are interested in learning more about the man behind the Theory of Relativity and $E = MC^2$ Hammer, will enjoy this informative site. Be sure to visit "The Gallery," a virtual tour of Einstein's personal papers, notebooks, diaries, and other documents that reveal major influences in his life and work. www.alberteinstein.info

PALABEA An online educational Web site and social community that provides the opportunity to learn and practice foreign languages. Palabea users can access

video lessons, podcasts and multimedia educational material, plus information about language schools. Users can also engage in online conversations in a foreign language and either play teacher or assist others. The three "official" languages of Palabea are English, German and Spanish, but you can connect with individuals speaking everything from Afrikaans to Vietnamese, but sadly, not my native tongue, Tagalog. www.palabea.net

WHICHBOOK If you have ever had a hankering to curl up with a good book that aligns with your mood, here's an unusual and innovative way to locate

just the right match. The process begins with a few questions to help narrow down what it is you're looking for in a main character or setting; are you looking for a story that is both unpredictable and a little sad, or perhaps a challenging book that's inspirational — but not so inspirational that you'll be inspired to get off the couch? Recommendations are accompanied by each respective book's availability in libraries throughout the U.K. Non-U.K. readers need not despair, however. The recommendations are excellent, regardless of your location. www.whichbook.net

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Call for Nominations

ILCRA Distinguished Service Award

It is our pleasure once again to seek nominations for the ILCRA Distinguished Service Award. The purpose of this award is to encourage and recognize work amounting to distinguished service for the benefit of the reporting profession by individual members of ILCRA. That may include work as a member, committee member, officer of the Association, for *Ad Infinitum*, in state or local association affairs, or public relations.

We are seeking someone who has added to the quality of our profession, improved the manner in which it is perceived by other professionals or the general public, or who has helped our fellow reporters to focus on how they can better meet the demands of technology and the changing judicial system.

Take time now to nominate that special person who deserves recognition.

ISRA/ILCRA DSA RECIPIENTS

Traci Butz (1993)
Sally Cochran (1994)
Diane Dorwart (1995)
Mae Glassbrenner (1996)
Brenda K. Carlen (1997)
Carole A. Bartkowicz (1998)
Patricia S. Byers (1999)
Nancy J. Hopp (2000)
Deb Kriegshauser (2001)
Nancy Davis (2002)
Jerry Wedeking (2003)
Judith A. Lehman (2004)
Gary L. Sonntag (2005)
Dolores (Dee) Doubet (2006)
Seymour L. Wolfe (2007)
Jacqueline M. Timmons (2008)
R. Kent Evans (2009)



Nomination for ILCRA Distinguished Service Award

Name of Nominee: _____

Address _____

Nominated by:

Name _____ Phone: () _____

Address _____

Please attach biographical sketch of person nominated and your reasons for said nomination. Send your nominations along with supporting material to:

R. Kent Evans
430 Carol Drive, Quincy, IL 62301
The deadline for nominations is July 10, 2010



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Ode To Karen Keim

Karen Keim is an official court reporter who retired April 1, 2010. She has been an official court reporter in the Fifth Judicial Circuit for 32 years. At her retirement dinner, the 5th Judicial Circuit Administrative Assistant Kathy Lay read this poem.

by **Kathy Lay**

The phone is ringing, the courtroom's full and things seem out of order.

Who's the one to set things straight?

Karen Keim, court reporter.

*With nary a batted eye or a single sigh of frustration
She works her magic and does her thing
taking command of the situation.*

Cool and composed, this professional Babe.

Man, she s so very adept!

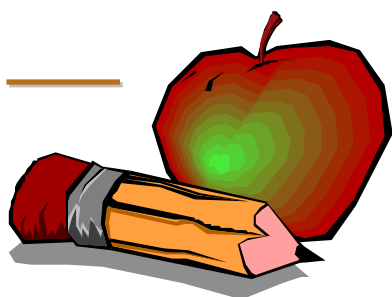
*Turning out transcripts, setting up hearings
and fielding questions from the inept.*

*But alas, now she's leaving to pursue interests
beyond the courtroom's border.*

So who will we miss in countless ways?

Karen Keim, court reporter.

**Best wishes to
Karen upon her
retirement from
the officialship
world!**



Do You Know an Outstanding Educator?

It is time once again to call for nominations for the ILCRA annual Award of Excellence to an outstanding educator.

The guidelines are:

1. The nominee must be or have been on the faculty of a court reporter training program.
2. Nominations must be received by July 10, 2010.

Although not listed above, it is helpful in the selection process if the nominee is an associate member of ILCRA. All applications submitted in previous years will be considered for the 2010 award.

Nominations may be submitted by students, fellow faculty, administrators, or ILCRA members to:

Nancy C. Davis, Executive Director
41 SW Crescent Drive, Mt. Vernon, IL 62864

Nomination for ILCRA Award of Excellence

Name of Nominee: _____

Address of Nominee: _____
Street City State Zip

School of Nominee: _____

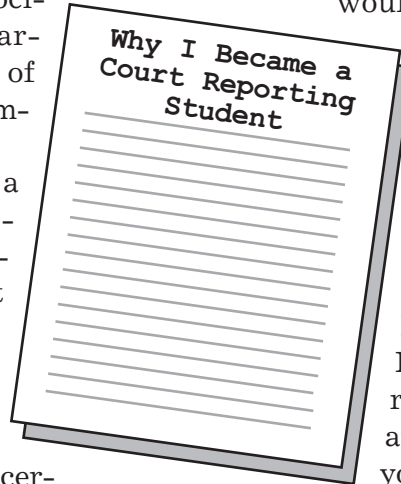
Brief description of reasons why you feel this person should receive this award:

Your name: _____ Your telephone: () _____

Win \$1,000 in ILCRA's Student Scholarship Essay Contest

\$TUDENTS, you could win \$1,000 plus a complimentary registration to NCRA's Annual Convention and Exposition, August 5-8 at the Hilton Chicago. The prize includes hotel accommodations for one night, round-trip mileage reimbursement, and a one-year associate membership in ILCRA. Scholarship winner will become a member of the ILCRA Student Scholarship Committee for the following year.

To enter the contest, compose a one-page, typewritten, double-spaced essay answering the question, "Why did you become a court reporting student?" You must meet the qualifications specified on the application below and submit your essay and completed scholarship application form and instructor's certificate (see below) postmarked no later than June 11, 2010 and received by June 18, 2010.



Come on students, give it a try! You have nothing to lose and much to gain. Even if you don't win the scholarship, please attend the convention. You are always welcome. If you notify the Executive Director, Nancy C. Davis, that you would like to attend convention, she will

find a reporter to pay your registration fee. However, you must notify Nancy by June 15 in order for her to have time to find you a sponsor.

REPORTERS:

Please help an outstanding student by contributing generously to ILCRA's Diane Dorwart Education Fund. Demonstrate your encouragement to the reporters of tomorrow. Donations in any amount are greatly appreciated. Make your check payable to ILCRA and mail to: Nancy C. Davis, 41 SW Crescent

Drive, Mt. Vernon, IL 62864.

2010 ILCRA STUDENT SCHOLARSHIP APPLICATION

All entries must be postmarked no later than June 11, 2010 and received by June 18, 2010.

Student Name: _____ Phone: () _____

Home Address: _____

Please attach the following item:

A one-page, typewritten, double-spaced essay on the topic, "Why did you become a court reporting student?"

Instructor's Certificate: I hereby certify that the above-named student meets **all** of the following qualifications:

- has completed at least one year of attendance at this court reporting school,
- has successfully transcribed five minutes of testimony at 160 words per minute,
- is presently attending an Illinois court reporting school OR is an Illinois resident attending an out-of-state court reporting school.

Instructor's Name: _____ Title: _____

_____ Date: _____

(Instructor's Signature)

Name of court reporting school: _____

Submit application and attachments to:
Bernice Radavich
27 Longwood Way, Lemont, IL 60439

NCRA NewsFlash

U.S. NEWS & WORLD REPORT LISTS COURT REPORTER AS ONE OF THE 50 BEST CAREERS IN 2010

U.S. News & World Report cites the U.S. Bureau of Labor Statistics as projecting that jobs in the court reporting field will grow 18 percent between 2008 and 2018. It attributes this above-average growth to the “growing need for live television captioning and translating services for the hearing impaired.” In addition to growth in jobs, the article notes certification as a method for advancement in the profession.

FEDERAL COURTS, STATE PRISON SATISFIED WITH E-FILING FOR INMATES

The U.S. District Court for the Central District of Illinois has instituted e-filing for use in processing prisoner petitions. The program allows prison library staff to scan the inmates' documents into a PDF format that is then e-mailed to the court for e-filing. The e-filing system mostly handles lawsuits challenging an inmate's conditions of confinement or other alleged civil rights violations, but the court has also received other types of actions via e-filing.

PANEL RECOMMENDS PLAN FOR COURTROOM CAMERAS

A committee appointed by the South Dakota Supreme Court has recommended that cameras and other recording devices be allowed in the state's trial courts. The Supreme Court will take the recommendations into consideration as they consider whether to change the rules dealing with cameras in trial courts.

GADGETS AND GIZMOS SECTION ADDED TO FORUM

NCRA added a new section to the NCRA Online Forum. The new section, Gadgets, Gizmos and Non-CAT Software, which is under the Profession section, is devoted to discussions about laptops, printers, WiFi, firewalls, antivirus programs, and other gizmos, as well as non-CAT hardware and software. If you have any questions about your equipment, this is the place to find the experts.



I am a
court
reporter.

No matter what my title says,

I started as a court reporter, and while admittedly it has been a little while since I took a deposition, I still know what it means to be a reporter. I understand the pressures and anxieties that come hand-in-hand with the amazing sense of satisfaction you get from delivering a great product after an all day deposition.

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Calling all fast-fingered folks!

Attention ILCRA Speed Contest and Realtime Contest Participants

There are some changes to this year's Illinois Court Reporting Association annual speed and realtime contests.

As most of you know or will know very soon, the annual convention for NCRA will be held in Chicago this year from August 4 through 8. Therefore, Illinois will not hold a state convention and will not conduct a speed contest for Illinois participants only.

What does this mean to you? It means that Illinois will have both a speed and a realtime contest, but it will be in conjunction with NCRA at the national convention in Chicago.

In order to be considered for the Illinois contest(s), you must register for the national contest(s), pay the appropriate NCRA fee(s), and also register with ILCRA and pay an additional fee of \$25 to ILCRA. (See form below.)

The Illinois standard for the two-voice portion of the speed contest is slightly lower than NCRA's. Illinois participants will be graded according to Illinois speeds for Illinois-only winning, placing, and qualifying. Your test(s), however, will be graded according to NCRA standards for national consideration in those categories. Illinois only has a 180 Literary for the realtime, therefore, Illinois participants will be judged only on the 180 Literary for qualifying, winning, and placing for Illinois only. [The complete rules for ILCRA's speed and realtime contests appear on [pages 17-18.](#)]

Illinois results will not be announced at the NCRA awards luncheon, but contestants can stop by the Illinois booth in the vendor area to check on the results and pick up the medals or the trophy. Qualifying Illinois certificates will be sent to all who meet the requirements.

ILCRA Speed Contest and Realtime Contest Registration Form

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Email: _____

____ I wish to be registered for the ILCRA Gary L. Sonntag Memorial Speed Contest

____ I wish to be registered for the ILCRA Realtime Contest

Both contests will be held in conjunction with the NCRA contests

____ Enclosed is \$25. (The fee is the same whether registering for one or both contests.)

Please submit this form along with your check for \$25 made payable to ILCRA.

Mail to:

ILCRA

41 SW Crescent Drive

Mt. Vernon, IL 62864

If you wish to pay by credit card, please call ILCRA headquarters at (800) 656-2467.

ILCRA 2010 Speed & Realtime Contests Regulations

GARY L. SONNTAG

MEMORIAL SPEED CONTEST:

1. Eligibility: Any writer of shorthand (pen or machine) who is a member in good standing of NCRA and ILCRA is eligible.

2. Tests: Five-minute tests will be dictated as follows:

TEST	SPEED	TRANSCRIPTION TIME
Literary	220 wpm	90 minutes
Legal Opinion	230 wpm	90 minutes
Testimony	270 wpm	90 minutes

3. Number of transcriptions permitted: One of each take.

4. Professionalism barred: Contestants must give to the ILCRA Board satisfactory assurance that they have not received, directly or indirectly, any remuneration or promise of remuneration of whatever character for entering or winning any part of this contest.

5. Entry fee: \$25.

6. Pre-registration: All contestants must submit their contest registration forms at least 30 days prior to the contest to ensure availability of adequate transcription facilities and familiarity with contest rules.

7. Awards: The contestant who qualifies on the three above tests with the highest average for the three shall be awarded the first-place plaque. Second- and third-place plaques will be awarded to those contestants who place second and third overall. Appropriate certificates will be awarded to any contestant who qualifies in any of the three speeds.

The contestant who qualifies in the three above tests with the highest average of those contestants who reside in Illinois will be awarded the Sally J. Cochran Traveling Cup. In addition, the first-, second-, and third-place overall winners will receive a medallion memorializing Gary L. Sonntag, as well as a certificate. No transcript will be rated that has more than five percent of errors.

8. Transcribing: A printer will be provided for contestants to use in transcribing. Otherwise, equipment for transcription is the responsibility of the individual contestant. Contestants are responsible for producing their own transcripts without assistance from another person. Those who type must type their own transcripts; those who use computer-aided transcription must perform their own translating, editing, printing and proofreading functions.

In every sense, the contest transcripts must be the work product of the individual contestant. Any

activities that call into question the integrity of a transcript may be reason for permanent disbarment from the Speed Contest.

9. Decisions: All decisions of the Speed Contest Committee and the ILCRA Board made under these rules, or such supplementary rules as may be found necessary at the time of the Contest, shall be final.

10. Continuing Education Credits: .4 CEUs are allowed by NCRA for each section of the speed contest in which the contestant qualifies. Qualification is based on transcription at 95% accuracy.

ILCRA ANNUAL REALTIME CONTEST:

TESTING CRITERIA: Five minutes of literary material dictated at 180 words per minute.

ELIGIBILITY: Any writer of shorthand who is a member of ILCRA in good standing and who has attained at least RPR, CBC, or CCP status.

FINANCIAL INCENTIVES BARRED: Contestants must give to the committee satisfactory assurance that they have not received, directly or indirectly, any remuneration or promise of remuneration of whatever character for entering or winning any part of this contest.

ENTRY FEE: Please register on [page 16](#). The fee as stated on the registration form shall be paid by the registration deadline. Fee to be paid prior to contest.

SEATING ARRANGEMENT: Seating shall be at the discretion of the chief examiner of the Realtime Contest.

QUALIFYING: Only one transcription will be permitted of each test. 95% and higher qualifies. In order to qualify, contestant must write realtime into a computer and, without editing, at the direction of a testing monitor, create an ASCII/text file on a 3.5" diskette, CD, or jump/travel drive. Those unable to produce such a file on a disk, CD, or jump/travel drive within five minutes of such request may be disqualified, at the discretion of the contest chair. After verification of ASCII file, contestant will be required to delete all components of the file, including audio, from hard drive and recycle bin. Realtime may be in either ALL CAPS or mixed case. No transcript will be eligible for consideration with less than 95% accuracy.

AWARDS: Medals will be awarded for first, second and third place, and an appropriate certificate to those who attain 95% or higher. The contest committee will publish/announce only names of qualifying contestants.



(Continued on page 18)

ILCRA 2010 Speed & Realtime Contests Regulations

(Continued from page 17)

CEUs: Per NCRA, qualifiers are eligible to receive .4 CEUs. An individual may only receive a maximum of .5 CEUs per 3-year NCRA cycle for any contests.

ALL COMMITTEE DECISIONS FINAL: The decisions of the committee made under these rules, or such supplementary rules as may be found necessary at the time of the contest, shall be final.

CONTEST MEDIA: All submitted disks, paper notes, and printed transcripts become the property of ILCRA and will not be available for participant review.

GRADING: Contestants will not be permitted to be present during the grading process. Transcripts will be marked for identification and corrected in such a manner that it will be impossible to know whose work is being examined until after the grading has been completed. A check-off list shall be maintained indicating the submission or non-submission of a disk from each contestant.

ERRORS: Errors shall be determined by the current "What is an Error?" handout of NCRA realtime skills testing.

Incorrect or missing punctuation: Tell me what you did sir. (half point off).

Incorrect capitalization: I telephoned Mrs. stone. (half point off).

Untranslates or phonetics that are probably readable (by a layperson): I had an ace of /HARTS. (half point off) But she had an ace of /TKAOEUPLDZ. (one point off) Her name was sinder ella. (half point off)

Wrong homophones: Did you eat the plumb? (half point off) I herd the doorbell ring. (half point off) Did you eat the /PHRUPL? (one point off)

Incorrect compounding or spacing: She grows roses in a regular green house. (half point off) The car would breakdown often. (half point off)

Word or words otherwise misspelled but can be deciphered or understood by a layperson: Did the rabbit eat the care ot? (half point off) Did the rabbit eat the indicator? (one point off)

Conflicts showing up will be a full point off: Was [there/their/they're] any cake left? (one point off) Yes, but [I/eye/aye] couldn't see how much. (one point off)

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CHECK OUT OUR BRIEFS

By Nancy LaBella, ILCRA President-Elect

Thanks to all of you who made a contribution to this quarter's article. We really could use some fresh ideas for topics to cover. Feel free to send me an e-mail at labellaseppi@yahoo.com with suggestions for our next briefs article. Or, even better, if you have some great brief forms you want to share with your fellow court reporters, send them on!

declaration	TK*EBG	authentic	THEPBT
plea declaration	PHR*EBG	authenticity.....	THEPBTS
bribe.....	PWRAOEUB	authentically	THEPBLT
bribery	PWRAOEURB	authenticated	THEPBD
inspect	SPEBGT	authoritative	THOF
inspector	SPERBGT	authoritative treatise	THOFTS
certificate of occupancy.....	SERP	authoritative work	THOFBG
occupy	OUP	directing your attention.....	TKRENGS
occupied	OUPD	license plate	HRAEUP
occupies	OUPS	miles an hour	PHEUR
occupancy	OUPZ	miles per hour.....	PHEURP
window	WEUD	signs and symptoms	SAOEUPLS
windows	WEUDZ	care and treatment.....	KRAOEPLT
number	TPHUB	history of present illness	H*EUP
No.	TPHO	behalf of	PWAF
exact	AEBGT	on behalf of.....	TPHAOF
exactly	AEBLGT	on behalf of the	TPHAOFT
as I recall.....	SRAUL	that's all.....	THAUL

WE WANT YOUR BUSINESS CARD!

SURE! I'd be happy to place my name prominently before my fellow ILCRA members and drum up a little business while showing support for my state association. Please display my business card in the next four issues of Ad Infinitum. Enclosed is my card and a check made payable to ILCRA for \$100.

Name: _____ Ph:() _____

Address: _____

E-mail _____

Mail to: Nancy C. Davis, Executive Director, ILCRA, 41 SW Crescent Drive, Mt. Vernon, IL 62864.

Tech Bit:

Lower Phone Bills

By Gregg Marshall, CPMR, CSP

You would think everyone has heard about VoIP, Voice Over Internet Protocol. It is advertised on TV by a number of companies, especially Vonage.

But apparently not. If your long distance bill is more than \$30, it might be worthwhile to investigate VoIP as a cost saving opportunity.

One option in VoIP is a service like Vonage, Broadvoice, etc. Most cable companies also offer "digital phone service" that is VoIP. And many regular phone services are coming up with VoIP options.

These services are typically in the \$20-30 per month range. They all include unlimited calls within the US, usually Canada, and some offer Europe (Broadvoice offers most of Western Europe and China in their package).

Unlike Skype, which requires your computer to operate, these services come with an adapter box (or they sell it to you for under \$100). That adapter box plugs into your cable or DSL modem and you

plug your computer or wireless router into them. You plug a regular telephone into the jack and you are ready to start calling. By putting the box between the modem and computer/router, they can ensure a better quality telephone connection despite your kids downloading the latest movies.

Vonage also has the slick V-Phone for traveling. It looks like a USB flash drive, which it is. But on one side is a small jack for a special cell phone headset. All the Vonage software is preinstalled. Just plug your V-Phone into a computer and start making and receiving calls. When you unplug the V-Phone it and all your call history/phone book go with you. That makes the V-Phone a great way to make calls using a hotel workstation or a computer at an Internet café. Load Migo's software (www.migosoftware.com) on the flash drive and you can even take your desktop settings with you.

(Continued on page 21)

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Lower Phone Bills

(Continued from page 20)



Many of these services can now transfer your existing telephone number to the service so no one will notice your switch to VoIP. Another plus is if you travel a lot, or have a summer cottage you stay at, you can take your adapter with you and your phone number stays the same no matter where you are in the world. You can even get a second telephone number in another area code (when my daughter was in Nova Scotia we got her Yak service that had a Nova Scotia number for friends at school and a 303 number for her friends in Colorado). Most of these services have voice mail and caller ID as standard options included in the monthly fee.

Watch ViaTalk's web sites. About every 60-90 days they'll do a buy one year, get one year free promotion. Sign up under that promotion and your average monthly bill drops below \$10 per month (\$199 for 2 years), although ViaTalk bills you an additional \$2.50 per month for regulatory fees recovery.

I recently switched my VoIP service to Ooma (www.ooma.com). They have a different business model than similar services such as Vonage. With Ooma you pay about \$250 for the adapter, which includes unlimited US calling for life. For less than \$10 per month you can upgrade to Ooma Premier which adds a second line and additional features. Calls outside the US are comparable to other VoIP services and Skype.

My experience with my VoIP service has been generally good and certainly less expensive than maintaining a regular telephone line and paying for long distance. I have, however, had instances of dropped calls or occasional drop outs (where the connection goes quiet for a few seconds before coming back).

Gregg Marshall, CPMR, CSP, is a speaker, author and consultant. He can be reached by e-mail at gmarshall@reconnection.com, or visit his Web site at www.reconnection.com.

Test Your Mental Flexibility

Lyn Grooms received this quiz via email and figured out the answers to 18 of the questions. She said, "It's driving me a tad bit nutty," and submitted it to the *Ad Infinitum*. Blame Lyn Grooms if it drives you nutty too! We'll publish the answers as soon as someone figures them all out. [ed.]

If you like to test your mind's abilities, you will find this both frustrating and fascinating. This test does not measure your level of intelligence, fluency with words or your mathematical ability. It will, however, give you some gauge of your mental flexibility and creativity. In the many years since the test was developed, it has been found that few people could solve more than half of the questions on the first try though many have reported getting answers long after the test had been set aside.

There are no jokes or tricks. There are no time limits. These are all well known items like the example below. Example: "12 = M in a Y" is 12 Months in a Year.

- 1) 26 = L in the A
- 2) 7 = D of the W
- 3) 12 = S of the Z
- 4) 54 = C in a D (with the J s)
- 5) 88 = K on a P
- 6) 32 = D F at which W F
- 7) 18 = H on a G C
- 8) 90 = D in a R A
- 9) 200 = D for P G in M
- 10) 8 = S on a S S
- 11) 3 = B M (S H T R)
- 12) 4 = Q in a G
- 13) 24 = H in a D
- 14) 5 = D in a Z C
- 15) 11 = P on a F T
- 16) 29 = D in F in a L Y
- 17) 40 = D and N of the G F
- 18) 12 = K of the R T
- 19) 57 = H V
- 20) 30 = D has S, A, J & N



Forrest Gump v. *The Prophet*

In what ways does the proper use of a comma serve as an example of love, the elegant deployment of a semicolon an example of respect, or the graceful placement of dashes an example of esteem?

Kahlil Gibran (1883-1931), Lebanese-born poet, philosopher, and artist, in his work of timeless wisdom, *The Prophet*, spoke of the intimate relationship between work and love:

“What is it to work with love?” the Prophet was asked.

“It is to weave the cloth with threads drawn from your heart, even as if your beloved were to wear that cloth.”

In court reporting, to weave the cloth is to produce a transcript; to do so with threads drawn from your heart is to make a loving, respectful investment in the preparation of that transcript; and to make such an investment is to produce your final product as though it were going to be presented as a gift to someone you love deeply and/or esteem highly. With the foregoing in mind, yes, the proper placement of a comma speaks, among other things, of love.

“It is to build a house with affection, even if your beloved were to dwell in that house.”

The skills required for the professional preparation of a transcript can be likened to the skills required for the building of a house. The formatting of the transcript serves as your blueprint, the words on the pages serve as the foundation, and your certificate as the roof. If you build the house of your transcript as though your beloved were to live in that house, you will just as skillfully punctuate every transcript you produce as the consci-

entious contractor diligently verifies the structural integrity of every structure he builds.

“It is to change all things you fashion with a breath of your own spirit.”

To work with love is to reveal, in that which you produce, a spirit of self-respect, of esteem for those who compensate you for your services, and an unquenchable desire to render your name synonymous, in the minds of all those who encounter your work product, with the word “professional.”

“When you work, you are a flute through whose heart the whispering of the hours turns to music.”

As you arrange the music of your transcripts, the cadence of properly placed commas, the rhythm of expertly inserted dashes, the nuance of elegantly employed semicolons, the gentle fade-outs of ellipses, the formality of initial-capped words, et cetera, testify to the depth of affection you feel for your chosen craft, to the breadth of your painstakingly acquired knowledge, and to the height of your passionate commitment to excellence. Your labor of love, as you overcome the mundane and arcane challenges posed by the English language, produces not a cacophony of meaningless, discordant sound, but a virtual symphony of coherence, consistency, and cohesion.

“Work is love made visible.”

In the production of your transcripts, you are creating a body of work that will forever be associated with your name, a portfolio that speaks of the extent to which love and respect - for others, for your profession, and for yourself - are part and parcel of your work ethic. Transcripts lovingly, respectfully, and skillfully prepared say, “You, my client, are valuable to me. I care enough about you, my work product, the agency I represent, the integrity of the official record, and my own reputation to provide you with my very, very best - this time, next time, and every time.”

Another famous philosopher, Forrest Gump, said, “Life is like a box of chocolates. You never know what you’re gonna get.” Of you, my dear reader, this will not be said. Of you it will be said, “From this reporter I will receive precisely what this reporter has taught me to expect: quality and precision.”

(Continued on page 23)



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Forrest Gump v. The Prophet

(Continued from page 22)

Surely you've had the experience of having to call tech support for a hardware or software issue, and just as surely you have come to expect that the next experience, just like the last one, will be an excruciating and unrewarding one. Remember that one time though, when the voice on the other end of the line was not only respectfully but actually enthusiastic, and the techie went way beyond the call of duty in order to please you? Remember the smile on your face when you hung up, your problem solved, your burden lifted? Remember thinking, "Wow! That guy not only fixed my problem, he cared about me and the problems I was experiencing; he must really love his job"?

You are an experienced, highly trained, professional representative of an ancient and honorable craft, an essential part of the finest legal system ever devised by the human race.

Conduct yourself accordingly. Work with love.

This article appeared in the Eclipse Software Professionals Network newsletter, Newscache. For information about joining the Eclipse Software Professionals Network, an independent users network, visit www.esppnetwork.org.

ILCRA Welcomes Four New Members

PROFESSIONAL MEMBERS:

Shirley A. Beale, *Flossmoor*

Stacey Collins, *Crystal Lake*

Kelly A. Powers, *Lemont*

ASSOCIATE MEMBER:

Sandra Martinez (Student)



VENDOR NEWS

STENOGRAPH LAUNCHES WRITER FOR A CAUSE

By Lydia Higgins, Stenograph LLC

It's fresh, it's new and it's a color with a cause. Introducing the limited edition Pink Ribbon Diamante™.

The Diamante is available in colors Blue Ice and Platinum Gray. Now, thanks to customers' request, Stenograph is proud to unveil pink as a third color option. The limited edition Pink Ribbon Diamantes will only be available until the end of October this year. The Pink Ribbon Diamante has more to it than good looks; it's a writer with a cause.

Stenograph has pledged to donate a portion of the proceeds from each Pink Ribbon Diamante to the National Breast Cancer Foundation. In addition, customers who purchase this writer have the option to add their own donation. Stenograph will match these additional donations up to the amount of \$50.

As a company that serves a market in which women are the majority and a company whose many employees have been both directly and indirectly affected by breast cancer, this cause has been near to our hearts for a long time. For years, Stenograph employees have participated in an annual fundraising event spearheaded by our employees and Stenograph has also contributed greatly.

We see the Pink Ribbon Diamante as a natural extension of our longstanding, companywide commitment. We invite our customers to join with us this year as we support the National Breast Cancer Foundation in its mission to spread knowledge and foster hope in the fight against breast cancer.

The Pink Ribbon Diamante is a great way for us to share and give back some of the tremendous success of the Diamante to those whose lives have been touched in some way by breast cancer," said John Wenclawski, Stenograph's president.

For more information about the Pink Ribbon Diamante, visit www.stenograph.com or call 800-323-4247 to speak to a representative.



College of Court Reporting Instructors Achieve CRI Designations

College of Court Reporting instructors T. Vettickal, Shameeka Williams, Julie Balog, April Hargett, Lois Schoenbeck, and Yvette Thiros have become Certified Reporting Instructors (CRI) through the NCRA. In addition, Janet Noel has become a Certified Program Evaluator for NCRA. This makes a total of 21 CRIs, one MCRI (Master Certified Reporting Instructor), and four CPEs on staff at the College of Court Reporting. A round of congratulations is merited for this hard working and dedicated group of educators.

Each certified instructor participated in a two-day training session facilitated by a representative of the NCRA. The session consisted of learning about successful training methods, communicating with students, understanding the various learning styles, and developing effective course syllabi and lesson plans.

As part of the Certified Program Evaluator certification, Janet Noel has made a true commitment to her profession. A CPE is an individual trained to evaluate and certify undergraduate court reporting programs. The CPE assists the school through the rigorous certification process and performs the official evaluation.

The College of Court Reporting has onsite and online programs giving the students an Associate Degree of Applied Science in court reporting.

For more information on furthering your education in the court reporting field, contact Nicole at 219-942-1459 ext. 222.

Stenograph Announces New Leadership at Denver Academy of Court Reporting

Stenograph is pleased to announce a new and highly accomplished educational leadership team at Denver Academy of Court Reporting.

Sue Kuhl became Campus Director in January this year. Kuhl originally joined Denver Academy as Academic Dean in September 2009. Her recent experiences include adjunct faculty member at Metropolitan State College, Online Coordinator for DeVry University, Associate Academic Dean at Parks College, and Strategic Project Manager for Bright Star Education Group. Kuhl earned her Master of Arts in Socio-Legal Studies from Thames Valley University and has completed her coursework for a Doctorate in Leadership in Higher Education from Capella University.

Dale Meyer is the new Dean of Academic Affairs. Meyer was most recently School Director at the Institute of Business and Medical Careers in Greeley, CO.

Luke Henderson has been appointed Online Coordinator. His experience includes Director of Operations at Colorado Heights University. Henderson earned his MBA from the University of Phoenix. He is currently working on his Doctorate of Management in Organizational Leadership from University of Phoenix.

"This team is uniquely positioned to improve the educational programs and the educational experience of the students at Denver Academy of Court Reporting," said Dave Wynne, Sr. Vice President of Stenograph.

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Source: Kim Komando. Reprinted from www.ocraonline.org, March 2010.

French Onion Soup Slow Cooker Recipe

(Serves four)

3-4 medium onions, sliced thin

1/4 cup butter

4 cups beef broth

1 tsp Worcestershire sauce

2 cups toasted croutons

8 slices mozzarella cheese

1. Add first four ingredients to your crock pot.
2. Cover and cook on high for 4-6 hours.
3. Place croutons on bottom of bowl, then add a slice of cheese, soup on next level, and then another slice of cheese on top.
4. As you stir your soup, all the cheese gets melted. Serve with sliced french bread, buttered and roasted in the oven until it's toasty.



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The Word 'However'

By Margie Wakeman Wells, College of Court Reporting

The word *however* can have different functions within a sentence. Depending on the function, punctuation differs.

RULE: Use a semicolon or period in front and a comma after the word *however* when it is used as the first word in a sentence. The word *however* here is called a conjunctive adverb and shows a relationship between the two sentences.

We saw them earlier; however, they did not attend the function.

She said she sent the e-mail on Friday; however, I did not get it.

Hank, Marty, and John helped. However, Mary, my sister, did not get well.

RULE: Use commas around the word *however* when it is in the middle of the sentence, and a comma in front of it when it is at the end of the sentence. In this instance, the word *however* is a parenthetical.

I did not see him, however, until later in the week.

My surgeon, however, did not inform me of the complications.

She had several responsibilities in the company, however.

RULE: Use a comma in front the word *however* when it is used to start a dependent clause that comes at the end of the sentence. Put commas around the clause if it is in the middle of the sentence.

I will stay, however long it might take.

He kept an eye on her, however engrossed he was in his work.

She discussed to speak out, however painful it might be, about the tragedy.

This construction is idiomatic in English. When *however* begins this type of clause, in addition to being the introductory word for the clause, it is functioning as an adverb to modify the word that follows it. The clause is said to be "loosely attached" to the content of the sentence and therefore needs punctuation. This clause often comes at the end of the sentence.

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ILLINOIS COURT REPORTERS ASSOCIATION

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