

AD INFINITUM

An ILCRA Member Benefit

Spring 2012



Pay it Forward

Nancy LaBella, ILCRA President

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If you read the last Ad Infitum’s President’s Message, you now know how strongly I feel about going that extra step to make yourself “expert” in your field.

Being an expert also involves giving back. No, I am not asking you for money -- although donations to the sorely depleted ILCRA PAC fund are certainly welcome as we gear up to save the Illinois CSR from its “sunset.” But I digress ...

What I mean by “giving back” involves more of a time donation than a monetary one. The court reporting field will continue to be a viable, thriving profession only if we – the ones already in it – pay it forward. I am asking you to devote a bit of your time to ensuring that court reporting continues to be that thriving profession, worthy of the respect it deserves.

How can you do that? One way is through recruitment. Your ILCRA executive board and many of your fellow ILCRA members already participate in career day events at their local elementary (yes, we try

to reel them in that young!) and high schools. This year alone, our members have attended events in Cicero, Lake County, Mattoon, Naperville, Pittsfield and Toledo. Would you like to be a part of that giving back? Let us know so we can contact you if we get a call from a school in your neck of the woods.

Don’t want to wait? Contact your alma mater or your local high school and ask if you can participate in their career day events. Then go to our Web site, ilcra.org, to download the Career Day Kit or call our toll-free number (800-656-2467), and we will help you make it a successful (and even fun!) experience.

Want to “give back” to those already envisioning a career in court reporting? We have court reporters who sit on the advisory boards of many of our state’s court reporting schools and who attend their open houses. Better yet, volunteer at your local court reporting school (see the court reporting school listing in this newsletter) or speak with the students about the profession that has been so good to us.

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2011–2013 ILCRA OFFICERS

PRESIDENT:

Nancy LaBella
312-435-6890; Shorewood, IL
labellaseppi@yahoo.com

PRESIDENT ELECT:

Stephanie K. Rennegarbe
618-424-7990; Addieville, IL
skrenne@frontier.com

VICE-PRESIDENT:

Vernita Allen-Williams
847-377-3751; Lindenhurst, IL
Vallen-Williams@lakecountyil.gov

SECRETARY:

Debra M. Musielak
618-539-5544; Freeburg, IL
deb@musielakreporting.com

TREASURER:

Kathleen M. Grove
630-462-0060; Wheaton, IL
kathie@groveandassoc.com

LEGISLATIVE

REPRESENTATIVE:

Patrice (Pat) A. Houlf
309-672-6990; Peoria, IL
pattiann73@yahoo.com

REGION ONE

REPRESENTATIVES:

Bernice E. Radavich
630-257-3040; Lemont, IL
bercaptions@sbcglobal.net

Angela M. Miller

815-801-8305; Byron, IL
miller32010@gmail.com

REGION TWO

REPRESENTATIVES:

Rita A. Corson
217-322-6226; Macomb, IL
racorson@yahoo.com

Kathryn A. Thomas

217-273-5789; Caseyville, IL
stenoray1@gmail.com

IMMEDIATE PAST PRESIDENT:

Jill M. Layton
217-849-3871; Lerna, IL
Jill.LaytonCSR@gmail.com

EDUCATION LIAISON:

Bonni R. Shuttleworth
708-389-2006; Crestwood, IL
Blue4_belle@yahoo.com

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For advertising information: Nancy C. Davis, 41 SW Crescent Dr., Mt. Vernon, IL 62864. Ph: 1-800-656-2467 or (618) 242-2142, fax: (618) 242-2143, email: ilcraoffice@aol.com

Editor: Innovative AMC, 43150 Broadlands Center Plaza, 152-269, Ashburn, VA 20148 Ph: 703-729-4861, email: info@innovativeamc.com

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Fall	October 15	September 15	Spring	April 15	March 15
Winter	January 15	December 15	Summer	July 15	June 15

President's Message cont'd

Maybe you aren't comfortable giving speeches or working in big groups. Then give one-on-one support to a court reporting student through our mentoring program. (Learn more at ilcra.org.)

I am sure some of you wonder, given the challenges we face, if it is wise to encourage young people to enter our field. Some of us are struggling due to the economy and other outside forces (and maybe even some forces within the profession). How can we let the rest of the world know we are in a profession that can withstand the test of time and which will prevail as the best method for making the record?

By making it stronger. That strength comes in our numbers. Help us make court reporting a force to

be reckoned with. Please consider being a recruiter in your everyday life to attract young people to enter the profession. Give back so we can stay strong!



Check Out Our BRIEFS

NANCY LABELLA, ILCRA President

If you are reading this, you are probably interested in writing smarter by writing shorter. To help in that endeavor, my co-worker and fellow late-in-life briefer, Kathy Fennell, provided most of the briefs that appear below. As Kathy told me, briefing has breathed new life into reporting for her. Hopefully some of these will do the same for you.

approval	PRAOFL	decide	STKEUD	injunctive relief	SKWREUFR
approximately	P-L	decision	STKEUGS	irreparable	EURP
assistance	STEUPBS	efficient	TPEURBT	irreparable harm	HEURP
briefing schedule	PW-GS	forklift	TPHREUF	irreparable injury	SKWREURP
cell tower	STOUR	forklift truck	TPHREUFT	judicial	SKWREURBL
citizenship	STEPB/ SHEUP	guilty plea	TKPWUP	jurisdiction	SKWREURBGS
contribute	KR-BT	initial	TPHEURBL		
contribution	KR-BGS	injunctive	SKWREUF		

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Market Your Services

YES! Please place my name prominently before my fellow ILCRA members to market my exceptional services while showing my 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 payable to ILCRA for \$100.

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Check Out Our BRIEFS

NANCY LABELLA, ILCRA President

looking	HRAOG	thank you, Judge	THAUPBLG or TUPBLG
nerve	TPHOEUF	thank you, your Honor	THAURPB
official	TPEURBL	unanimous	TPHAPB or TPHAPB/PHUS
prison	PROPB		
prisoner	PRORPB		
sentencing	STEPBG		
separate	SPRAEUT		
serve	SOEUF		
serving	SOEUGF		
summary	SURPL		
thank you	TU		




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Using Court Reporting and Trial Technology to Gain Competitive Advantage

James DeCrescenzo, FAPR, RDR, CRR, CLVS

Competing in today's court reporting market is vastly different than years past. The level of competition has grown significantly. A little background is in order. Pennsylvania is a completely unregulated state. Because of the lack of regulation, the local competition includes every major player, several regional competitors, a couple legacy Mom & Pop operations like mine, and several solo practitioners. In addition, an Internet search will show several firms that have never set foot in Pennsylvania and have no physical presence here but, through the magic of the Internet, appear to be local big-time players.

The effect of this expanding competition is the erosion of transcript prices, in essence a race to the bottom. The pie is only so big. The more people who eat from the same pie, the smaller the slices become. It's no longer a question of who's willing to work for free; it's now a question of who **else** is willing to work for free. I know I can't be the only one facing this kind of competition and these sorts of market pressures. Many reporting firm owners throughout the country are faced with similar

competitive and pricing pressures. Gift giving ring a bell?

I've always felt that working for free makes no sense. I long ago decided to take the approach of holding my standard pricing and developing an expertise or capability in areas that my competitors haven't. After several years of experience and a reputation for innovation, I'm comfortable discussing options other court reporting firms may consider taking and the pitfalls to guard against. (If you're one of my many competitors, you can stop reading now.)

Once you decide to offer trial support services, develop software attorneys can buy and use in their cases, or offer to create animations and graphics as additional sources of income, you've crossed the line of impartiality we as court reporters are obligated to maintain. As court reporters, we must always be aware of the appearance of crossing that line from neutral participant in the proceedings to being an advocate for one side. That is exactly what we're doing if we venture into the areas outside of pure court reporting. We'll

look at how to properly develop those ancillary businesses in a moment. First I'd like to give a suggestion on how to place your toe into the trial presentation pool.

If you're not the top tech in your office, you may want to look for a technically savvy video operator who may enjoy the challenge of developing skills as a trial technician. Please be aware that one person acting as both a videographer at a deposition and later one side's trial technician could be seen as a conflict and raises a question of impartiality. While some may argue that a video operator does not need to meet the high standards of neutrality court reporters do, I would posit that the video operator is associated with the reporting firm and any perceived or actual impropriety on their part tarnishes the reporting firm. More than likely the attorneys know your firm did the reporting and video, and now at trial they're seeing your same video operator doing his best to make them and their case look bad and your client look good.

That's not a memory you want

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Trial Technology cont'd

an attorney to have. Nothing is worth ruining your reputation over. If you decide to develop a trial technology business, there is a way to handle it properly, whether the trial tech is a dedicated employee or a video operator serving in two roles.

I'll give examples. I have my reporting company, James DeCrescenzo Reporting, LLC, I have my trial company, Trial Technologies, Inc., and I have Legal Air Corp. Although the offices of the court reporting company and the trial technology company are contiguous, each company maintains a separate lease with the landlord. Each company has its own employees and equipment. If you look at the websites, you'll see the branding of each company is different from the other. That is intentional. Each company has its own stationery, insurance, phone numbers, web site, bank accounts; in fact, the colors of the three companies' checks are even different. I am the only commonality among my three companies.

Purists may say I shouldn't do anything but court reporting. I respect that opinion. However, I say a smart business model addresses a need where one exists and takes all reasonable steps to do it the right way. Sometimes competition forces us to make sacrifices we don't want to make, such as lowering prices and giving value-added services away. Other times competition forces us to find alternative sources of income and an ability to compete on a level that they can't.

For more information on these topics, visit Jim DeCrescenzo's blog [by clicking here](#).




I am a court reporter.

No matter what [unclear] 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.

At Esquire, we know our base of reporters is our biggest asset. We also realize our industry is changing. We intend to lead that change, tapping into the country's largest base of reporters to help us shape the future of our industry.

So whether you are an independent reporter or run a successful reporting agency, we believe we can do more together. To find out how you can become a part of the Esquire Deposition Solutions family, email me at Alex@EsquireSolutions.com. Together, we can define how our industry grows for years to come.

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ILCRA CALL FOR NOMINATIONS

Nominating Committee Chair **Jill M. Layton** is now accepting nominations for the following ILCRA offices, and each position is for the 2012-2014 two-year term:

- Region One Representative** (Official)
- Region Two Representative** (Official)

For purposes of this Association and Bylaws of this Association, Region One is defined as that region of Illinois consisting of the following counties: Boone, Bureau, Carroll, Cook, DeKalb, DuPage, Grundy, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, Lake, LaSalle, Lee, McHenry, Mercer, Ogle, Rock Island, Stephenson, Whiteside, Will, and Winnebago.

For purposes of this Association and Bylaws of this Association, Region Two is defined as that region of Illinois consisting of the following counties: Adams, Alexander, Bond, Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, DeWitt, Douglas, Edgar, Edwards, Effingham, Fayette, Ford, Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Henderson, Jackson, Jasper, Jefferson, Jersey, Johnson, Knox, Lawrence, Livingston, Logan, Macon, Macoupin, Madison, Marion, Marshall, Mason, Massac, McDonough, McLean, Menard, Monroe, Montgomery, Morgan, Moultrie, Peoria, Perry, Platt, Pope, Pulaski, Putnam, Randolph, Richland, Saline, Sangamon, Schuyler, Scott, Shelby, Stark, St. Clair, Taz-

well, Union, Vermilion, Wabash, Warren, Washington, Wayne, White, Williamson, and Woodford.

The Executive Board meets approximately every six months on Saturday or Sunday in various locations throughout the state or online. We undertake a variety of projects with the work divided according to your ability and available time. *All candidates must have email capability.*

Some characteristics of a great board member are a *willingness to give of his/her time, the ability to have open discussions and to respect other's opinions even if they differ from his/her own, leadership qualities, professionalism, and business acumen.* It is important that the Board is comprised of members from all areas of the court reporting profession.

You may nominate yourself or any other ILCRA member who is interested in volunteering time and talent in furtherance of the profession by filling out the form below and returning it to Jill Layton. Also required is a written acknowledgement of a willingness to serve by the nominated candidate.

This is the opportunity you've been waiting for!

Give something back to the profession that has given you so much.



2012-2014 ILCRA NOMINATION FORM

THE DEADLINE TO SUBMIT NOMINATION PAPERS IS MAY 15, 2012.

Submit to: Jill M. Layton, Cumberland County Courthouse, PO Box 145, Toledo, Illinois 62468

I recommend the following ILCRA professional member for consideration as a candidate for the office of:

Nominee's Name: _____
 Nominee's Address: _____
 City: _____ State: _____ Zip: _____ Phone: () _____

I support the candidacy of this individual for the following reason:

 Your Name: _____ Your Signature: _____
 Your Address _____
 City: _____ State: _____ Zip: _____ Phone: () _____

Legislative Boot Camp, 2012

Vernita Allen-Williams, CSR, RMR

On February 26, 2012, I reported to Legislative Boot Camp in Reston, Virginia. Upon entering the ballroom for the first session, I picked up my registration packet, met Dave Wenhold, touched base with Kathie Grove -- also from ILCRA -- and was directed to the Team Bravo table. This all occurred in a matter of seconds because the first session started at 8:00.

From 8:00 to 9:30 the attendees were taken away by the TRAIN presenters. NCRA's Taking Realtime Awareness and Innovation Nationwide is ready to roll. The program -- which is a grassroots training program providing one-on-one or small group training for realtime -- mirrors Ohio's BRATS program. Ohio court reporters committed to Bringing Realtime Across The State took it upon themselves to meet with reporters interested in realtime from setup to output to troubleshooting wherever the reporter was around the state.

Before I could review my notes, NCRA President Doug Friend took the podium to welcome the Boot Camp attendees and stress the importance of doing realtime all the time. Doug also announced NCRA will conduct a legitimate cost comparison between stenographic reporters and electronic recording. NCRA is very aware of the need of its membership and state associations to be able to respond to the threat of ER and the necessity of access to accurate numbers when responding to cost comparisons between stenographic reporters and ER.

Take a breath. Okay. Now count to ten. Take another deep breath. Got it. Realtime all the time. My mind started to wonder when we were going to get a break. This is really boot camp. One more deep breath. Next.

Dave Wenhold, NCRA's Washington Counsel, was up next. I admit I was really nervous by this point because Dave gave an overview of what to expect during the rest of our training leading up to Capitol Hill Day. He also presented Politics 101.

I was not taking deep breaths by this point. I didn't want to

miss anything. A small voice in my head kept asking, "Are we going to get any breaks?" And the answer is, no, not yet. Remember, this is Boot Camp.

Our next presenter was Adam Finkel, another NCRA Senior Government Relations Specialist. Adam covered Understanding NCRA's Federal Initiatives on Capitol Hill and the Boot Camp Scenario.

It's now 12:30 and I have been in the same room at a table of court reporters I don't know. I remember introducing myself when I sat down at 7:45 to Dale from Texas, then Donna from Atlanta when she arrived, but who were the four others? I couldn't remember. Then I admitted my faulty memory to the reporter on my left, and she kindly reminded me her name was Doris and she's from Nebraska. We had met the night before on the shuttle from the airport. Oops. My bad. Scott, from Alabama, Leslie, from Oklahoma, and Danny, from Maryland, completed Team Bravo. According to the itinerary we had to have lunch with our team, so it was nice to actually get their names straight in my head. During our one-hour lunch break we all voiced our various takes on the boot camp scenario, and then headed back for the afternoon session.

You get the picture, so I won't cover all of the afternoon sessions. After having dinner with Team Bravo, we headed back to the hotel to practice for the next day. I returned to my room at 11:00 p.m. after arranging to meet with Team Bravo at 7:15 the next morning to practice some more. This is boot camp.

Day two was -- believe it or not -- even faster than day one. During the lunch break our team went over our critiques from the morning ten-minute meetings and prepared for the scenario panel presentation. We ended the day with the Boot Camp Scenario. Each team was given a critique, and a winner was selected. Even though Team

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Legislative Boot Camp, 2012 cont'd

Bravo didn't win, I am proud to say Kathie Grove's team did. Go Illinois. What was the boot camp scenario? In short, each team was given an opportunity to make a presentation before a fictional legislative panel made up of senators. During the presentation the teams had to deal with various obstacles -- such as staffers approaching the senators, a phone ringing. The goal of course was to prepare the campers to testify in their state legislature if called upon to do so.



Capitol Hill Day was an opportunity to put the tools I had learned during the past two days into action. When I walked into my first meeting, I knew to be nice, greet everyone in the room, find out a little about them while waiting for the staffer I was scheduled to meet with. I knew to arrive ten minutes before the meeting. I knew to thank everyone as I exited and to quickly find a writing surface to make a report of my meeting. Upon my return to Lake County, I knew I had two to three days to email a thank you to each staffer I met with. I learned all of this during Legislative Boot Camp.

We were given a t-shirt at the end of day two which says it all. "Legislative Boot Camp. It's not a souvenir. It's proof of survival. February 26-28, 2012, Reston, Virginia.

The Best iPad Business Apps

PC Mag.com

Picture this: You're dashing through the airport in a mad rush to catch a cross-country flight to meet clients. Now, what would you rather have in your bag, as you're bobbing and weaving between travelers: a business laptop (which typically weighs between 3 to 6 pounds) or a 1.3 pound iPad2? If you don't mind working on a touch screen (or are using a Bluetooth keyboard), the choice is simple.

The App Store has an incredible software catalog that transforms Apple's slate into a highly capable productivity device. In fact, there are apps available to meet nearly every business need, from word processing to remote access, so you can continue doing the job at hand—but on a tablet that weighs less than two pounds.

The iTunes Apps Store contains many apps that duplicate the functionality of traditional desktop applications—and the breadth of functionality continues to increase. For example, the Editors' Choice award-winning iWork for iPad (a mobile version of Apple's office suite), LogMeIn Ignition for iPad (a mobile version of the popular remote access software), Dragon Dictation (Nuance's mobile application that brings much of the speech recognition functionality of Dragon NaturallySpeaking for the iPad), Filemaker Go for iPad (database software), and Power.ME (which excels at task and workflow management) give business users the ability to edit documents, access a Mac or PC remotely, transcribe voice notes, keep inventory, and keep track of important data.



Continued on page 11

The Best iPad Business Apps cont'd

The marketplace also has many apps that may not represent traditional workplace applications, but may prove useful nonetheless. The Editors' Choice award-winning Twitter for iPad (social networking), and Dropbox for iPad (cloud-based file synchronization) lets you build your brand and make files accessible from multiple computers.



Of course, these are just a handful of the numerous iPad business apps available in the iTunes Apps Store, but these are some of our favorites that you'll find in our Best Business Apps roundup.

Top 10 Green Spring-Cleaning Tips

TLC.com



It's upon us: the rite of spring cleaning. Time to break out the cleaning supplies and get ready for a headache. Headache? Maybe so.

What you may not realize is that you could be stocking hazardous materials in your home -- up to 10 gallons' worth. Toxic chemicals linked with a variety of health problems are found in many common household cleaning supplies and materials, from glass cleaner to paint.

While few of us enjoy cleaning, there's no reason to risk our health in the name of cleanliness. Making simple, green changes to your spring-cleaning habits can make big differences in your health, the healthy of the planet, and your wallet.

The first tip on our list: a small expenditure with a potentially big price.

1. Toss the Chemical Air Fresheners

Spring is here and it make us want to throw open the windows and breathe in the scent of fresh-cut grass. Unfortunately, all winter inside our homes we breathed in chemicals that have been linked to developmental and sex-hormone abnormalities as well as cancer.

The culprit? Air fresheners. They're used in about 75 percent of U.S. homes, to the tune of \$2 billion a year.

This spring, consider tossing the chemicals and trying natural fresheners like baking soda or essential oils. Trade in the flowery-scented aerosols and freshen the air in your home with cut flowers.

Or, just simply open the windows.

2. Go Paperless

American families throw away almost 2,500 pounds of paper every year, and if you're like most of us it's mostly made up of junk mail. End the flow of bulk mail, direct marketing, credit card solicitations, catalogs and even unwanted phone books by option out -- a quick search online will bring up sites to help.

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Top 10 *Green* Spring-Cleaning Tips cont'd

3. *Clean Up Your Dirty Laundry Habits*

With spring cleaning comes laundry, lots of laundry. Before you start a load, think about this: Each load of laundry done in a top-loading washing machine uses about 40 gallons of water -- and a typical dryer sucks up about five kilowatts of electricity each hour it runs.

One simple step to dealing with dirty laundry is to install a clothesline, either in your basement or backyard. Some clothing, such as jeans, and other laundered items don't need to be washed with each wear or use and can be aired out and used again. When you do wash, wash on the cold cycle and air-dry on your newly installed clothesline.

4. *Be Smart about Water*

If you're a typical American, you use about 100 gallons of water every day. The thirstiest water consumer in your house in the toilet, followed by the shower or bath. There are a few easy tricks to reduce your water consumption and reduce your carbon footprint.

Taking shorter showers is an obvious way to reduce your water consumption, but if you go one more step and install a low-flow showerhead, you stand to use 50-70 percent less water while you lather.

And finally, turn off the water as you brush your teeth. How easy is that?

5. *End Energy Leaks*

Most of us keep our appliances plugged in all the time. Our cell phone chargers, TVs and computers are all ready and waiting for us to need them. While they wait, they're in standby mode, and standby mode is not the same as off. During standby mode electronic devices leak energy.

These leaks -- also known as vampire energy because of the slow suck of electricity from your home -- claim about 4 percent of electricity in the U.S., equal to about 100 million tons of oil.

Bottomline: Put a stake in vampire energy by unplugging devices when you're not using them. Make it simple and buy a few power strips.

6. *Spruce with Eco-Friendly Paint*

Spring weather may make you think about outdoor allergies, but what are you breathing inside your house? Indoor air pollution contributes to respiratory illness, headaches, nausea, and cancer.

What's the cause?

Well, the paint in your house may be one of the big culprits. Household paint contains thousands of chemicals, 300 known to be toxic.

What can you do when your walls need a spruce? Choose low-VOC paint. Low-VOC paints are water-based and because they aren't made with toxins they don't smell -- and chances are they're available in your color palette.

7. *Reuse*

Wondering what to do with the mismatched socks you've accumulated, or your old college t-shirts? Turn them into rags for cleaning and dusting. In 2004, Americans threw away 83,000 tons of disposable towels.

You know what else weighs 83,000 tons? A Disney Cruise Ship.

Scrubbing your shower with an old t-shirt means you keep both the shirt and disposable wipes out of the landfill. Win-win.

8. *Change Your Lighting*

Conserve energy and help the planet with a twist of your wrist: replace incandescent light bulbs in your home with compact fluorescent bulbs (CFLs).

CLFs are more energy efficient -- they use two-thirds less energy than incandescent bulbs and last 8-12 times longer. If you swap only one bulb you'll save enough energy to light more than 2.5 million homes in the U.S. for one year. Changing to CFLs saves money, too. That one CFL bulb can cut up to about \$30 from your home's energy bill during its lifetime.

9. *Make Your Own Cleaning Products*

While many of us choose the most powerful chemical,

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Puzzle TIME!

Jill M. Layton, RPR

B P A W U Y J H I P F V S U C C E S S
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 O D R A O B Y E K X Z C E I N T P X C
 A B Q W P Q Y L C C L I V M O P U T C
 U O U C R Y L S Y I R W M J I H N I R
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Additional seminar scheduling includes: Realtime Contest (Thursday, September 6); the Gary L. Sonntag Memorial Speed Contest (Friday, September 7), Exhibit Displays, CAT User Training, ILCRA Town Hall Meeting, and so much more! **Registration opens June 2012!**



Change Gmail Default Font

Q: When I compose a Gmail message, I have a choice of colors, fonts and other formatting for that one message. I'd like to make Verdana my default font for all messages. How can I do that?

A: In Gmail, go to Settings > Labs (or select Labs under Quick Links) and enable Default Type Styling. Be sure to click Save at the bottom. Next, return to the General tab on the Settings page and use the font drop-down menu to change to your desired font type, style and size from the list of available fonts.

Q: How can I tell if I have a USB 2.0 port? I need that for a new external drive I purchased.

A: Any computer purchased after 2005 is going to have a USB 2.0. but XP users can check by right-clicking My Computer > Properties > Hardware > Device Manager button, then scroll down to Universal Series Bus Controllers and click the little plus (+) sign. If you're using Vista or Windows 7, go to Start > Search and look for "Device Manager." Type "Standard Enhanced PCI to USB Host Controller." The exact wording may vary, but the key is the word Enhanced. If it's Enhanced, it's USB 2.0.

Continued on page 17

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Q: My HP printer always prints the last page first. How can I change that so it prints the first page first?

A: Many users, myself included, have their printers configured to print in the last-page-first mode because it avoids having to manually sort multi-page documents. If you prefer first-page printing, there is a setting within some (not all) printer software that allows you to change this. The precise steps will vary, but generally click Start > Settings > Printers or Start > Printers and Faxes, depending on the version of Windows that you're using. Right-click your printer and select Properties > General tab > Printing Preferences.

Click the Features tab and look for the "Start printing from last page" option. Click to remove the check mark from the selection and click OK twice to save your changes and exit.

Q: I'm a recent subscriber to your weekly computer-help newsletter, which I really appreciate. Thank you for such a valuable service. Can you tell me how I can save my Favorites to a jump drive? I'm using Vista.

A: Start by inserting your jump drive, which is also called a flash, thumb, or USB drive, into a USB port on your computer. When the AutoRun menu appears, select "Open folder to view files," then drag that window to the side of the screen for the moment. (If AutoRun doesn't appear, use Windows Explorer to access the drive's content.)

Next, click the Start button, then click your username. A window will open that contains your user folders, including your Favorites. Position this second window so that you can see the content of both open windows on screen. (Note: You can manually drag them into position or press and hold the CTRL key, and click the two open windows icons on the Taskbar. Release the CTRL key, right-click and select "Show Windows Side-by-Side" or "Tile Vertically.")

Drag the Favorites folder from your user window to the flash-drive window. When the copying is completed, close both windows. Before you remove the flash drive, make sure you click the "Safely remove hardware" icon on the System Tray, near the time display on your Taskbar. This will prevent any damage to your data.

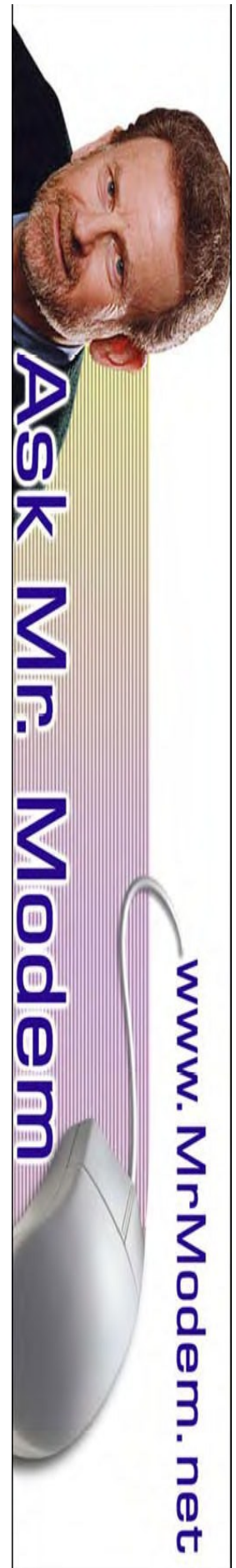
Mr. Modem's DME (Don't Miss 'Em) Sites of the Month

Book Crossing

Register one or more of your old books and receive a unique BookCrossing ID number (BCID). Write the BCID in your book, adding a provided label that explains the concept of BookCrossing, then leave your book in a public place for someone else to find and enjoy. The site asks that you create a journal entry for the book, followed by the next person who finds the book, and so on. According to the site, approximately 20 percent of books left in the public places generate a response in the form of the finder leaving a comment on the Web site, and I'm guessing 10 percent results in a littering citation. The site claims more than 830,000 members in 130 countries, with more than 4 million books registered. www.bookcrossing.com

Historical Timelines

History buffs can explore a long list of timelines in a variety of categories. Under Popular Culture, I selected the McDonald's timeline and was presented with an outline containing fascinating historical McNuggets. For example, did you know that in 1955, total sales for the company were only \$193,000. If I had only purchased stock instead of cheeseburgers..... <http://bit.ly/bMgzvw>



Member Benefits

Membership with the Illinois Court Reporters Association has its privileges! As a member, you receive exclusive benefits, including:

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Discounted **ILCRA ANNUAL CONVENTION** and Seminar registration fees

CONNECT with colleagues by participating in email listserves or Student Mentor Program

Your services are listed in ILCRA's online **FIND A REPORTER** listing

ACCESS to the ILCRA website with the latest legislative news

Additionally, the ILCRA Board of Directors is pleased to add the following discount programs for ILCRA members:

PENGAD: 10% OFF all full price products for all of 2012

STENOVATIONS: 15% DISCOUNT on purchase of digitalCAT software and/or LightSpeed Writer

OFFICE DEPOT: 15% OFF on select paper and office supplies



Renew today by completing and returning the Membership Application on page 19!

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_____ (Street Address) (Suite #)

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Business Phone: () _____ Home Phone: () _____ FAX: () _____

Email Address: _____ *An email address is required to receive exclusive member information.*

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Male _____ / _____ / _____ Yes No _____

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NCRA Literary Legal/Jury Testimony Champion

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Bachelor of Science Master of Arts Master of Business Adm. Master of Science Doctor of Philosophy

Other: _____

Nonreporting Specialties: Attorney Notary Public

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Retired -\$40 Other - \$60 _____ (Occupation)

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Members of ILCRA are required to adhere to ILCRA's Code of Ethics. If, as a member, you violate ILCRA's Code and your ILCRA membership is suspended or revoked, that information shall be published in the Ad Infinitum or other ILCRA Publications.

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)**
 - Patricia White (2010)**
 - Mary Beth Rollins (2011)**

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:

Mary Beth Rollins
3 Cottontail Lane, Sullivan, IL 61951
The deadline for nominations is July 10, 2012

Court Reporting Students:

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

Students, you could win \$1,000, plus a complimentary one-day registration to the 2012 ILCRA Annual Convention in Springfield, IL on September 7 - 8, 2012. The prize includes hotel accommodations for one night, round-trip mileage reimbursement and a one-year Associate Membership in the Illinois Court Reporters Association. The winner will become a member of the ILCRA Student Scholarship Committee for the following year. Second place (\$500) and Third place (\$300) will also be awarded.



To enter the contest, compose a one-page, typewritten, double-spaced essay on the topic of, *Court Reporting School: My Own Survival Guide.*”

Entries must be received by July 20, 2012.

Submit to: ilcrascholarship@gmail.com Visit www.ilcra.org for additional details.

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.



2012 ILCRA STUDENT SCHOLARSHIP APPLICATION

All entries must be received by July 20, 2012.

Student Name: _____ Phone: () _____

Home Address: _____

Email: _____

Your essay, the application, and teacher’s certificate must be submitted together.

A one-page, typewritten, double-spaced essay on the topic, **“Court Reporting School: My Own Survival Guide.”**

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:
ilcrascholarship@gmail.com



Nancy Varallo, RDR, CRR, FAPR

Dear Nancy:

I keep hearing witnesses say the phrase “a whole nother” thing, instead of saying “a whole other” thing or “another” thing. Would you write “nother” with or without an apostrophe? Signed: A Brother from a Whole Nother Mother

Dear Brother from a Whole Nother Mother:

I Googled *whole nother* and found entire blogs devoted to this phrase. I couldn't believe it. They MUST be court reporters! We're the only ones who care about such things. But I learned this phrase had teachers, editors, writers, and just plain folks blogging. I must confess, I was overcome, teary-eyed with relief. They care, they really really care! For years I've imagined the grammarians of the world had been force-marched to Transcrvania, the work camp where Those Who Care would be terminated. But, oh joyous news, they have survived! And they're blogging. Which brings me to those fascinating blogs, rich with factoids crucial to the working reporter. Here's what I learned: “Whole nother” requires no apostrophe. The phrase was born between 1955 and 1960. (So were most of us, if you gaze around you at an NCRA convention!) I learned that seven (imagine, seven!) people want to eradicate its usage. I learned *whole nother* is a metanalysis of *an other* or *another*. Then I learned that *metanalysis* is not a word. *Meta-analysis* is, of course, but that's a whole nother blog.

Dear Nancy:

I'm a CART provider in business for myself, but I also subcontract for another firm on a semester-long basis. I'm always careful to mention my affiliation with the agency when introducing myself to CART consumers, and I make sure all significant communication with gets cc'd to the office. I often wind up developing a good rapport with the CART consumers. If they offer me positive feedback about my work, would it be inappropriate of me to ask the firm owners whether I can use those testimonials on my website? I don't want the firm to feel as if I'm threatening their client base. I would never poach a client, and I want to avoid even the appearance of impropriety. What should I do?

Signed, Tentative Self-Promoter

Dear Tentative Self-Promoter:

You seem to have a firm handle on your personal and business ethics. Congratulations! Professionals often worry about the appearance of impropriety. And they should! But this is an opportunity for you to take the worry and turn it into a fruitful dialog.

It appears you and this agency have an excellent working arrangement. Talk to them. Ask the owners if they would permit you to use these testimonials on your website. As long as you're okay with the answer, be it yes or no, your discussion can produce valuable ideas about how each of you can benefit the other. I'm all in favor of pursuing brainstorming sessions like this because they promote a positive give-and-take. They improve relationships.

Testimonial pages tend to be a website's most frequently visited pages. A prospective customer wants to know who makes use of your services, are they satisfied, and what do they choose to say about you. It's important to keep testimonials up to date. In fact, the trend among court reporting firms is to skip the standard reporter bios and, instead, highlight testimonials from their own reporters describing what a great place it is to work.

ILCRA 2012 Dates



April 21

CSR Exam, Chicago Area and Carbondale

May 5

RPR, RMR, CRR, CBC & CCP Skills Exam - MacCormac College, downtown Chicago; South Suburban College, Oak Forest (Chicago Area); and Midstate College, Peoria.

June 28

Application Deadline for August CSR Exam

Aug. 24

TENTATIVE RPR Exam at MacCormac College

Sept. 7 - 8

ILCRA Annual Convention, Springfield, Illinois

Oct. 5

Application Deadline for December CSR Exam

Nov. 3

RPR, RMR, CRR, CBC & CCP Skills Exam - MacCormac College, Downtown Chicago; South Suburban College, Oak Forest (Chicago Area); and Midstate College, Peoria.

Dec. 15

CSR Exam, Chicago Area and Carbondale

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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.

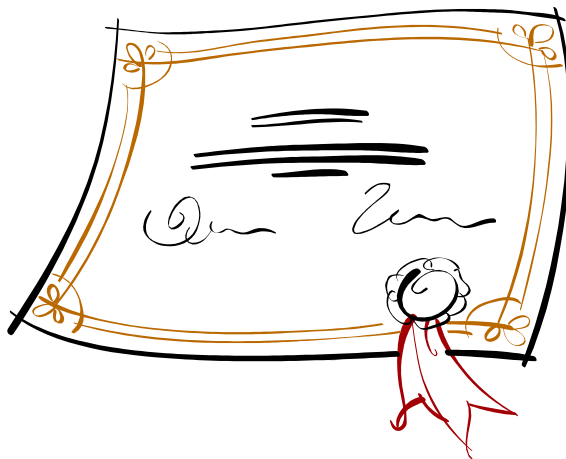
The guidelines are:

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, 2012.

Although not required, 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 2012 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: _____ Phone: _____

Your Email: _____



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Tech Tidbit # 93: *Easy Upgrade*

My wife is not a power user. For years she could check email (using the icon with the label "Email"). If she wanted to create a document in Word, the kids would help.

But she's getting better. She can create her own Word documents, print them, even find things via Google.

Since she's not much of a power user, her last upgrade was to a single core Pentium desktop with 1GB RAM and a CRT monitor, running Windows XP. It was never a fast computer, but it kept up with her needs.

And we protected it by not allowing family members to install new software on it, so we minimized the amount of plaque that might have built up on it.

Over the last year it has gone from slow to glacial in speed. Even Lorraine noticed how slow it was, although she was reluctant to complain (I know a wife that doesn't complain, what a deal).

Normally my solution to this kind of slowing would be to reformat the hard drive, reinstall everything and possibly add more RAM to speed things up.

This computer is old enough that it uses plain DDR memory, versus the DDR3 memory used by "modern" computers. What that means is even 1GB of additional RAM would cost about ten times what the same amount of DDR3 memory would, simply because for all practical purposes it is out of production and the supply is getting low. And the computer can only accommodate 2GB RAM total, but to do that would require replacing the both 512 MB SIMMs with 1 GB SIMMs, not inexpensive.

While I was debating if it was worth the cost, one of my on-line stores sent me an email ad for a \$249 (after rebates) kit. It had an AMD quad core processor, **8 GB RAM**, and the usual peripherals. It wasn't going to cost a whole lot more than the memory upgrade and would offer a significant performance boost (maybe enough for the next 5 years). So I got it for my wife for Valentine's Day. Nothing says I love you like hardware.

When it arrived it took about an hour to assemble. Unlike my daughter's "kit," which came with no instructions on how to assemble it and ultimately we discovered by accident we needed to plug a 12 pin connector into an 8 pin socket to make it work, this kit had an annotated picture of the motherboard, which was enough to know where all the various cables fit.

Next was installing a copy of Windows 7 Ultimate I had collected at some Microsoft event. That was routine, selecting the 64 bit version installation option because of the amount of RAM memory in this inexpensive computer.

Now I have a new computer running Windows 7 Ultimate 64 bit and an old computer running Windows XP 32 bit. That's quite a jump.

Traditionally I would remove the hard drive from the old computer, mount it in an external USB case and transfer as many files as I could directly.

But I'd still have to reinstall all the software since it was installed on a 32 bit OS and the new computer is a 64 bit OS. While you can legally move Microsoft Office off an old computer to a new one, it almost always requires a conversation

Continued on page 26

Tech Tidbit # 93: *Easy Upgrade cont'd*

with the thick accent employees of the Indian outsourcing company Microsoft uses to activate a product code more than once.

Instead, I went for the easy way. I used a copy of PCmover from Laplink Software (<http://www.laplink.com>) I had gotten a while back when I wasn't sure if I'd ever need to use it.

I am impressed. I installed it on her old computer and on the new computer. Both were hooked up to the our network via our old CAT3 Ethernet wiring (it was installed in 1989 and was state of the art back then). Old computer was in the basement (still doing its thing), new computer was in the family room (watching TV while building computers and installing software makes it go better).



You start the migration on the new computer, which might seem counter intuitive, but basically it sets the computer up to receive from the old computer and took about 2 minutes. I walked downstairs to the basement and started the migration on the old computer. After a scan of all that was installed, I was given the option to pick what to migrate. I deselected a couple of drivers and a program I knew were not going to be compatible with Windows 7 (one was a Windows 3 program running in Window XP's compatibility box). This part of the process took maybe 10-15 minutes and would have gone faster except her computer is glacially slow (the reason for the upgrade).

I hit migrate and the process started. After about 5 minutes the migrate process had enough information to estimate it would be about 2 hours to complete the migration so we went out to dinner. When we came back the estimate was a little optimistic but within a half hour the migration was complete.

A quick reboot of the new computer and the new computer was very similar to the old one. I say very similar because I would have expected the wallpaper to have moved. It may have, but I had forgotten that going to the new Windows 7 Aero interface disables your old wallpaper settings. And Lorraine likes the new nature theme pictures, so we didn't replace that.

The only other "gotcha" I noticed was that the shortcuts on the start menu on the old computer hadn't migrated to the new computer. Not sure if I didn't get an option set right, or what happened, but it took about 2 minutes to set those up again. About a week later we realized that Adobe Acrobat Reader hadn't made the migration, but again a quick download and that fixed it.

But instead of all the time it would take to download, install, and configure software over on the new machine, it was a snap. I launched Thunderbird and her emails and settings were intact, just like she had never changed computers. Microsoft Office even had some documents in the recent documents list!

The last step was unplugging her old computer, plugging her new computer in its place (we upgraded to an LCD monitor at the same time), and starting it up.

The difference is the new computer is snappy, even with the Windows 7 Aero interface (known to be a resource hog) running. My wife is happy with the new computer--always a good thing at Valentine's Day time.

I am impressed how easy PCmover made the migration. I am tempted to use it to help with my semi-annual plaque rebuilding on my other desktops.

Now if anyone can help with the 8 hours Microsoft Windows 7 Ultimate spent downloading updates, installing them, and rebooting the new computer over and over...

Gregg Marshall, CPMR, CSP, CMC is a speaker, author and consultant. He can be reached by email at gmarshall@vendor-tech.com, or visit his website at <http://www.vendor-tech.com>.

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.

WHAT ILCRA DOES FOR ILLINOIS REPORTERS

- Works to maintain your right to be certified.
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- Publishes the Ad Infinitum, a quarterly online newsletter containing the newest up-to-the-minute reporting developments throughout the state, highlights of board meetings, advertisements of vendors and agency owners, and names and telephone numbers of ILCRA officers.
- Serves as an affiliated state unit of the National Court Reporters Association.
- Offers members significantly reduced rates for the conventions and seminars.
- Awards a Student Scholarship, a Distinguished Service Award, an Award of Excellence for an Outstanding Educator and conducts speed contests each year.
- Provides on the ILCRA Web site a Resource Manual, which includes the CSR Act, Court Reporters' Act, Rules and Regulations of the Illinois Department of Professional Regulation, Transcript Act, and ILCRA Bylaws. It also includes officers' names and contact information as well as Committees and Committee Members. ILCRA Member Information is included on the Web site under Member Listing.
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- Promotes student recruitment.
- Organizes letter-writing campaigns on issues affecting our professions.
- Sends representative members to legislative boot camps, leadership conferences and the national convention for training and education.
- Provides reporters for demonstrations on request and attends career days throughout the state.
- Provides free CART brochures to its members.
- Provides a court reporters network through Constant Contact which allows ILCRA to immediately be in touch with members via email.
- Serves the membership with an 800 phone number, 1-800-656-2467 and a Web site www.ilcra.org.
- Provides a full-time staff person, our Executive Director, to assist members.

AD INFINITUM

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Address your correspondence submissions for print to:

ILCRA
41 SW Crescent Drive
Mt. Vernon, IL 62864
ilcraoffice@aol.com

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ILLINOIS COURT REPORTERS ASSOCIATION

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ingredients on the market to make our mildew disappear such as plain soap, water, vinegar, baking soda, salt and lemon juice have been proven just as effective, and safer for you and the environment.

Chemicals linked to eye irritation, headaches, respiratory problems, birth defects, infertility and cancer are found in many cleaning supplies -- in fact glycol butyl is on California's list of toxic air containments.

Mixing a little salt with vinegar and water, for example, is an eco-friendly way to clean your kitchen counters. No time to mix your own? Switch to eco-friendly cleaning supplies - it's a great first step.

10. Recycle, Recycle, Recycle

If you don't already recycle, it's easy to start with the basics: your town likely has recycling programs for newspapers and magazines, glass and many plastics. Old electronics such as old cell phones, VCRs or computers can be recycled, usually through retailer recycling programs.

Did you know....

The U.S. Bureau of Labor Statistics recently reported that the number of court reporting positions is expected to grow faster than average for all occupations through 2018. The average salary for court reporting is \$51,000 or more; with training requiring approximately 33 months of learning. With the tremendous growth projected and salary potential, help ILCRA **SPREAD THE WORD.**

Encourage someone you know to choose court reporting as a career. See page 15 for a listing of reporting programs in the state.



Illinois Court Reporters Association
41 SW Crescent Drive
Mt. Vernon, IL 62864