

# AD IN FINITUM

ILCRA

SUMMER 2010



## President's Message

### Transforming Information

by Jill M. Layton, President

As I was monitoring the CRR test last year at Sparks College, I sat facing a large window. I saw a utility pole across the street with a collection of wires going into and coming out of the transformers on the pole, as well as wires going to the buildings and other poles. I looked at the conglomeration of wires, knowing that even though they looked tangled and confusing, their function was necessary and their duty fulfilled. The wires going into the transformers were voluminous. The transformers decrease the high voltage down to a useable voltage.



I smiled as the image made me think of the information going in and out of a court reporter's mind! Sometimes it can be a mess, but the job gets finished and the duty fulfilled. So it is with the minds of court reporters. The high amount of information is received, and our minds decrease that down to a useable voltage or amount of information! I have often remarked I wish I could remember everything I have heard during the depositions or testimony of expert witnesses.

While you go through your daily lives of court reporting, family time, household chores,

volunteer work and sports activities, your Board of Directors has voluminous information and requests for guidance and assistance.

It is through Board discussions and research that we turn the high voltage of information and requests into useable voltage of information and answers for the ILCRA membership. Here are some of the items which your Board has been working on in the past few months...We have co-hosted and assisted at the three CRS Continuing Education seminars. Board members **Vernita Allen-Williams** and **Pat Houlf** attended the IACAC (Illinois Association for College Admission Counseling) Conference in Itasca on May 6th. High school career counselors throughout Illinois were in attendance.

Many of them seemed genuinely interested in court reporting, and it is our hope they share that interest with high school students looking for career paths in which to follow. We are researching the advertising policies of other state associations in order to establish an advertising policy for ILCRA. We have assisted at the

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## ILCRA 2009-2011 COMMITTEES

### **STANDING COMMITTEES:**

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**Award of Excellence Committee:** Nancy Davis, Chair; Bonni Shuttleworth

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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

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Evans, Jacqueline Timmons, Donna Urlaub

**Officials Committee:** Joan McQuinn, Chair; Melissa Clagg, Jenny Danley,  
Lisa Ciarrachi, Rita Corson, Barb Cash

### **SPECIAL COMMITTEES:**

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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 Kisler

**Student Mentorship Committee:** Joni Markel, Chair; Tana Hess, Devin  
Davis, Melissa Clagg

**Student Scholarship Committee:** Bernice Radavich, Chair; Tana Hess,  
Devin Davis, Melissa Clagg

**Student Scholarship Revamping Committee:** Bernice Radavich, Chair;  
Tana Hess, Devin Davis, Melissa Clagg, Bonni Shuttleworth, Nancy  
Davis, Joni Markel

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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)

RPR/RMR/CRR testing sites. We are reviewing the language of Tennessee's Senate Bill which addressed and clarified the anti-contracting statute to see if this would be beneficial to ILCRA's members. At the same time we are reviewing the anti-contracting statute of TN, we are evaluating the firm registration other states have in place.

With a last minute call, ILCRA had the resources to provide a newly deafened person who doesn't sign with the contact information of a CART provider to provide CART coverage for the consumer's surgery so she and the doctors can communicate with one another.

The Freelance Committee and the Officials Committee are working on the Freelance Compendium and the Official Compendium. Each will be a compilation of Rules and Codes

which govern freelance and official reporters.

ILCRA has worked diligently on the new Website which will offer ILCRA members many new and exciting features — such as the Find-a-Reporter! The website will have more information for students, potential students, and career day information.

We are selling raffle tickets for the ILCRA cash drawing. (If you have not purchased your ticket, please do so at this time ... and invite your friends and neighbors and co-workers to purchase a ticket also.) See [page 5](#) for details.

We are gearing up for the National Convention in Chicago in August. ILCRA Legislative Chairman **Pat Houlf** and President-Elect **Nancy LaBella** will attend the T.E.A.M Seminar on August 4, 2010 at NCRA's convention in Chicago.

President-Elect **Nancy LaBella** and I will be attending NCRA's NCSA meeting on Thursday, August 5th, 2010 at the NCRA convention in Chicago.

Your ILCRA Board is pleased to act as 'transformers' for you as we receive the high voltage and turn it into useable voltage for you, the ILCRA members.

### IMPORTANT ILCRA DATES

**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.

#### 2011

**FEBRUARY 25:** CSR Exam Application Deadline

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

**AUGUST 14:** RPR CRR Exam - South Suburban College Only for Illinois.

**AUGUST 21:** CSR Exam (Carbondale and Chicago Area)

**OCTOBER 8:** CSR Application Deadline

**NOVEMBER 6:** RPR, RMR, CRR, CBC and CPC Skills Exam at McCorkle Reporting, downtown Chicago; South Suburban College, Oak Forest (Chicago Area); and Midstate College, Peoria.

**DECEMBER 18:** CSR Examination

### NOTICE

#### ILCRA ANNUAL BUSINESS MEETING

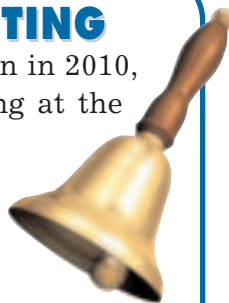
ILCRA will not be having an annual convention in 2010, but we will have our annual business meeting at the NCRA annual convention in Chicago.

DATE: Saturday, August 7, 2010

TIME: 9:30 – 11:30 a.m.

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

NOTE: PLEASE BRING YOUR OWN COFFEE.



**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.



# In Memoriam

## Joyce Sheets

**D**r. Joyce Lee Sheets, 68, died at 11:30 a.m., Tuesday, May 11, 2010 at her home. Joyce began her career as a court reporting instructor at Southern Illinois University in Carbondale, IL in 1983. During her career as a court reporting instructor, she developed and taught a variety of classes including CAT theory, office software applications, CAT transcription, medical testimony, skill development, as well as published several articles.

She was a member of NCRA and ILCRA, as well as many honorary professional memberships. She presented many seminars at state and national conferences. Among them were the NCRA's Teacher Workshop, Illinois Official Court Reporting Seminars; the Illinois Business Education Association and Business Education Summer conferences. From 1990 to 1992 she participated in accreditation teams as an evaluator of court reporting programs throughout the United States. She attended many seminars on the certified reporting instructor and in-service training on

computer-aided transcription. She was a member of ILCRA's speed contest committee and served as the coordinator and grader for the RPR exams given by NCRA. She was a member of the arrangements committee of the Illinois CSR Exam.

On a personal note, Joyce was always ready for a chat and to share stories, and, of course, was always ready with a good joke and her famous chocolate chip cookies and gooey butter cake. She was a bright, cheerful teacher who was much loved by her students. Our sincere condolences to Joyce's husband and her two daughters. She will be missed by many.



Joyce Sheets

## Pauletta Morse

**T**he court reporting profession has lost another mentor and friend. Dr. H. Pauletta Morse passed away at 11:05 AM, Sunday, June 27, 2010 at her home.

She was a retired professor at Southern Illinois University in Carbondale, IL where she was an educator in the court reporting field since 1976. She served as the coordinator/moderator for the BASE Teacher's Workshop for NCRA from 1985-1989. She has given many presentations at the BASE Teachers' Workshops and for both ILCRA and NCRA.

Pauletta was an excellent teacher both in and out of the classroom; and spent a great deal of time working with students on an individual basis to assist them with their courses.

She lived life to the fullest. She loved her family and friends. Anyone who knew Pauletta knows she loved traveling and shopping. Pauletta and Joyce Sheets taught together, remained friends throughout their retirement, and now are together again, within a few short months of each other. She will be missed.

Here are two of Joyce's favorite recipes. Thanks to Nancy Davis for sharing these.

### CHOCOLATE CHIP COOKIES

2 sticks oleo, softened  
1/2 cup sugar  
1 cup brown sugar  
1 tsp. vanilla  
2 eggs  
1 tsp. salt  
1 tsp baking soda  
2 1/2 cups all-purpose flour  
Chocolate chips (more than one package)

1. Preheat the oven to 350 degrees
2. Cream the oleo and sugars together

3. Add the vanilla and eggs. Stir until completely mixed together.
4. Sprinkle the salt and baking soda over the mixture. Stir well.
5. Sift about half of the flour into the mixture and stir carefully. Add the other half of the flour and stir carefully.

6. Using a 1 cup measure, pour chocolate chips into the measuring cup until they spill over a little bit into the mixture. Do this a second time and mix well.

7. Drop by teaspoons full on a cookie sheet.
8. Bake approximately 10 minutes. Turn the cookie sheet around after about 5 minutes to ensure a more even baking.

### GOOEY BUTTER CAKE

1 cake mix (yellow, lemon, or chocolate, Joyce preferred lemon)  
1 stick oleo, softened  
4 eggs  
1 (8 oz) cream cheese, softened  
1 lb. powdered sugar  
Cooking spray

1. Preheat the oven to 350 degrees.
2. Spray a 9 x 13 inch pan with cooking spray
3. Mix dry cake mix, softened oleo, and 2 eggs until blended and spread in the pan.
4. Cream softened cream cheese and 2 eggs. Add powdered sugar and blend until smooth. Pour on top of cake mixture.
5. Bake for 30-40 minutes, or until center is almost set. Let cool before cutting.

# **ILCRA RAFFLE**

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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**

# ILCRA Committees Are Busy Working for You

## PR/MARKETING COMMITTEE

*Vernita Allen-Williams,  
Chairperson*

The PR/Marketing Committee has been very active since September of 2009. Here's a list of the career days that I participated in as a member of the ILCRA board and as an official reporter in the 19th Judicial Circuit:



*Vernita Allen-Williams*

1. Career Expo, Vernon Hills High School. We had the opportunity to meet hundreds of students and introduce them to court reporting and the different career paths available to licensed reporters. Groups of 75 to 100 students rotated through 70 booths of different professionals. Thanks to Debbie Schultz for agreeing to spend the day with me.

2. Career Shadow Day, Waukegan County Courthouse with Antioch High School Students. Students interested in court reporting as a career were allowed to spend the morning with an official court reporter assigned to the Waukegan County Courthouse. Thanks to Lauren DeBoer for arranging and heading the entire event. Lauren is always willing to help. All I have to do is ask.

3. Boy Scouts Law Merit Badge Day. I reported the mock trial portion of a day packed with tours and demonstrations and introductions to legal careers for the Boy Scouts held in Waukegan. We had 75 Boy Scouts. Thanks to Judge Brian Hughes for always shining a positive light on the job that we

do and the skill required to do it.

4. Career Day, Northwood Junior High School. Sharon Helbig graciously agreed to provide realtime for the students. Groups of six to eight students rotated in every 20 minutes.

5. Waukegan High School Career Expo. Sharon Helbig and I participated for the first time with Waukegan High School's career expo. The teachers were so impressed, I received an email not only thanking us but securing a commitment to attend next year!

6. Illinois Association For College Admission Counseling. Pat Houlf and I attended this year. It was a pleasure getting to spend the day with admissions counselors and Nicky Rodriguez, Director of Admissions for College of Court Reporting.

7. Lake Land College Annual 8th Grade Career Day was attended by ILCRA members who thought the 8th graders would be an excellent audience

to dazzle with the court reporting technology.

ILCRA will also participate in the Libertyville High School Career Expo in October, 2010, and Waukegan High School's career day next spring.

ILCRA members, please let me know about any career days that you have attended or if you know of any upcoming career day opportunities, please contact me at 847-377-3751; Vallen-Williams@lakecountyil.gov. If I can't attend, I'll find someone who can. Licensed reporters are in the best position to promote our profession. **LET'S GO!**

## FREELANCE COMMITTEE

*Judy Mosier, Chairperson*

The Freelance Committee will be starting work on a Compendium of State and Federal Discovery Statutes for the Freelance Reporter. Once complete, ILCRA will be selling the books. If you are interested in helping the Freelance Committee with this endeavor, please contact Judy Mosier at [jmosier@mosier-reporting.com](mailto:jmosier@mosier-reporting.com).

*(Continued on page 7)*



**2011 CONVENTION COMMITTEE** met for a site inspection at the Grand Geneva Resort and Spa. Stay tuned for more details. Pictured from left are: Judy Zickert (WI), Susan Kay (WI), Chris Willette (WI), Bonni Shuttleworth (IL), Nancy Davis (IL) and Mary Burzynski (WI). Not pictured :Dee Doubet (IL) and Michelle Stello (WI).



## ILCRA Committees Are Busy Working for You

*(Continued from page 6)*



Judy Mosier



Bernice Radavich



Debra Musielak



LeAnn Hibler

### **STUDENT SCHOLARSHIP COMMITTEE**

*Bernice Radavich, Chairperson*

ILCRA will be awarding a \$1,000 student scholarship at the Annual Business Meeting on August 7, 2010. The winner will also receive 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. The scholarship winner will become a member of the ILCRA Student Scholarship Committee for the following year. We will also be awarding second and third place prizes.

Students interested in participating in the scholarship competition submitted a one-page essay on the topic of "Why I became a court reporting student." The ILCRA Scholarship Committee has been reviewing the essays submitted by the students, so stay tuned for the names of the winners.

### **BYLAWS COMMITTEE**

*Debra Musielak, Chairperson*

The Bylaws Committee is a special committee appointed by the President and activated when the Board feels a review of the bylaws is needed. Earlier

this year several changes were suggested to the Board by members of the association and the committee was activated. Chair Debra Musielak and members Glenn Sonntag and Dee Doubet are in the process of reviewing the proposals and expect to issue a report to the Board soon.

### **CART COMMITTEE**

*LeAnn Hibler, Chairperson*

The CART Committee previously created a seminar outline entitled "Captioning 101." Committee Chair LeAnn Hibler recommended to the Executive

Board that this 1.5 hour seminar be incorporated into the agenda for ILCRA's one-day seminar in March 2011.

Also, a members-only handout was created on the topic of providing CART in the courthouse and was disseminated to the Officials during their Court Reporting Services seminars given this spring.

The handout is available to any ILCRA member, not just Officials. If you are interested in obtaining the handout, please contact Chair LeAnn Hibler at [LMHReporting@aol.com](mailto:LMHReporting@aol.com).



### **NOTICE: Proposed Bylaws Changes**

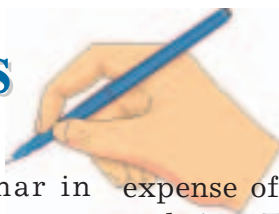
On July 1, 2010, ILCRA members were sent a Listserv eblast notifying them of proposed Bylaws changes and advising them the vote on same would be taken at the August 7, 2010 annual meeting. That was incorrect. In the Bylaws of the Illinois Court Reporters Association, Article VIII, Amendments, it states proposed amendments to ILCRA Bylaws shall be published in the *Ad Infinitum*. Publishing the proposals serves as notice to the membership of the upcoming vote on the proposed changes.

Proposed Bylaws amendments will be published in the fall edition of the *Ad Infinitum* and a special meeting has been set for a vote on these proposed amendments for Saturday, December 4, 2010 at 10:00 a.m. at 41 SW Crescent Drive, Mt. Vernon, Illinois. 62864.

We apologize for any inconvenience.

# Signing Depositions

By Nancy C. Davis



At the April 16 Freelance Seminar in Fairview Heights, a question arose concerning whether reporters could require deponents who do not waive their signatures to come to the reporter's office (or other designated place) to read and sign their transcripts, rather than sending a copy of the transcript to the deponent for their review. A lot of reporters assume that they have to go to the trouble and

expense of mailing deponents a copy to review and sign. The statute below makes it pretty clear that all that is required of the reporter is to afford the deponent an opportunity to examine their deposition and that it be at the deponents' expense.

## Rules of the Illinois Supreme Court

### Rule 207. Signing and Filing Depositions

(a) Submission to Deponent; Changes; Signing

Unless signature is waived by the deponent, the officer shall instruct the deponent that if the testimony is transcribed, the deponent will be afforded an opportunity to examine the deposition at the office of the officer or reporter, or elsewhere by reasonable arrangement at the deponent's expense.

*Thank you to Jane Northcutt for providing this information.*



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By Richard A. Sherman

## REGAIN CURSOR CONTROL

**Q. My mouse cursor used to automatically land in the correct spot when I had to click OK or CANCEL or make some other selection, but it doesn't do that anymore. How can I get that feature working again? It was very handy and saved a lot of mouse maneuvering.**

A. What you're describing is a mouse pointer setting, so go to the Control Panel > Mouse > Pointer Options tab and place a check mark beside "Automatically move pointer to the default button in a dialog box," followed by Apply > OK. (Windows 7 users, go to Start > Search and type in "Change mouse settings" then click the Pointer Options tab.)

It doesn't work in every instance because there isn't always a default button, but by configuring it in this manner, it will automatically move to the OK (or other) button in many situations.

**Q. I want to single-space the title page of a Word document, then double-space and line number the rest of document. How can I accomplish that?**

A. Word uses single-spacing by default, so there is nothing you have to do other than type your title page as you normally would. To double-space other text, highlight the data, then click Format > Paragraph and under Spacing, click Double > OK. To add line numbering, click File > Page Setup > Layout tab > Line Numbers button. You'll see the line-numbering options there.

**Q. The time on my computer appears as 24-hour military time. How can I change this to the normal 12-hour display?**

A. You didn't mention what version of Windows you're using, but you should be able to go to the Control Panel and double click the Regional and Language Options icon. On the Regional Options tab, click the Customize button, then the Time tab, followed by the down arrow next to the

Time Format box. Select h:mm:ss and click OK twice to save and exit. If you want "AM" or "PM" to appear with the time, use h:mm:ss:tt. (Windows 7 users, click Clock, Language and Region in the Control Panel, then Change the Date, Time or Number Format.)

**Q. I am trying to copy photos from a folder on my hard drive to something called an SD card to use in a digital picture frame. Every time I try, I get an error message that says, "Cannot copy file. The disk is write protected. Remove the write protection or use another disk." I've used two different SD cards with the same result. What am I doing wrong, Mr. M?**

A. An SD card is a Secure Digital card, which is a flash-memory device widely used in digital cameras, handheld computers, PDAs (personal digital assistants), cell phones, GPS receivers, among other devices. The problem you describe is a fairly common one, and the fix is about as low-tech as you can get: Place a small piece of tape (Scotch tape will do nicely) over the tiny switch on the SD card, then insert it again. It will work fine.

*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 4022 and receive TWO free months (eight weekly issues!) with your 12-month subscription. To view a sample issue or subscribe, visit [www.MrModem.com](http://www.MrModem.com).*

**ILCRA  
Welcomes A New  
Professional Member**

**Colleen Donovan, Chicago**







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

### COOKING LIGHT

Your online guide to eating smart, being fit and living well. No, seriously. Here you can search, browse, and review thousands of healthy recipes. The Healthy Life section includes tips on fitness, beauty, travel, nutrition, and maintaining a positive attitude in the absence of sugar. The Community section provides access to topical bulletin boards where you can post your tips and questions or read what other participants have to say. [www.cookinglight.com](http://www.cookinglight.com)

### HOW OLD IS YOUR BRAIN?

Don't be alarmed that this site appears in Japanese; consider it part of its charm. Click Start,

then wait for the 3, 2, 1 count-down. The objective is to memorize the number positions as they appear on screen, then click the circles in the same positions, moving from the smallest number to the largest number. After ten sequences have been completed, it will reveal how old your brain is. (Pray for double-digits.) <http://tinyurl.com/yvq36y>

**AIRLINE SEATING** If flying today makes you long for the comfort that canned sardines enjoy, the SeatGuru can help. Here you'll find seating diagrams for most aircraft so you can select the best seat possible, along with reviews and rankings of the best and worst seats on most major airlines. Trivia

Alert: According to the airline industry, most "air rage" incidents occur when a thoughtless lout slams his or her seat back to a quasi-reclining position. Keep that in mind the next time you're inclined to recline. [www.seatguru.com](http://www.seatguru.com)

**U.S. HOSPITAL FINDER** Type in your address, city and state, or just your ZIP code, then click Search. The hospitals closest to you will be displayed on a map. Click a hospital for details such as address, phone number, URL, number of beds and services it provides. Information is included on more than 6,000 U.S. hospitals. No registration is required — for the Web site, not the hospitals. [www.ushospitalfinder.com](http://www.ushospitalfinder.com)

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# Enjoy Your Freedom

Submitted by Jill M. Layton, President

I hope all of you had a wonderful 4th of July. I received this poem via email and wanted to share it with you. Our daily lives, including our jobs, are all possible because of the freedoms we have.

## Freedom Is Not Free

by Kelly Strong

I watched the flag pass by one day,  
It fluttered in the breeze.  
A young Marine saluted it,  
And then he stood at ease.  
I looked at him in uniform  
so young, so tall, so proud,  
With hair cut square and eyes alert  
He'd stand out in any crowd.  
I thought how many men like him  
Had fallen through the years.  
How many died on foreign soil  
How many mothers' tears?  
How many pilots' planes shot down?  
How many died at sea?  
How many foxholes were soldiers' graves?  
No, freedom isn't free.  
I heard the sound of *Taps* one night,  
When everything was still,  
I listened to the bugler play  
And felt a sudden chill.  
I wondered just how many times  
That *Taps* had meant 'Amen,'  
When a flag had draped a coffin  
Of a brother or a friend.  
I thought of all the children,  
Of the mothers and the wives,  
Of fathers, sons and husbands  
With interrupted lives.  
I thought about a graveyard  
At the bottom of the sea,  
Of unmarked graves in Arlington .  
No, freedom isn't free.

© Copyright 1981 by Kelly Strong,  
Commander United States Coast Guard



# 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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Nancy Varallo

# Dear Nancy

*Nancy Varallo, FAPR, RDR, CRR*

**Dear Nancy: I'm about ready to graduate from school, and I'm getting nervous about interviewing for my first job. How do I know where to work, what kind of work to accept, which agency is right for me? Signed, Ready to Work**

Dear Ready to Work: When I interview recent graduates and new reporters, I have a checklist in mind. It'll give you a clue about what agency owners (well, me, at least!) are looking for in an applicant. (Did I say clue? That's a subtle way of saying "Pay attention! This is the important stuff!")

Are you early to your interview? dressed professionally?

Do you smile? converse freely? ask questions?

Did you complete your court reporting program?

Have you taken the RPR? When was the most recent time?

Are you familiar with current events? do you read books? volunteer?

Are you willing to show me your transcripts?

Are the title and certificate pages prepared with care?

Can you tell me the number of pages you can produce each week?

Are you flexible in terms of when and where you can work?

What goals have you set for yourself?

Do you belong to your state and national associations?

Have you attended an association meeting or seminar?

*What are some questions you might ask a firm owner?*

Will I have a mentor or trainer in the office?

Do you have scopists or proofreaders on staff?

Is there someone on staff who can help me with CAT questions?

What percentage of their reporters are association members?

What credentials do their reporters have?

How are jobs assigned?

How often and how am I paid? Percentage split or flat-rate per page?

Am I paid on invoice or once the invoice is paid?

What is your minimum charge or attendance fee?

Are expenses such as parking and tolls reimbursed?

Once you do get the job, know your limits. Don't accept more work than you can transcribe on time. That's crucial. Communicate with the scheduler; say no to assignments when you must. Once you're a bit more seasoned, you and your agency will be able to gauge how much volume you can handle reliably. And treat the agency owner as a client: They are your customer, and you always want to please them. "Assigning the book" is a critical decision for every agency every day. They sweat blood trying to ensure the reporters they send out will satisfy the lawyers they're working for. Once you have become a regular, seasoned member of the staff, your agency will expect you to say "yes" to whatever job they assign you to, and you will be expected to meet transcript deadlines and get the details right.

Good luck with your job search, Graduate. And welcome to the profession. KRAPBLGS/SK-FPLT We're happy to have you!

**Dear Nancy: When a question begins "Why don't you tell me...", is that punctuated as a statement or a question, or does it depend on the circumstances? Signed, Punky on Punctuation**

Dear Punky on Punctuation: That's a good question. Why don't I answer it now.

A lawyer who asks "Why don't you tell us your name, please" is really saying "Please tell us your name." Such constructions are called polite requests in grammar textbooks. There's a variety of the most common such polite requests, all correctly taking a period at the end:

Q. Can you tell us your name, sir.

Q. Would you be good enough to....

Q. Would you please give us your name and address.

Q. Would you kindly explain why you crashed into the other car. Of course, if you believe the attorney is really asking a question, "Why don't you tell us your name," you would punctuate it like any question, with a question mark. But, gee, what could be the answer to that question?

*(Continued on page 16)*

## Dear Nancy

*(Continued from page 15)*

“Because I don’t feel like it” might be one response. Not likely you’ll come across that kind of thing, though, because that would be an argumentative question, and the witness’s lawyer would quickly object.

But could it happen? Well, why don’t we posit a hypothetical.

The witness, Toni Montana, a teenage girl played here by Alice Pacino, has a terrible scar on her face. Attorney Twisthtruth asks her: Why don’t you tell me how you got the scar on your face — yikes! What comes next?

The correct ending punctuation depends entirely on context.

Here are two scenes from Scarface, The Deposition. You are the jury. You decide.

1. Attorney Twisthtruth is trying to find out how Toni Montana got the scar on her face. Toni is embarrassed to say. She averts her eyes and doesn’t answer. He asks again; silence. Attorney Twisthtruth wants the record to reflect her silence, so he describes her actions for the record, then asks her: Why don’t you tell me how you got

the scar on your face? He really wants to know why she’s not answering.

2. Attorney Twisthtruth (remember, this is fictional) is actually quite polite, and has a certain style to his questioning: Why don’t you tell me your name. Why don’t you look at this document. Why don’t you tell me how you got the scar on your face.

Both italicized sentences are punctuated correctly. Why don’t you just think about it for a minute. (Pause) There. Wouldn’t you agree that was easy?

**Dear Nancy: I’ve been reporting for nearly 30 years. I can’t believe how fast the time has gone. I don’t know if it’s because my kids are grown and gone or just what it is, but I’m finding I’m just not “loving” court reporting the way I used to. I don’t want a career change, as I certainly don’t have the energy for that. I just want to recapture the feeling of excitement it once offered me. Got any ideas? Signed, De-energized Bunny**

*(Continued on page 17)*

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## Dear Nancy

*(Continued from page 16)*

Dear De-energized Bunny: Aah, I remember the days when I thought I was the Energizer Bunny®. Then my batteries ran down.

Like you, I have been a reporter for more than 30 years. Most of the time I've loved my career; at other times I was tired of it. In every instance I got back on track by getting into something new. I started reporting in the 70's, began using CAT in the 80's, got fired up about CART in the 90's, and in 2001 I started a completely new business providing services to court reporting firms. I've been reenergized each time by taking my career in a new direction.

Take a look at what you've done in the last ten years. Is there something new you might like to explore? How about a new credential — the RDR, or the CRR — tackle the speed contest, or take NCRA's new Realtime Systems Administrator course. Every time you set a new goal and achieve it, you'll feel good about yourself and your profession. If you've spent 30 years as a

freelancer, learn about captioning or CART. Volunteer for your state association (I guarantee, they'd love to have you!), get on the board. Mentor a student. Come up with a seminar and present it yourself.

Bottom line, challenge yourself!

All of my suggestions entail (probably) stepping outside your comfort zone and meeting new people — exactly the way to invigorate yourself and add pizzazz to your life.

Give it a whirl. March to a new beat. And if all else fails, play Energizer Bunny® Beats at [www.energizer.com](http://www.energizer.com). It's a blast!

*Nancy Varallo RDR/CRR/FAPR, owner of Court Reporting Management Services, LLC, offers customized business and office management services to court reporters and reporting agencies. Nancy has been a court reporter since 1979, and has trained hundreds of court reporters, and fielded thousands of questions from reporters. Please ask your question at [www.dearnancy.com](http://www.dearnancy.com).*

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# CHECK OUT OUR BRIEFS

By Nancy LaBella, ILCRA President-Elect

**T**hank you to my co-workers who shared some of their briefs for this quarter's article. And a special thank you to Kathy Nielsen for responding to my plea and sharing with us some of her favorite brief forms for phrases.

- |                               |           |   |               |
|-------------------------------|-----------|---|---------------|
| are you sure.....             | RAOURB    | kind of the.....                        | KAOEUFT       |
| at some point .....           | SPOEUPBT  | kind of like .....                      | KAOEUFL       |
| at some point in time .....   | SPOEUT    | may or may not.....                     | PHAORPBT      |
| audit report .....            | AURP      | MDMA .....                              | PHAPLD        |
| authority .....               | THORT     | methylenedioxymethamphetamine<br>.....  | PHAPLD/PHAPLD |
| Canada .....                  | KAPBD     | mutual fund .....                       | PHUPBD        |
| Canadian .....                | KAEUPBD   | off the top of my head .....            | TPOPD         |
| can you please tell .....     | K*UPT     | pension fund .....                      | PUPBD         |
| claimant.....                 | KHRAEUPLT | rules and regulations .....             | RURGS         |
| constructive possession ..... | STRUP     | same or substantially<br>the same ..... | SAORLS        |
| database .....                | TKAEUB    | Social Security<br>Administration.....  | SA*S          |
| direct or indirect.....       | TKRORPBD  | status hearing .....                    | STAERG        |
| directly or indirectly .....  | TKRO*RPBD | terms and conditions .....              | TERBGS        |
| drug trafficking .....        | TKRUBG    | training and experience.....            | TRAEBGS       |
| Ecstasy.....                  | *EBGT     | under the circumstances ....            | UTS           |
| first of all .....            | TPRAUL    | unemployment .....                      | UPLT          |
| have you ever .....           | SR*UFR    | what has been marked.....               | WHAPLD        |
| have you ever seen .....      | SR*UFRS   | what has been marked as ..              | WHAPLDZ       |
| hydroponic marijuana .....    | H*EUPL    |   |               |
| if I'm not mistaken.....      | TPAOEUPLS |   |               |
| kind of .....                 | KAOEUF    |   |               |

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## The Cloud in My Basement

By Gregg Marshall, CPMR, CSP

If you aren't backing up your data and/or whole computer regularly, shame on you. You are a disaster waiting to happen.

Even if you are backing up regularly, make sure your backups are working. A good friend was surprised to find when her Mac notebook crashed the automatic backups on her Timeline system had mysteriously stopped a couple of months earlier—without any warning or notice!

She now backs up onto her Timeline, but also does a second backup into the cloud using a cloud backup service. Key advantages of cloud backup is you can do it from anywhere and it is off-site so if your office were to burn to the ground (or a tornado, or whatever) you will still have your files.

One caveat of cloud backup I warn about is whether your cloud storage provider is financially stable. Quite a few of the cloud backup companies have simply gone out of business, leaving

their customers stranded (and often wondering what happened to their data).

At the Consumer Electronics Show two years ago I ran into a neat solution, so I requested a review unit. The company was a start-up and units were limited at the time. I forgot, they forgot, until this year's CES. It turns out the wait was worth it because they had just introduced a new version and promptly got me a unit.

The PogoPlug is a small box the size of an external hard drive. In itself it doesn't have any storage (that you can use). You supply your own external USB hard drive(s). The box contains a totally self contained, specialized computer that connects to the internet and provides storage services.

PogoPlug advertises 60 second setup, my experience is close. Given I put the unit and its

*[\(Continued on page 20\)](#)*



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## The Cloud in My Basement

*(Continued from page 19)*

hard drive in the basement near the cable modem's router, was configuring it from a notebook computer in the family room (on the main floor) and had to go into my office to confirm an email sent when I registered the unit with PogoPlug, and had to go back downstairs when I realized the USB cable on my hard drive was defective, installation still took less than 15 minutes. I'm pretty sure that if everything was in one place I could get it done in less than five minutes. Installation consists of plugging in the PogoPlug unit, plugging a USB hard drive into the USB port, and plugging the PogoPlug unit's Ethernet cable into your router.

After that, you go to [pogoplug.com](http://pogoplug.com) and create an account. If you are connecting to [pogoplug.com](http://pogoplug.com) from the same network you've connected your PogoPlug into, the system is smart enough to find that unit and register it for you. If not, you'll need to enter the PogoPlug's unique address contained on a label on the bottom of the unit. Confirm your account by clicking on a link in an automatically generated email and you are all set. You can log into your PogoPlug from anywhere in the world via a web browser and start copying files.

The price is amazing! \$129 gets your PogoPlug directly from [pogoplug.com](http://pogoplug.com), there are several on-line retailers selling it too. My first external hard drive was 1 terabyte that I paid about \$95 for. This past weekend I added a second 1.5 terabyte hard drive for \$110. So for about \$300 I have 2.5 terabytes of web accessible storage!

And I know exactly where my data is, it's in my basement.

That data is secure. Access to [pogoplug.com](http://pogoplug.com) is via the encrypted https protocol, so if you are accessing your data via a public wifi network (like here at Starbucks where I'm writing this), no one can easily sniff your data. In fact [pogoplug.com](http://pogoplug.com) doesn't even store your password. All [pogoplug.com](http://pogoplug.com) is used for is to let you find your PogoPlug unit (in the "old" days the whole issue of network address translation from routers connected to routers made connecting web devices a pain). And, if you are using web access, to provide you a nice web interface.

But I almost never use the web interface. PogoPlug has a small piece of software you can download and install on your computer that makes your PogoPlug look like a drive on your computer (appropriately identified as the "P:" drive). It operates pretty much like any mapped network drive under Windows, except it doesn't care where you are. You can be at home, connected via a high speed wired or wireless network, or you can be sitting in your favorite coffee shop, or at a hotel anywhere in the world with Internet access. It really doesn't matter, you can copy files to/from your PogoPlug "drive" just like it was part of your computer. Of course, if you are connecting through a hotel, which often have much slower connections, you will notice it takes longer to copy files. I wouldn't recommend trying a 250 GB full system backup while on the road, but an incremental backup works fine. Since the PogoPlug looks like a computer hard disk you can use any backup program you want.

You are probably saying to yourself, "but Gregg, your files are still at risk if your house burns to the ground!" True, right now I don't have true off-site storage. But I will soon. It turns out you can have more than one PogoPlug attached to your account. So when my second PogoPlug arrives, I plan on setting it up at home, a 5 minute process.

I'll then use a feature in the latest version of the PogoPlug firmware and drive software called Active Copy. You set up Active Copy to keep a folder on your computer (or a PogoPlug drive) copied to a folder on your PogoPlug. Active Copy

*(Continued on page 21)*



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## The Cloud in My Basement

*(Continued from page 20)*

monitors that folder, copying any files that change to the second folder.

Once I've let Active Copy make a complete back up of my main PogoPlug drive (aka folder) onto the backup PogoPlug's drive using the high speed network in the house, I'll turn off my backup PogoPlug (with its attached hard disk) and take it over to my oldest son's house. I'll plug it into his router and power, and the PogoPlug universe will figure out where the drive is now living and do the backups over the Internet to a second location.

So for not much more than \$500, I will have two complete backups of my important files (beyond the copies I have inside the network anyway). Either is accessible from anywhere in the world via the web or using the PogoPlug drive software on my computer.

I'm trying to think of any scenario short of full scale thermonuclear war that might cause both copies to be destroyed. But then I probably won't care about my data anyway.

From the Department of Redundancy Department, whose motto is "save early, save often," may you never lose any data. Or forget to take some file you really need with you (unless you have a PogoPlug, then you just copy it from anywhere).

*Gregg Marshall, CPMR, CSP, is a speaker, author and consultant. He can be reached by e-mail at [gmarshall@reconnection.com](mailto:gmarshall@reconnection.com), or visit his website at [www.reconnection.com](http://www.reconnection.com).*



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# Defeating the De-Motivator

by Robert Wilson

The sweet strains of a Puccini aria cut through the Saturday night clatter of the busy Italian restaurant in New York City, but it wasn't coming from the aging voice of the Sicilian baritone who was hired to belt out favorites like "Funiculi-Funicula." It was a soprano whose crystal clear voice filled the room. Within moments all the ambient noise came to a halt. Diners stopped eating and talking, busboys stopped clearing tables, the cooks even came out of the kitchen. Singing on the tiny stage was the skinny moon-faced waitress from Ohio. The Sicilian heard she studied opera, so he invited her to join him, but what began as a duet ended in solo as he too was mesmerized by the beauty of her voice.

When she finished, the place thundered in applause and I saw tears of gratitude glistening in her eyes. She had hit each note perfectly. If

only she had done that when she auditioned for the Metropolitan Opera. But she choked, flinched, allowed a seed of doubt to creep into her consciousness and thus her voice.

She told me her story over a couple of beers after work. It was the fall of 1984, and I was a fellow waiter at the restaurant; just another struggling artist in the city that never sleeps. She explained that she got nervous during her audition and couldn't hit the high notes. She would get one more chance to audition, but she would have to wait an entire year. I never found out if she made it; as a writer my art is portable and a few months later I moved to a city where they still have a bedtime. I suspect she did, because that night she received a proof - a vital beginning step.

Doubt is a silent killer. We transmit feelings of doubt to others through subtleties in our body language, facial expression and tone of voice. It is picked up subconsciously by those with whom we communicate. Worse than that, we communicate it to ourselves, and it seeps into our performance.

Doubt is the De-Motivator and all too often it prevents us from even trying. We all suffer doubt occasionally, and its cure is always the same: proof. Proof that we are indeed talented enough to do what we set out to do.

A proof doesn't need to be big to eliminate doubt. A series of little ones can be just as effective. I keep a journal - a log - of accomplishments. Both small and large, because they all add up to reasons for believing in my abilities. It is especially important to log the little ones, because they are so easy to forget or overlook, and yet they carry tremendous weight when it comes to giving ourselves confidence.

You say, "I'm just starting out and have no accomplishments." That just means you're not looking in the right places. We all have successes, some of them may be found in different areas of your life.

I often read in the *Wall Street Journal* about women, who after years as stay-at-home moms, return to the work force in well-paid manage-

*(Continued on page 23)*

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## Defeating the De-Motivator

*(Continued from page 22)*

ment positions. They acquire these jobs by citing in their resumes the many skills and achievements they learned through their volunteer work. What talents are you racking up through your hobbies and leisure activities?

Sometimes proof comes to us by comparing ourselves to others. Simply ask yourself, "Out of all the people who have ever lived, how many have attained what I want?" The sheer numbers alone will often be all the proof you need.

When all else fails, fall back on faith. Some of the most successful people in the world had absolutely no proof that they could achieve their dreams. All they had was a strong desire and a belief in themselves. As Martin Luther King, Jr. once said, "Take the first step in faith. You don't have to see the whole staircase, just take the first step."

*Robert Evans Wilson, Jr. is an author, speaker and humorist. He works with companies that want to be more competitive and with people who want to think like innovators. For more information on Robert's programs please visit [www.jumpstartyourmeeting.com](http://www.jumpstartyourmeeting.com).*

## Newly Certified Illinois Reporters

Congratulations to the following Illinois reporters who became certified on May 1, 2010.

### REGISTERED PROFESSIONAL REPORTERS

**Mary Bila, RPR, Chicago**

**Lynette Neal, RPR, Warrenville**

**Kelly Siska, RPR, Ottawa**

And, congratulations to the following Illinois reporters who passed the April, 2010 written knowledge tests.

### REGISTERED MERIT REPORTERS:

**Reagan Fiorino, RMR, Bethalto**

**Lisa Schwam, RMR, CRR, Chicago**

### CERTIFIED CART PROVIDERS:

**Tina Dillon, RPR, CRR, CCP, Elmhurst**

**Judith Walsh, RDR, CRR, CCP, Chicago**

## F.Y.I. WHAT'S HAPPENING...

Our condolences to **Rita Corson**, ILCRA Executive Board Member, on the recent death of her mother, Diane Hutton.

ILCRA President **Jill Layton** was recently installed as 19th District American Legion Auxiliary President. Congratulations, Jill!

## Some Good Advice:

*Submitted by Jill M. Layton, President*

### DO YOU HAVE ICE ON YOUR CELL PHONE?

ICE (in case of emergency) phone numbers in your cell phone address book will let first responders and emergency personnel know who to contact. For example ICE1-Spouse, ICE2-Mom, etc. If you haven't put ICE on your cell phone, do it now and have your family put ICE on their phones also!



### INTERESTED IN NEW GADGETS?

*Consumer Reports* selected e-readers Amazon Kindle and Amazon Kindle DX over seven others tested. Always check on how products rate by *Consumer Reports* before you take the plunge!



### VIEW YOUR FACEBOOK PRIVACY SETTINGS

People love looking at photos, sharing information, and checking out former classmates on Facebook. Be alert! Go to the Account menu to view your Privacy Settings.

Under Profile Information, you can edit the access by selecting the information shared from your page. Under Privacy Settings, look at the bottom of the page for Applications and Websites. Remove the check from the box under Instant Personalization to stop your personal information from being accessed.

Another suggestion — do not put the year of your birth on your profile. And most importantly, putting in your status "Leaving tomorrow for a much-needed 10-day cruise" is like saying, "Come on in, all you burglars, because we will not be home!"



# Board Meeting Highlights

ILCRA EXECUTIVE BOARD MEETING • SATURDAY, APRIL 10, 2010, 8:00 AM • 710 WEST SCOTTWOOD DR., PEORIA

*Present were:* JILL LAYTON, President; NANCY LABELLA, President-Elect; STEPHANIE RENNEGARBE, Vice-President; JUDY MOSIER, Secretary; LYN GROOMS, Treasurer; PATRICE HOULF, Legislative Representative; SHARON STUCKLY, Region One Representative; RITA CORSON, Region Two Representative; DEBRA MUSIELAK, Region Two Representative; LEANN HIBLER, Immediate Past President; NANCY C. DAVIS, Executive Director; and BONNI SHUTTLEWORTH, Educational Liaison. *Also present were:* KRISTIN ASHENHURST and DOLORES DOUBET, ILCRA members.

Roll call taken.

Minutes of September 27, 2009 approved as submitted.

Email votes were ratified.

Executive Director's Report presented by Nancy Davis.

Treasurer's Report presented by Lyn Grooms and approved as submitted.

Legislative Report presented by Patrice Houlf.

Educational Liaison Report presented by Bonni Shuttleworth.

CART Committee Report presented by LeAnn Hibler.

Continuing Education Committee Report presented by Nancy Davis.

Freelance Committee Report presented by Judy Mosier.

Membership Committee Report presented in writing by Jackie Timmons.

Official Committee Report presented in writing by Joan McQuinn.

Ethics Committee Report presented by LeAnn Hibler.

PR/Marketing Committee Report presented in writing by Vernita Allen-Williams.

Student Scholarship Committee Report presented in writing by Bernice Radavich.

Student Mentor Committee Report presented in writing by Joni Markel.

Speed Contest/Realtime Contest presented by Bonni Shuttleworth.

Web Site Committee Report presented by Judy Mosier.

NCRA Related Activities were discussed.

Unfinished Business concerning the official and freelance form/rule books was discussed.

Additions concerning the ILCRA Policies and Procedure Manual were discussed.

Proposed bylaw changes submitted to Board were discussed.

Executive Session was held.

Meeting Adjourned at 4:00.

*The committee reports that were presented in writing appear on [page 6](#) of this issue. The complete minutes of this meeting are available to ILCRA members by contacting the ILCRA office at [ilcraoffice@aol.com](mailto:ilcraoffice@aol.com).*



## 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.

## NCRA Considering Veterans History Project Day in August

**B**eth Kilker of NCRA has notified ILCRA that they are thinking of setting up a VHP (Veterans History Project) Day on Friday, August 6th during the NCRA Convention., and have reporters take interviews of the Veterans. Each completed interview would earn the reporter .1 CEU.

The project is only in the 'talking' stage at this point. Before NCRA makes a definite decision, they want to find out how many court reporters would be interested in volunteering to

take part in the interviewing process. If you are interested in participating in the project, please contact Beth Kilker, at [bkilker@ncrahq.org](mailto:bkilker@ncrahq.org).

## NCRA NewsFlash...

### NCRA GETS CLARIFICATION IN UTAH; TRANSCRIPT PRODUCTION TIME NOT REDUCED BY REPLACING COURT REPORTERS, SAYS CHIEF JUSTICE

In March, NCRA President SueLynn Morgan, RPR, challenged a statement made by the chief justice of Utah's Supreme Court before the state's legislature that a change from court reporters to digital recording reduced the transcription time from 138 days to 16 days. It was a number that NCRA knew to be incorrect, which was acknowledged in a March 23 letter to Morgan. Chief Justice Christine Durham clarified that it was improvements to the transcript management process, not a change in technology for making the record, that led to the reduction in time for transcription.

### 2010 ANNUAL CONVENTION & EXPOSITION.

Do not miss NCRA's Annual Convention and Exposition at the Hilton Chicago Hotel, August 4-8. The convention will be jam-packed with leading-edge education that you cannot find anywhere else. Join us this summer to strengthen your career by immersing yourself in the latest technology and trends; learning from the profession's top minds by participating in industry-leading seminars and workshops; experiencing the latest vendor gadgets and equipment—all the while developing unbeatable networking connections.

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Just click this link or go to the ILCRA store at  
[www.ILCRA.org](http://www.ILCRA.org)

## Is Your Computer Bland?

By Gregg Marshall, CPMR, CSP

If your notebook isn't helping advertise for your company, you are missing a low cost opportunity.

When I got my netbook last year, I read a lot of reviews. Most reviewers mentioned that the netbook case showed fingerprints. I didn't realize why until I upgraded last year to a thin and light notebook. It is a fingerprint magnet.

I also don't understand why one color case should cost any more than any other color, yet most netbook/notebooks have case options that cost anywhere from \$25 to \$300 more.

And at several conferences I've attended, I've seen developers with notebooks covered in stickers from various sponsors, favorite websites, etc.

Companies like Gelaskins ([www.gelaskins.com](http://www.gelaskins.com)) have been selling thin "stickers" that cover the lid of your notebook (or iPod). But they are generic, artistic covers. They are more personal, but still not unique.

Recently I discovered a company, Music Skins, which has skins like many other companies, their most recent being the Beatles.

But far more exciting is their option to produce a custom skin with anything you want on it. Imagine having a computer lid that shows off your company whenever you, or your employees, are in public.

It could be solely an advertisement for your company or your products. In my case I chose a nice NASA photograph of a night shuttle launch with my company URL prominently displayed. When I speak, with my computer at the podium, the audience will see my company URL.

If you don't have every company laptop covered with something to help promote your products or brands, you are really missing an opportunity.

MusicSkins LLC is, the leader in music and music-related, high quality, vinyl skin products. They can be reached at 24 15th St., Suite 202, Brooklyn, NY 11215, email: [info@music-skins.com](mailto:info@music-skins.com), Phone:646-827-4264. [www.music-skins.com](http://www.music-skins.com).

*Gregg Marshall, CPMR, CSP, is a speaker, author and consultant. He can be reached by e-mail at [gmarshall@reconnection.com](mailto:gmarshall@reconnection.com), or visit his website at [www.reconnection.com](http://www.reconnection.com).*



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## 1-800-Goog-411 — Google Phone Number Info for Free

Here's a number worth putting in your cell phone, or your home phone speed dial: 1-800-goog411(1-800-466-4411). This is an awesome service from Google, and it's great when you are on the road. It works much like dialing "411" but it is free.

Just tell the automated voice the business name or type of business, and the city and state, and it will tell you the phone number and address, connect you, or text message the information to your phone. This is a nationwide service and it is absolutely free!

If you'd like to learn more, click on the link below and watch the short clip for a quick demonstration. [www.google.com/goog411](http://www.google.com/goog411)

*Submitted by Lyn Grooms.*



# VENDOR NEWS

## DIAMANTE™ WINS DESIGN AWARD

Stenograph has announced that the Diamante™ won an Excellence in Design award from Appliance Design magazine.

Entries for the Excellence in Design award are judged on aesthetics, innovation, technical merits and human factors.

“With customers’ lighter pockets and smaller budgets, the buyer’s focus is on well-made designs with practical functions, now more than ever. The winners of our 23rd annual Excellence in Design competition meet those needs, as well as creating innovative, interesting products,” said staff at Appliance Design.

## STENOGRAPH® LAUNCHES WRITER FOR CAPTIONERS AND STUDENTS

For nearly a year, reporters have been talking about the Diamante™. Now, the same features reporters love in the Diamante are available in a writer designed for captioners and students.

Available now from Stenograph, the Wave™ is the newest addition to the Stenograph writer family.

The Wave weighs in at just 4.5 pounds, features grab-and-handgrips, and TrueStroke™ technology, so there is no need for contact adjustments.

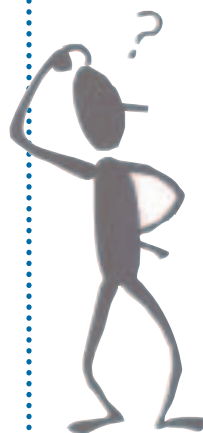
Those who have tried the Wave give it high recommendations.

“With the introduction of the Wave, with its flat-panel screen, the student clearly sees their steno outlines while writing. Our students now have more flexibility when practicing, can read back from their machine, continue to not need paper, and are being trained on the latest in reporting technology. The Wave is the student writer I was asking for, and is the machine I am recommending to both our on-line and on-ground students,” said Larry Paiz, Associate Online Dean for the Court Reporting Institute of Dallas.

The Wave is available for just under half the price of the Diamante. Students receive an additional \$200 discount and can also take advantage of the guaranteed trade-in value of \$1,250 when they upgrade to a Diamante within three years.

For more information, visit [www.stenograph.com](http://www.stenograph.com).

## Answers to ‘Test Your Mental Flexibility’ Quiz



Here are the answers to the quiz that appeared in our spring issue. Congratulations to Barbara Cash, CSR, RDR, of Edgar County Courthouse, who was the first to send in the answers. Barbara thought the quiz was fun and would like to see more puzzles in future issues. So, if you come across a good brainteaser, please send it in to the editor as shown [on page 2](#), and let’s see if we can stump Barbara.

- 1) 26 L in the A = Letters in the Alphabet
- 2) 7 D of the W = Days of the Week
- 3) 12 S of the Z = Signs of the Zodiac
- 4) 54 C in A D (with the J’s) = Cards in a Deck (with the Jokers)
- 5) 88 K on a P = Keys on a Piano
- 6) 32 D F at which W F = Degrees Fahrenheit at which Water Freezes
- 7) 18 H on a G C = Holes on a Golf Course
- 8) 90 D in a R A = Degrees in a Right Angle
- 9) 200 D for P G in M = Dollars for Passing Go in Monopoly
- 10) 8 S on a S S = Sides on a Stop Sign
- 11) 3 B M (S H T R) = Blind Mice (See How They Run)
- 12) 4 Q in a G = Quarts in a Gallon, or Quarters in a Game
- 13) 24 H in a D = Hours in a Day
- 14) 5 D in a Z C = Digits in a Zip Code
- 15) 11 P on a F T = Players on a Football Team
- 16) 29 D in F in a L Y = Days in February in a Leap Year
- 17) 40 D and N of the G F = Days and Nights of the Great Flood
- 18) 12 K of the R T = Knights of the Round Table
- 19) 57 H V = Heinz Varieties
- 20) 30 D has S, A J & N = Days has September, April, June & November

# One-Click Thesaurus, Dictionary

By Pat Weiner

I found a great new website: <http://wordweb.info>. All you have to do is download it. It's called WordWeb: English Dictionary, Thesaurus, and Word Finder software. It sits on the task board ready to work in all software.

Just put your cursor on a word, hit control/right click and you'll get the definition of the word, and whether it's a

noun, verb, or adverb. It also provides synonyms and even gives you the pronunciation.

It's a great tool — no need for books or the Web, and it works offline. In Eclipse, the window pops up and you can just type in the word you're looking for.

For more information, contact Pat at: [pcweiner@bellsouth.net](mailto:pcweiner@bellsouth.net)

*Submitted by Lyn Grooms*

## BIG CHANGES ARE HAPPENING AT ILCRA.ORG

ILCRA has a beautiful newly designed website with lots of cool new features. Some are still under construction but most are up and running. Stop by and see what's new!

[www.ilcra.org](http://www.ilcra.org)

## DID YOU KNOW THAT ILCRA OFFERS ONLINE MENTORING?

If you are student looking for a mentor; or a court reporter who is interested in becoming an online mentor, go to [www.ilcra.org](http://www.ilcra.org) and click the Mentor Program link under the Membership tab, or just [click here](#). *It's that easy!*

## WHAT IS READBACK.ORG?

Read Back.org is a free question and answer site for court reporters and students. You can get fast answers about depositions, court transcripts, school theory, product reviews, — anything related to court reporting — straight from the people who know best — court reporters. It differs from a forum because questions and answers are scored by votes. Hundreds of reporters and students have joined, but you don't have to join to read the questions and answers.



## NOW AVAILABLE FROM NCRA!

### Court Reporting: Bad Grammar, Good Punctuation by Margie Wakeman Wells

The moment Margie Wakeman Wells's new book, *Court Reporting: Bad Grammar, Good Punctuation*, was published in March, it became the definitive work related to punctuation for court reporters and anyone else involved with writing, editing, or proofreading. Whether you wish to embark on intensive, systematic lessons in punctuation or

just want it nearby as a trusted reference when punctuation dilemmas present themselves, this new book — with more than 700 pages and a comprehensive index — is a must-have for every court reporter, scopist, proofreader, and student.

NCRA Member price, \$59.95; Non-member price, \$69.95. Purchase it online today at [www.NCRAonline.org](http://www.NCRAonline.org).

### PUNCTUATION IS POWERFUL!

An English teacher wrote these words

**"A woman without her man is nothing"**  
on the chalkboard and asked his students to punctuate it correctly.

All of the males in the class wrote:

**"A woman, without her man, is nothing."**

The females wrote:

**"A woman: without her, man is nothing."**

We regret that there were some errors in the Realtime contest grading rules in the last issue of Ad Infinitum. ILCRA will be grading in accordance with this NCRA document. Also, candidates will receive .5 CEUs for qualifying in any leg.



# What is an Error?

## Grading Guidelines for the CRR/CBC/CCP Skills Test

Revised January 2007, updated information is in bold italics

- The CRR/CBC/CCP Skills Test consists of five minutes of professionally recorded audio dictation material (straight matter) at 180 words per minute. Passing is 96%. Allowable number of errors is 36.
- The CRR/CBC/CCP Skills Test is developed based on the rules of punctuation set forth in *The Gregg Reference Manual*. and *Merriam Webster's Dictionary*. Paragraphing is recommended but not required.
- **Automatic Fails:**
  - Two drops of 10 or more words.
  - A submitted ASCII diskette that does not contain printable data.
  - At the conclusion of the dictation, you will be instructed to move away from your equipment. To touch either keyboard before being instructed to do so by the Chief Examiner will result in an automatic fail.
  - ***Single-spaced transcripts.***
- The following list of errors will be used as a guideline for correcting tests. In all cases of dispute, the Qualified Grader, guided by all the principles set forth herein, will render the final decision, subject to appeal to the Chair of the Realtime Certification Committee and/or Chair of the Council of the Academy of Professional Reporters. Please see the bottom of the page for an explanation of errors.

### ERROR GUIDELINES

(D=dictated, T=translated)

- |  |  |
|--|--|
| <p><b>1. Each plural dictated as singular and vice versa.</b><br/>(D): Let me check the <u>dates</u>.<br/>(T): Let me check the <u>date</u><sup>2</sup>. <i>1 Error</i></p> <p><b>2. Each present-tense verb dictated as past tense and vice versa.</b><br/>(D): In other words, you <u>acted</u> as a clerk.<br/>(T): In other words, you <u>act</u><sup>2</sup> as a clerk. <i>1 Error</i></p> <p><b>3. Each misspelled word, each time it occurs.</b><br/>(D): baked<br/>(T): <u>bakeed</u><sup>8</sup> <i>1 Error</i></p> <p><b>4. Each wrong word, common name, or mistranslated stroke.</b><br/>(D): Mr. <u>Smith</u> followed me home.<br/>(T): Mr. <u>Johnson</u><sup>2</sup> followed me home. <i>1 Error</i><br/>(T): Mr. <u>John</u><sup>2</sup> <u>son</u><sup>9</sup> followed me home. <i>2 Errors</i><br/>(T): Mr. <u>John</u><sup>2</sup> <u>son</u><sup>9</sup> <u>in</u><sup>9</sup> <u>law</u><sup>9</sup> followed me home. <i>4 Errors</i></p> <p>(D): I didn't <u>see</u> <u>the</u> <u>car</u> until we hit.<br/>(T): I didn't <u>notice</u><sup>2</sup> <u>any</u><sup>2</sup> <u>vehicle</u><sup>2</sup> until we hit. <i>3 Errors</i></p> <p>(D): I went <u>down</u> the street.<br/>(T): I went <u>do</u><sup>2</sup> <u>you</u><sup>9</sup> <u>know</u><sup>9</sup> the street? <i>3 Errors</i></p> <p>(D): <u>humanity</u><br/>(T): <u>hugh</u><sup>2</sup> <u>man</u><sup>9</sup> <u>it</u><sup>9</sup> <u>tie</u><sup>9</sup><br/>(T): <u>human</u><sup>2</sup> <u>{teu}</u><sup>11</sup> <i>4 Errors</i><br/><i>2 Errors</i></p> <p>(D): <u>firsthand</u><br/>(T): <u>first</u><sup>2</sup> <u>hasn</u><sup>9</sup> <u>t</u><sup>9</sup><br/>(T): <u>firsthasn</u><sup>2</sup> <u>t</u><sup>2</sup> <i>2 Errors</i><br/><i>1 Error</i></p> | <p>(T): September <u>20</u><sup>6</sup> <u>1993</u><sup>6</sup> is the date. <i>2 Errors</i></p> <p><b>5a. (cont.)</b><br/><b>Items in a series:</b><br/>(D): The library has <u>books</u>, magazines, newspapers and tapes.<br/>(T): The library has <u>books</u><sup>6</sup> magazines, newspapers and tapes. <i>1 Error</i></p> <p><b>Direct address:</b><br/>(D): <u>Yes</u>, sir.<br/>(T): <u>Yes</u><sup>6</sup> sir. <i>1 Error</i></p> <p><b>City and state:</b><br/>(D): I moved to <u>Vienna</u>, <u>Virginia</u>, last year.<br/>(T): I moved to <u>Vienna</u><sup>6</sup> <u>Virginia</u> last year. <i>2 Errors</i></p> <p><b>5b. Each obvious omitted period that is required by the rules of punctuation and/or grammar.</b><br/>(D): I <u>couldn't</u>. He was asleep.<br/>(T): I <u>couldn't</u><sup>6</sup> <u>he</u><sup>10</sup> was asleep. <i>2 Errors</i><br/>(T): I couldn't <u>{FPL}</u><sup>11</sup> <u>he</u><sup>10</sup> was asleep. <i>2 Errors</i></p> <p><b>6. Each obvious question mark omitted from an interrogative sentence or added to a noninterrogative sentence.</b><br/>(D): Who wants to go?<br/>(T): Who wants to go<sup>6</sup>. <i>1 Error</i></p> <p><b>7a. Each incorrect number or money figure represented by a word.</b><br/>(D): May one, nineteen fifty one.<br/>(T): May 1, <u>1815</u>. (18<sup>2</sup>15<sup>2,7</sup>) <i>3 Errors</i><br/>(T): May 2<sup>2</sup>, <u>18 15</u> (18<sup>2,1</sup> 15<sup>2,7</sup>) <i>5 Errors</i></p> <p>(D): One hundred forty three dollars.<br/>(T): \$143.00 or \$143 or 143 dollars. <i>0 Errors</i><br/>(T): <u>143.00</u> (omitted \$ or "dollars") <i>1 Error</i></p> |
|--|--|
- 5a. Each obvious omitted comma that is required by the rules of punctuation and/or grammar.**  
**Dates:**  
(D): September 20, 1993, is the date.

To assist with grading, the errors listed in this document have been coded as follows:

- |                        |                              |                 |                    |                 |
|------------------------|------------------------------|-----------------|--------------------|-----------------|
| 1. Extra/missing space | 4. Replaced word             | 7. Missing word | 10. Capitalization | 13. Contraction |
| 2. Wrong word          | 5. Transposed word           | 8. Misspelling  | 11. Untranslate    |                 |
| 3. Hyphen              | 6. Missing/wrong punctuation | 9. Added word   | 12. Style          |                 |



# What is an Error?



## Grading Guidelines for the CRR/CBC/CCP Skills Test

Revised January 2007, updated information is in bold italics

- (T): \$134<sup>2</sup>.00 or \$134<sup>2</sup> 2 Errors
- 7b. Numbers zero through nine (0-9) should be written out. Eleven (11) and above, the numbers should be written as numerals. Ten (10) can be written either way.**
- (D): one hundred fifty  
(T): one hundred 50<sup>12</sup> 1 Error  
(T): one hundred fifty<sup>12</sup> 1 Error  
(T): 150 0 Errors
- (D): one two nine Main Street  
(T): one twenty<sup>2</sup> nine Main Street 1 Error  
(T): 129 Main Street 0 Errors  
(T): 192<sup>5</sup> Main Street 1 Error
- (D): I have five boys.  
(T): I have 5<sup>12</sup> boys. 1 Error
- \*NOTE: Ages from 1-10 can be expressed in words or numerals.
- 7c. Numbers containing six or more consecutive zeros should have the zeros expressed in words. Numbers ten and below can be written out or expressed as a numeral. Numbers 11 and above should be expressed as a numeral.**
- (D): six million  
(T): 6 million or six million 0 Errors
- (D): Two hundred forty thousand  
(T): 240,000 0 Errors  
(T): 200,40,000<sup>12</sup> 1 Error  
(T): 200<sup>1</sup> 40,000<sup>12</sup> 2 Errors  
(T): 200<sup>1</sup> 40 thousand<sup>12</sup> 2 Errors  
(T): 240 thousand<sup>12</sup> 1 Error
- 8. Misspelled or noncapitalized names.**
- (D): Harley Schmidt  
(T): Hardey<sup>2</sup> Schmitt<sup>2</sup> 2 Errors
- (D): Bill Frank  
(T): bill<sup>10</sup> frank<sup>10</sup> 2 Errors
- 9. Each contraction written as two words and vice versa.**
- (D) I don't know.  
(T): I do not<sup>13</sup> know. 1 Error
- (D): they are  
(T): they're<sup>13</sup> 1 Error
- 10. Each untranslate.**
- (D): Did you stay at the Marriott?  
(T): Did you stay at the MAR<sup>11</sup> YOT<sup>11</sup>? 2 Errors
- 11. Each omitted apostrophe that designates possession.**
- (D): The dog ate the cat's food.  
(T): The dog ate the cats<sup>6</sup> food. 1 Error
- 12. Each conflict and/or any extra words contained in the conflict translation.**
- (D): I can take only one pair of shoes.  
(T): I can take only one pear<sup>2</sup> of shoes. 1 Error
- (D): If you remember, please give us the time.  
(T): {ful<sup>9</sup>; if<sup>9</sup> you<sup>9</sup> are<sup>9</sup>; if you remember}, please give us the time. 4 Errors
- 12. (cont.)**
- (D): This drug will alleviate your pain.  
(T): This drug will a<sup>2</sup> {leave<sup>9</sup> leaf<sup>9</sup> ate<sup>9</sup> your pain. 4 Errors  
(T): This drug will Aleve<sup>2</sup> ate<sup>9</sup> your pain. 2 Errors
- 13a. Compound words with a space, changing meaning.**
- (D): I walked away from the ballpark.  
(T): I walked a<sup>7</sup> way from the ballpark. 1 Error
- 13b. Two words connected that should not be connected.**
- (D): He is over the hill.  
(T): He is overthe<sup>1</sup> hill. 1 Error
- 14. Acronyms or initialisms should not contain spaces, Hyphens, or words.**
- (D): IRS  
(T): I.R.S. 0 Errors  
(T): I-R-S (I<sup>-3</sup>R<sup>-3</sup>S) 2 Errors  
(T): I R S (I<sup>1</sup>R<sup>1</sup>S) 2 Errors  
(T): I H S (I<sup>1</sup>H<sup>2</sup>S) 3 Errors  
(T): I are S (I<sup>1</sup>are<sup>2</sup>S<sup>1</sup>) 3 Errors  
(T): Iare S (Iare<sup>2</sup>S) 2 Errors
- 15. Stacking errors.**
- (D): I went home. The victim was there.  
(T): I went home<sup>6</sup> T<sup>2</sup> victim was there. 2 Errors
- (D): He asked for you. I said you went out.  
(T): He asked for U<sup>2,6</sup> I said you went out. 2 Errors  
(T): He asked for<sup>6</sup> You<sup>10</sup> I said you went out. 2 “
- 16. Transposition.**
- (D): She was once a CEO.  
(T): She once<sup>5</sup> was a CEO. 1 Error
- 17. Each omitted word.**
- (D): I drove and he slept.  
(T): I drove<sup>7</sup> He slept. 1 Error
- \*NOTE: The essential error is the omission of the word “and.” No error for the period, no error for the capital H.
- 18. Each added word.**
- (D): Yes.  
(T): Yes, sir<sup>9</sup>. 1 Error
- These Will Not Be Counted As Errors:**
- A. Use of the word “dollars” instead of the \$ symbol.  
B. Use of the word “percent” instead of the % sign.  
C. Omitted sets of quotation marks or parentheses. (If an opening quote or parenthesis is used, a closing quote or parenthesis must also be used.)  
D. A word that does not translate but forms the correct English word (NOTE: Translation may be in brackets):  
(D): Hub  
(T): {HUB}  
E. Tests in all uppercase.

To assist with grading, the errors listed in this document have been coded as follows:

- |                        |                              |                 |                    |                 |
|------------------------|------------------------------|-----------------|--------------------|-----------------|
| 1. Extra/missing space | 4. Replaced word             | 7. Missing word | 10. Capitalization | 13. Contraction |
| 2. Wrong word          | 5. Transposed word           | 8. Misspelling  | 11. Untranslate    |                 |
| 3. Hyphen              | 6. Missing/wrong punctuation | 9. Added word   | 12. Style          |                 |

# ILLINOIS COURT REPORTERS ASSOCIATION

41 SW CRESCENT DRIVE, MT. VERNON, ILLINOIS 62864

618-242-2142 . 800-656-2467 www.ilcra.org

FAX: 618-242-2143 . E-mail: ilcraoffice@aol.com

If you are an Illinois State Official and wish to take advantage of the payroll deduction, call the 800 number above and a payroll deduction card will be sent to you for completion.

## MEMBERSHIP APPLICATION

(Please type or print)

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(Street Address) (Apt. #) (City) (State) (Zip)

Courthouse or Business: \_\_\_\_\_  
(Name) (Street Address) (Suite #) (City) (State) (Zip)

Business Phone: ( ) \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Female Date of Birth Previous ILCRA Member? If yes, by what name?  
Male / / Yes No \_\_\_\_\_

### PROFESSIONAL MEMBER -- FOR COURT REPORTERS -- DUES \$95/YR

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Primary Shorthand : (check only one) Machine Pitman Gregg Other  
Support Services: Computer-Aided Conference Litigation Realtime Video Video Closed  
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Certifications: RPR RMR RDR CLVS CMRS CRR CRI CPE FAPR CBC CCP  
CSR State(s) \_\_\_\_\_ CSR# \_\_\_\_\_ Other: \_\_\_\_\_

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### **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.
- Administers the RPR, RMR, RDR, CRR, CBC, and CCP examinations and publishes the dates of the tests in Ad Infitum.
- Monitors, promotes, and lobbies to pass legislation favorable to the interest of court reporters, captioners and CART providers. Monitors legislation affecting our professions on a statewide and national basis through both our Legislative Committee and our lobbyist.
- Sponsors an annual conference and one-day seminars including continuing education and the latest in reporting technology.
- Publishes the Ad Infitum, 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.
- Co-hosts and pays for NCRA continuing education units for the three Court Reporting Services Seminars. ILCRA also provides personnel in connection with those continuing education credits.
- 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
- Offers an Online Student Mentor Program.
- 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 our ListServe program which allows ILCRA to immediately be in touch with members via e-mail.
- Serves the membership with an 800 phone number, 1-800-656-2467 and a Web site [www.ilcra.org](http://www.ilcra.org).
- Provides a full-time staff person, our Executive Director, to assist members.