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ASSOCIATION

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ad infinitum

WINTER

2017

President's Message



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Greetings, ILCRA members. As I'm writing this message, the weather forecast predicts a sunny day with a high of 17 degrees. Winter coats, hats, gloves, scarves and boots are definitely needed. Fall decorations have been switched for holiday lights and poinsettias. Some of my coworkers have decorated their office with colorful trees and holiday music plays softly in the background. If winter is your favorite time of year, I hope you make a point of getting out and enjoying it. If you're dreaming of sunny days and 70-degrees, know that you are not alone.

Twelve days ago I was walking along Ft. Lauderdale Beach Boulevard enjoying the view of the Atlantic and wishing I could take a quick jog just to get a little closer to the water. Instead I walked until my fitness watch congratulated me for reaching my step goal of the day. Did I stop there? No. I'm a court reporter. Court reporters – even when we're tired, even when the rest of the world would be satisfied with the accomplishment – tend to go above and beyond. The court reporter in me raised the bar. Could I double my step goal for the day? My personal court reporting school mantra whispered through my head: I can. I will. I must. So I did.

You may be wondering why I chose to share my Ft. Lauderdale experience with you. I never cease to be amazed by the talented, dedicated, professional court reporters I either work with or have met through the years. You are capable of reaching any goal you set. The goal may change along the way and life detours may challenge you to dig deeper before gifting you with another goal accomplished. Depo after depo, broadcast after broadcast, class after class, trial after trial, we keep

challenging ourselves. Your challenge may be refusing to leave for the day until you've figured out a formatting challenge your laptop is not applying or working up the confidence to place your laptop in front of the judge since you're doing realtime anyway. You continue to inspire, encourage and humble me.

As we move into 2017, I have a couple challenges to propose. During National Court Reporting & Captioning Week – February 11-18 – visit your local high school and share your profession. If your work environment allows it, invite a student to shadow you. Take ten minutes and call one of the court reporting schools and give your name as a mentor volunteer. If none of these challenges are enticing to you, plan on attending ILCRA's Marathon session on March 4, 2017, at the Oak Brook Doubletree Hotel. As time marches on and your years of experience amass, it's easy to step away from continuing education opportunities. You are missing the opportunity to be up-to-date and in the know. I enjoy trouncing misconceptions about the state of court reporting. Attending seminars and annual conventions hosted by ILCRA are perfect easy-access continuing education opportunities, along with networking. Your ILCRA Executive Board would like to hear from you. If you have questions or concerns, please don't hesitate to contact us. In the meantime, I wish you and your family good health, peace during this busy time of year, joy and a prosperous 2017.

~ Vernita Allen-Williams

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For a listing of all **committees and current committee members**

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What ILCRA Does for Illinois Reporters

- **Works** to maintain your right to be certified.
- **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** *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** Student Scholarships, a Distinguished Service Award, an Award of Excellence for an Outstanding Educator, and conducts [speed contests](#) each year.
- **Provides** resources on the ILCRA website, including the CSR Act, Court Reporters' Act, Rules and Regulations of the Illinois Department of Financial and 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 website under "Find a Reporter."
- **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 Constant Contact which allows ILCRA to immediately be in touch with members via email.
- **Serves** the membership with the phone number 703-729-4861 and a [website](#).
- **Provides** an association management company to assist members.

ILCRA 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.

We Read and We Know Things: Familiarity with a Variety of Material is Essential for Captioning Quality

By Kathryn A. Thomas, RDR, CRC,
ILCRA President-Elect

"My brother has his sword, King Robert has his warhammer, and I have my mind...and a mind needs books as a sword needs a whetstone if it is to keep its edge. That's why I read so much, Jon Snow."

~ Tyrion Lannister in *A Game of Thrones* by George R. R. Martin

"What should I do to prepare myself for providing CART and captioning?" You've heard the typical answers: proactively build your dictionary, work on your realtime, practice, et cetera.

It's also vital to be up to date and well read. Names, terms, and references can and will pop up out of nowhere, unrelated to the subject at hand. If your brain has lots of these words already in your subconscious, when a college professor randomly mentions the Kwisatz Haderach, the Dollangangers, or wingardium leviosa, you'll be more likely to recognize the words and handle them appropriately, as opposed to simply guessing how the word is spelled.

You're busy. So am I. This year I've been overwhelmed with captioning and CART work. I got addicted to the show *Supernatural* (always binge responsibly). And of course ILCRA board duties. But a fabulous tool that helped me stay on track with my own education was the 2016 POPSugar Reading Challenge, found at <http://www.popsugar.com/love/Reading-Challenge-2016-39126431>. My reading list is pictured here, with a full list on my blog at <http://www.stenoray.com>.

I got a pretty good mix of classic and contemporary, thought-provoking and fluff. And it's not as time-consuming as you'd think — 41 books in 52 weeks, less than a book a week, so occasionally I did have to back away from the Netflix and use "found moments" between captioning jobs or on the treadmill.

Next year's challenge has been published at <http://www.popsugar.com/love/Reading-Challenge-2017-42561300>. It has 40 entries, with an additional 12 if you really want to go for it. This is a wonderful exercise — you'll read books that aren't on your radar, increase traffic for your public library, and be entertained as well.

Recognizing a variety of proper names and terms from a variety of subjects is integral to captioning well. We can't know all the unique words that are out there, but we can learn a lot of them, and in so doing make our captions that much more valuable for our consumers.

BACK BY POPULAR DEMAND!

2017 ILCRA Marathon Seminar

will be held in Oak Brook, IL on March 4, 2017.

This is the can't miss seminar of the year. We have an exciting speaker line-up, including national names in the industry and some of the very best topics to help you improve your skills.

You can check out the full agenda and register online simply by following this link.

<http://ilcra.org/sitepage.asp?page=Marathon>

Register now and don't miss out on the early bird special rate that ends on February 20, 2017.

Join ILCRA

Illinois Court Reporters Association membership has its privileges!

As a member, you receive exclusive benefits, including:

- **AD INFINITUM** - our quarterly e-newsletter
- Discounted **ILCRA ANNUAL CONVENTION** and Seminar registration fees - a savings of \$100
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- Exclusive use of the **ILCRA MEMBER LOGO** to highlight your professionalism
- **MEMBER-ONLY** access to the Website with the latest legislative news

ILCRA members also receive the following valuable benefits:

Office Depot: 15% - 25% average annual savings on select paper and office supplies

Pengad: 10% off all full price products from July 2016 - June 2017

ProCAT: 25% off WinnerXP Software; 15% off Impression Writer

RepAgencyWorks: 25% discount off the set-up fee for RepAgencyWorks Court Reporting Management Software

Reporting Solutions: 20% off PDF-it service

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OVERLAND PARK, KANSAS

Veterans History Project



By Deborah Cohen-Rojas, CSR, RPR

On November 11, 2016, the Nineteenth Judicial Circuit Court in Waukegan hosted its fifth annual Veterans History Project event. Thirty-five interviews were conducted of veterans of World War II, Korea, Vietnam, Afghanistan, and Iraq. This was a record-breaking year, with the most interviews held so far at this event. In total over the past five years, 134 interviews have been conducted at the Nineteenth Circuit's VHP event and then transcribed and sent for submission to the Library of Congress.

The event began with a breakfast that was hosted by the Marine Corps League and the Lake County Bar Association. As the veterans arrived and checked in, they were presented with challenge coins printed with the insignia of each branch of the Armed Forces. The Honorable William J. Bauer, Judge of the U.S. Court of Appeals for the Seventh Circuit – himself a World War II veteran – gave a speech as the guest of honor. Gold Star Wives and Mothers in attendance were recognized and introduced during the opening ceremony. A talented student from Lake Forest High School gave a beautiful performance of the National Anthem. Representatives from the Daughters of the American Revolution, the Honor Flight Network, and the Quilt of Valor Foundation were present to give out information about their organizations.

This event was truly a group effort. The roster of escorts, servers, and interviewers was drawn from all across our courthouse and included current and retired judges, State's attorneys, public defenders, private attorneys, clerks, deputies, maintenance staff,

and even employees from the courthouse café. In total, including the veterans and attending family members, the event hosted close to 300 people this year.

This event would not be possible without the amazing court reporters that so willingly made sacrifices of both their time and money to attend this event. Freelancers and officials from across Illinois were in attendance, as well as a few from other states, some coming from far enough away that it required an overnight stay in order to volunteer at the event.

Some of the feedback received from these dedicated court reporters after the event went as follows: "There are lots of Veteran's Day ceremonies, but this event involves something we are actually doing actively to honor and preserve the histories of the veterans – not just being another face in a crowd." "This morning I shared our experience with my Chief Judge and he'd like to organize such an event in our circuit."

"This event is something I want to attend again not just next year, but every year it happens in the future!"

The general consensus of everyone who participates in the Veterans History Project is that, in addition to being a genuine, and also personally gratifying, way to say thank you to our veterans, the experience leaves everyone involved changed for the better. The first VHP event at the Nineteenth Circuit five years ago consisted of nine reporters and 14 veterans, and several reporters had to take multiple histories that day. This year the event has more than tripled in scope, largely due to word-of-mouth about the continuing success of the event. Our court reporter volunteers are spreading the word, too, though, and, thanks to their dedication and generosity, no reporters were needed for a double-shift at this event.

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ILLINOIS COURT REPORTERS ASSOCIATION

MARATHON EDUCATION SEMINAR FOR COURT REPORTERS

March 4, 2017

**DoubleTree by Hilton Chicago - Oak Brook
1909 Spring Road, Oak Brook, Illinois**

7:00-7:30 Registration/Coffee/Continental Breakfast

7:30-9:00 SEMINAR 1: Beyond English – Steno Opportunities Await You 1.5 hours
Speaker: Stanley Sakai, CSR, CRC

As English-language reporters in a world where our own language prevails as lingua franca, we are commonly sheltered from the diversity of stenographic systems devised for languages other than English. In this seminar, we will take a general look at the inner workings of a variety of foreign-language systems, as well as a more in-depth analysis of writing machine stenography in Spanish. This seminar will open your eyes to job opportunities worldwide!

9:00-10:30 SEMINAR 2: Avoiding Critical Injuries for Court Reporters 1.5 hours
Speaker: Dr. Jeffrey Smith, DC

The physical work court reporters do places a terrible stress on the body and threatens the livelihood of every reporter. This seminar will focus on injury prevention and practical ways to avoid carpal tunnel and other career ending injuries.

10:30-10:45 Break

10:45-12:15 SEMINAR 3: Let's Talk Steno: The Good, the Bad, and the Ugly: Part 1 1.5 hours
Speakers: Donna Urlaub and Kathie Grove

Bring your writer to get the most out of this fun and informative session. Speed champion Donna Urlaub, along with her trusty sidekick Kathie Grove, wants to share with you her short writing tips, and why it's never too late to "teach an old dog new tricks"!

12:15-1:00 BOXED LUNCH

1:00-2:30 SEMINAR 4: Let's Talk Steno: Part 2 1.5 hours
Speakers: Donna Urlaub and Kathie Grove

2:30-3:30 SEMINAR 5: ILCRA and the Veterans History Project 1.0 hours
Speaker: Deborah Cohen-Rojas

The VHP seminar will introduce participants to what is involved in taking down and submitting a veteran's oral history to the Library of Congress. A brief history of the project will be presented, along with a video presentation of pictures taken from past VHP events conducted on Veterans Day at the 19th Judicial Circuit Court. Information will be given about how the event was started at that courthouse, as well as possible suggestions on how to start an event in other areas.

3:30 – 3:45 Break

3:45-5:15 SEMINAR 6: Putting the U in Failure! 1.5 hours
Speaker: Kathryn Thomas

Can FAILURE be FUN? Absolutely! Court reporting and captioning are great jobs, but we all fear failure at our jobs at some time. Sometimes this prevents us from increasing our skill set. We're going to disarm the fear of FAILURE, learn to cope with FAILURE, and explore the benefits of FAILURE. By the end of this session, you'll be motivated to go out there and FAIL for all the right reasons.

5:15-6:45 SEMINAR 7: CART and Captioning in 2017 1.5 hours
Speaker: LeAnn Hibler

The last two years have brought changes to the National Court Reporters Association's CART and captioning certifications. This seminar will explain how to prepare for and take the new Certified Realtime Captioner (CRC) certification, as well as talk about changes in the captioning guidelines, particularly CART in court. Bring your questions and curiosities and let's have a dialogue.

Total: 10.0 Illinois CSR Hours/ 1.0 NCRA CEU



2017 ILCRA MARATHON SEMINAR REGISTRATION

March 4, 2017

DoubleTree by Hilton Chicago - Oak Brook
1909 Spring Road ■ Oak Brook, IL 60523

Lodging Reservations: 630-472-6000

EARLY BIRD REGISTRATION FORM (ENDS 2/20/17)

Cancellations received in writing by February 20 will be refunded in full.

Refund requests received after February 20 will incur a \$50 administrative fee.

No refunds past February 27.

One-Day Fee (March 4)

- Current ILCRA Member-\$230
- Current ILCRA Associate Member- \$120
- Current Student Member-\$120
- Nonmember-\$325

After 2/20 all fees increase by \$20

Not an ILCRA member? Join now and save! Visit ILCRA's home page at www.ilcra.org or call 703-729-4861.

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Lunch Selection

A boxed lunch will be provided during the MARATHON Seminar in addition to refreshment breaks. Please select the boxed lunch that you are interested in. By providing this information, it will help us to try and have your selection available.

Turkey Breast Honey Roasted Ham Roast Beef

Vegetarian NONE

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Career Day

By Deborah Cohen-Rojas, CSR, RPR

When I attend career fairs, it's always fun to watch students react when I describe to them what I do. You can almost map out their reactions in stages. When asked, "So do you know what a court reporter does," I get one of two reactions: total mystification or a pantomimed wiggling of fingers in mid-air while the student says, "Are you one of those....?" Next I show them my steno machine, which always raises an eyebrow, and then I write "ladies and gentlemen of the jury" in one stroke (HRAEUFRPB). There's really nothing more gratifying than hearing a 17-year-old say, "No way, that was cool!" I show them a printout of the letters on a steno keyboard and describe how it's a lot more like playing chords on a piano than it is like typing, further solidifying my cool-cred because now I sound like a wizard/musician.

And this is the point in my presentation when I hear, "I could never do that." And I tell the student of course they can; it's nothing more than practice. I tell them how great it is to be the only person in the room who knows how to do what I can do. I tell

them that there's a serious shortage of licensed court reporters and how they'll never have an easier time finding a job once they have that license in their hand. I tell them about the flexibility and variety of freelance reporting, the extensive benefits package you get as an official, the advantages to working at home as a broadcast captioner, and the personal fulfillment of being a CART provider.

In the last few weeks I spoke twice about court reporting as a career option to groups of high school students. The first of these presentations happened on November 10, 2016, at Round Lake Senior High School in Round Lake, Illinois. RLHS happens to be where I went to high school, so it made attending this event a little extra special. It made it a little depressing, too, when the students asked what year I graduated, as it happened several years before they were even born.

There were a wide range of presenters at RLHS that day: physicians and dentists, parole officers and corrections officers, food scientists and beauticians, recruiters for the Armed Services. The chief judge, Judge Jorge Ortiz from the Nineteenth Judicial Circuit Court in Waukegan, Illinois, was even sitting at the table next to mine. (The kids gave me a mercy laugh when I told them, "Don't tell my Chief Judge I said this, but I have the best job in the courtroom.") So with that level of competition for interest, I got

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quite a thrill when I was escorted out at the end of the day by one of the counselors and she told me that a bunch of the students were talking about court reporting!

The next event I attended was on December 2, 2016, at the AKA Ascend Youth Group Career Options event, which took place in Waukegan, Illinois. I was actually invited to this event by Dr. Sharon Sanders Funnye, who I met at the RLHS event. Dr. Funnye is currently Director of Educational Talent Search at the College of Lake County.

Dr. Funnye has funneled her own experience of getting through college with limited financial resources into a program that mentors students who are having similar experiences. The event was organized in conjunction with the Alpha Kappa Alpha Sorority. Other attendees included a physician, a programming coordinator for WGN, and a travel consultant for the Judge Mathis Show.

After the students circulated and asked about the different professions, we (the professionals) were informed that it was time to get up and share our thoughts with the students about what we do and whatever advice we could give to the students about being successful. Deciding that the only remedy for the horror of an unexpected public speech would be to get it done ASAP, I volunteered to go first.

I recapped a little bit of what I had told the students individually about what I do, but most of what I told them had to do with keeping an open mind about their future. I told them that the most critical thing I had learned after becoming a court reporter was that you really never know what you're truly capable of until you try. After all, one of the biggest reasons I became a court reporter was the fact that I had been a cripplingly shy introvert who was literally rated the worst speaker in my intro to speech class my freshman year of college. But here I am today, having to do public speaking on a pretty regular basis while representing my profession. I also told them it was really okay not to know, at 17 or 18 years of age, what you want to do with the rest of your life. The worst thing anyone can do for their future is to pigeonhole themselves before they've really had a chance to know what life has to offer.

The other speakers were truly inspiring, and I was proud to be counted among them that day. Some of the ideas they shared with the students was the importance of knowing what you want and being willing to work hard and sacrifice to make it happen, how it's okay to scratch out a plan that isn't working the way you thought it would and to start over fresh, and also that an education is never, ever a waste because you never know where it will take you or what doors it will open in the future.

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Contact: kathy.dilorenzo@planetdepos.com

Update from ILCRA's Government Affairs Team

By Daniel L. Hamilton
Brown, Hay & Stephens, LLP

The 100th General Assembly was sworn in on January 11, 2017. On that day, the House of Representatives elected Michael J. Madigan as Speaker of the House, and John J. Cullerton was elected President of the Senate. These are the same two leaders that have been in power in the General Assembly since Governor Bruce Rauner took office two years ago. The disagreements between the Speaker of the House, President of the Senate, and Governor have led to a two-year impasse preventing the adoption of a full state budget and many other important legislative actions. Illinois has been hobbling along with “stop-gap” spending plans that have been aiding social services, higher education, and several other sectors that depend on state money to operate, and court ordered payments to state employees. The bill backlog in Illinois is nearing \$11 billion dollars. People dependent on mental health treatment, elderly care, college grants, etc., are suffering. These are unprecedented times.

The 100th General Assembly will be a historic one. It will mark the Prairie State's 2018 bicentennial. Moreover, the jobs of our elected officials have never been more difficult. Governor Rauner, a conservative businessman-turned-governor, and Speaker Madigan, Illinois House speaker for 32 of the last 34 years, remain so entrenched in their positions that some believe the matter will not be resolved before the 2018 election, when voters could possibly name a new governor.

Rauner believes the businesses in Illinois are overburdened by restrictive laws and union requirements, that property taxes are choking homeowners, and that Illinois legislators spend too much time in office. He maintains that a budget agreement, and the income hike necessary to fund state services, must be accompanied by business friendly reforms. Madigan has argued that the Governor's agenda is “extreme,” as it would only serve to hurt middle-class families, and should not be tied to budget negotiations.

Frustrated by this historic stalemate, the Senate has tried to rise above the fray. Together, Senate President John Cullerton and Republican Leader Christine Radogno negotiated a package of legislation that would raise the income tax from 3.75 to 4.95 percent, provide property tax relief, offer pension reform, limit the terms a legislator can serve as a leader, reform worker's compensation, increase the minimum wage, expand gaming, provide procurement reform, and borrow \$7 billion to pay down debt. The Senate will be considering these bills during committee hearings in the month of January, and they hope to have passed their proposal by February 1.

Even though the Senate seems to be stepping up, it is far too soon to say we are nearing the end of the impasse. Governor Rauner recently contributed \$50 million to his own campaign fund as he prepares to seek re-election and to support the Republican Party. Illinois may remain at impasse until voters select their governor in 2018.

ILCRA's Government Affairs Team in the Illinois Capitol is once again preparing to protect the court reporting profession in the Illinois General Assembly, and advocate for court reporters before representatives and senators. The focus of this General Assembly for the ILCRA Government Affairs Team will be to avoid any additional taxes and fees on court reporters, advocate for the profession amongst representatives and senators, and protect the profession against attacks from outside sources. The budget impasse has made licensed occupations, like court reporting, an easy target for increases in fees to make-up for the lack of revenue in the State's coffers. The ILCRA Government Affairs Team plans to educate and inform senators and representatives of the devastating impact that increases in licensing fees on court reporting licensing would have on reporters and the profession.

In addition, the Government Affairs Team will continue to defend against attacks on the profession. In the 99th General Assembly, House Bill 4672 was introduced without consultation with ILCRA. The legislation attempted to increase the passage rate for the certified shorthand reporter examination by reducing the threshold for passage. That legislation, although well intended, would have created adverse impacts for the court reporting profession. This legislation would have allowed individuals to become certified shorthand reporters that could not perform at the level of currently licensed reporters. Such legislation would be contrary to ILCRA's commitment to maintaining standards of excellence in verbatim shorthand reporting.

Upon discovering House Bill 4672, the Government Affairs Team conferred with ILCRA leadership, and determined that it was in the best interest of the profession to oppose this legislation. Swiftly, the Government Affairs Team and the ILCRA leadership stopped the legislation in its tracks. After quick action, the legislation never moved out of the committee to which it was assigned. As the 100th General Assembly begins, the ILCRA Government Affairs Team will again be examining legislation and advocating for the rights of certified shorthand court reporters in Illinois.

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Dear Nancy

By Nancy Varallo
RDR, CRR, FAPR

Dear Nancy: I'm a solid writer, but haven't provided realtime for attorneys. My firm now advertises that all its reporters are realtime-ready, on any job; the lawyers need only ask. Frankly, this scares me! You never know what a job will be like, and I'm not one to provide a service that isn't "just so". But the message from the firm owner is clear: Be ready! Can you give me some advice to help me to "be ready" every day on my job? Signed, Not Ready for Prime Time

Dear Not Ready for Prime Time:

She's looking for your job!

Your question actually highlights a dilemma agencies face: how to compete. If the best reporters distinguish themselves from all others by their ability to do interactive RT, and fast-turnaround drafts, then we (the agency) want to advertise that that's who we are. Hire us!

We take it as an article of faith that stenographic writers are superior to all other forms of making the record (voicewriters and Stenomaskers in particular) because of our ability to provide quality realtime output. Realtime has been with us for two decades. (My husband, Ed Varallo, published his Realtime Writer's Manual in 1992.) Students learn RT in school. You can't escape the many RT seminars on offer. NCRA has RT certifications. So every stenographic reporter is realtime ready, every day, on every job. Right?

Well, maybe not. Maybe some of us have been happy to let the firm's all-stars do the RT heavy lifting while we set the bar lower for ourselves. But let me not place blame. Nevertheless, the uncomfortable truth is that too many reporters have not upped

their game to meet the standards of the topflight court reporters of today. The all-stars in my agency look forward to arriving on a job and being asked, "Can you hook up to me today?" You bet! Extra bucks per page!

How to be RT ready on short notice? First, of course, you need to write cleanly. Then all things are possible. You can make yourself a clean writer by practicing — not for speed, but for clean execution. Practice a bit below your comfortable speed, until you can write that speed cleanly; then notch up your practice speed a bit, not more than 10 wpm. Clean writing is an acquired skill, and you can do it! Make sure you use enough briefs to cut down the many strokes you will have to write each day. Fewer strokes = fewer misstrokings = cleaner notes. Each time you work on a job in a particular subject-matter area (accident reconstruction, asbestos, banking & finance, construction, environmental), keep a discrete job dictionary containing entries, and special briefs, specific to that subject. They are then available to be looked over before any job you go on.

Ask for a prior transcript for every job you go to. Read it, and prepare your job dictionary before you get to the job. Create easy-to-write briefs for the vocabulary you see. No prior transcript? The Internet is a great place to research the case. Can't find the lawsuit? Research the company and read about its key players. What do they manufacture or sell? Look up the witness. Is he an expert? GoogleScholar.com is a great resource to find scientific articles and literature references.

I know this sounds like a lot of work, but it's what our most competent writers do. For them, preparation is part of the job — every day. You wouldn't go to bed without brushing your teeth. Don't go to a job without preparing for it. Your notes will be cleaner, your editing time reduced — and your clients will be well satisfied. If the client is happy, your agency owner is happy. Sounds like a win-win to me.

ad infinitum

Ad Infinitum is published quarterly by the Illinois Court Reporters Association, 43150 Broadlands Center Plaza, 152-269, Ashburn, VA 20148. ILCRA assumes no responsibility for statements or claims made in Ad Infinitum. Subscription is included in annual membership dues paid by a member.

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ISSUE	PUBLICATION DATE	DEADLINE
Spring	April 15	March 15
Summer	July 15	June 15
Fall	October 15	September 15
Winter	January 15	December 15

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