

**INTERESTED IN A CAREER IN  
COURT REPORTING  
AND/OR CAPTIONING?**



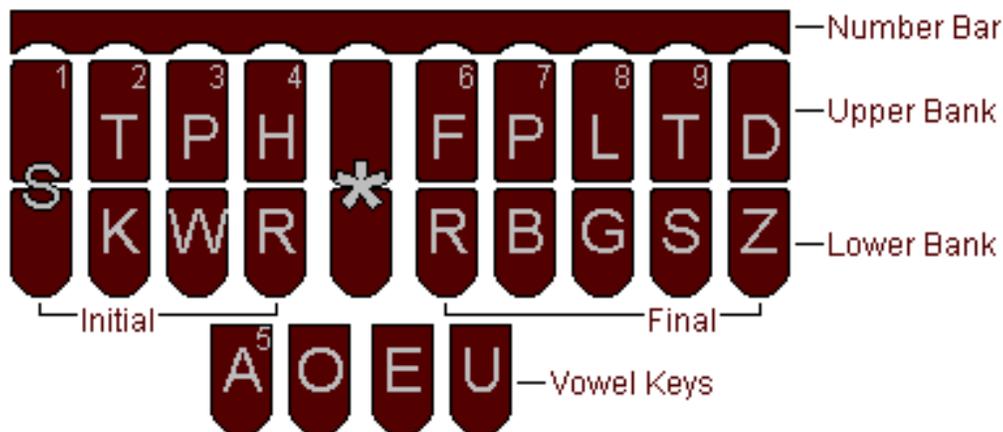
**Learn more about these  
unique and exciting careers!**

Our profession dates back to the 4<sup>th</sup> Century B.C. Throughout history, court reporters, also known as stenographers, have served the public by making accurate records of critical events.

Today, court reporters are on the cutting edge of technology, leading the way over other forms of recording by instantaneously translating the spoken word to print. They use *realtime technology* to enhance the marketability of their skills and to produce immediate text of the proceedings. This specialization has created new career paths for reporters, including broadcast captioning and realtime translation services for people who are deaf and hard-of-hearing.

People who successfully train to become court reporters have numerous career options, including these well-known fields:

- Freelance Reporting
- Judicial/Courtroom Reporting
- Captioning



## The steno machine keyboard

The unique layout of the steno machine allows court reporters to attain speeds well in excess of 200 words per minute with a high degree of accuracy. By pressing multiple keys at once, versus one key at a time on a regular keyboard, a court reporter is able to type whole words or phrases in a single stroke. In realtime reporting, the steno machine is linked to a computer. As the reporter types the words on the steno keyboard, the symbols instantaneously translate into English text on the computer screen.

Court reporters are also known as guardians of the record because of their impartiality and role within the judicial process, and capture the words spoken by everyone during a court hearing or deposition proceeding. Court reporters then prepare verbatim transcripts of the proceedings. The official record or transcript helps safeguard the legal process. When litigants want to exercise their right to appeal, they will use the transcript to provide an accurate record of what transpired during their case. During the discovery phase of the case, attorneys will use deposition transcripts to prepare for trial.

### **Freelance Reporters are hired by:**

- Attorneys
- Corporations
- Unions
- Associations
- Contractors
- Entrepreneurs

### **They provide records of important meetings and hearings for:**

- Pretrial depositions
- Arbitrations
- Board of Directors meetings
- Stockholders meetings
- Conventions
- Other business sessions

**Best of all, using modern technology, many freelancers conduct realtime transcriptions from their home office or own their own business!**

## **Courtroom or judicial reporters find employment in several settings:**

**Local and Federal Governments  
The U.S. Senate and House  
The United States Military**

**Judicial reporters often work as part of the team serving one judge or courtroom. Highly accurate records and transcripts of court proceedings are critical to the administration of justice. Court reporters maintain the courtroom record and produce verbatim transcripts of court proceedings according to strict standards.**



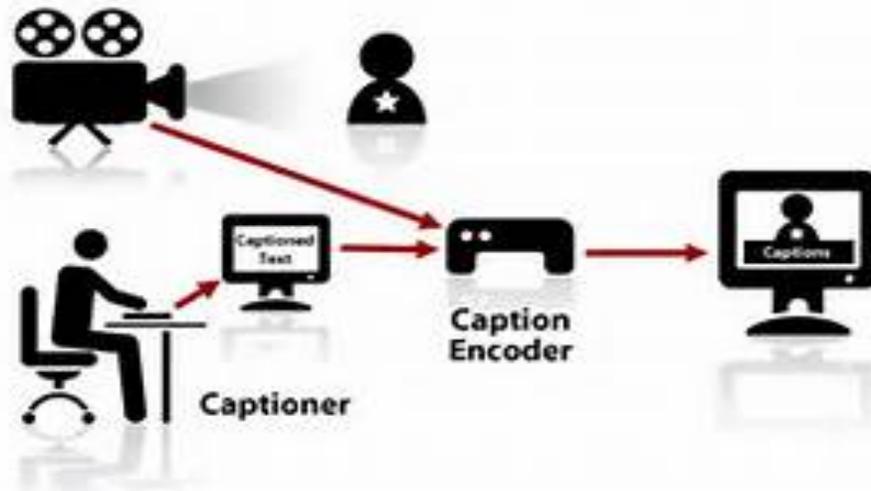
## **Captioners**

**Captioning is the method of taking down the spoken word during a live or recorded broadcast with the use of a steno machine connected to an encoder which then displays the words on your television set.**

**Captioners provide critical information during an emergency to over 28 million Americans who are deaf or hard-of-hearing.**

**They enable non-English-speaking viewers to enjoy news, sports, and entertainment programming.**

**They enjoy flexible hours and working conditions. Many work right out of their home!**



## **CART Providers**

**This type of court reporter provides universal access for the deaf and hard-of-hearing at universities and other interesting environments.**

**In most cases a verbatim transcript is not prepared.**

# Why Choose Court Reporting?

## It is a growing profession!

### According to the Department of Labor:

- Job Opportunities for court reporters continue to outnumber job seekers.
- There is a steady demand for accurate transcription of proceedings in various settings.
- There is a rapidly growing need to create captions for live or prerecorded television as well as to provide realtime translation services for the deaf and hard-of-hearing communities.

The 2013-2014 Industry Outlook Report produced by Ducker Worldwide indicates there are going to be 5,500 new positions available in the next five years.

- Court reporters can earn an average of \$45,000-plus a year depending upon the area they reside in and their level of skill.



THE COURT REPORTER  
**ADVANTAGE**

# What Makes a Good Court Reporter?

- Someone with a strong vocabulary and excellent listening skills
- Someone with good punctuation skills and spelling capabilities
- Someone who is self-motivated and can work on their own without direct supervision
- Someone who likes to work with computers and other technology

**If this sounds like you and you are  
interested in learning  
more about this profession,  
go to:**

**[www.crtakenote.com](http://www.crtakenote.com) or  
[www.anokatech.edu](http://www.anokatech.edu)**