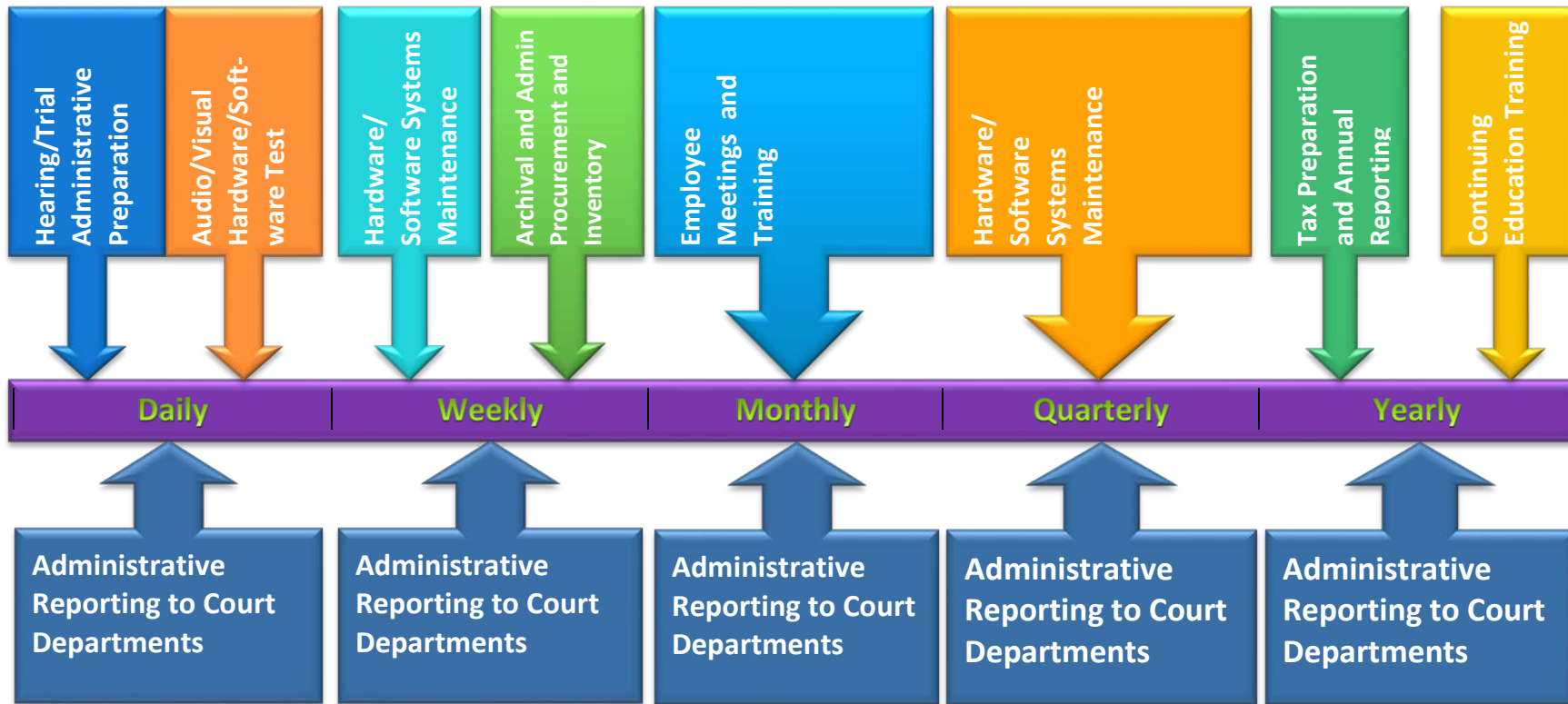


# Court Reporter

## *Job Responsibilities*



*What is a "Guardian of the Record"? Highly skilled and efficient official stenographic court reporters manage a record of court proceedings with use of their privately owned computer and digital equipment, software, stenographic hardware and peripherals, but in addition to this they perform daily administrative operations for the court, which include docketing, archival, customer service, information technology and human resources services, and daily/quarterly/yearly Administrative Office or Court statistical form computation and reporting. These court employee functions performed by the official court reporter are in addition to stenographically reporting court proceedings. The following is a chart listing of professional responsibilities that ensure a proper record and by which official court reporters are the Guardian of the Record. Of note, some of these tasks (e.g., swearing in of witness) may be performed by or are the shared responsibility of the courtroom deputy clerk, depending on the particular court district.*



## Hearing/Trial Administrative Preparation

<p>Coordinate courtroom calendar and scheduling in consult with court reporter supervisor, courtroom deputy clerk and/or court coordinator  (end of day and beginning of day)</p>	<p>Prepare daily case/hearing database by inputting individual calendar items, counsel/party names, keywords into court reporter realtime file database dictionary to assist in accurate realtime translation</p>	<p>Create indexing pages for relevant hearings for accurate realtime translation of case information and appearances  Note and seal portions of record as ordered by the court</p>
<p>Collect and scan business cards from courtroom counsel, parties and other appearances inside railing for appearances.</p>	<p>Create seating chart and stenographic input of notes for speaker IDs</p>	<p>Create photocopies for distribution to courtroom clerk/CRD, Judge and court reporter of appearances of parties/witnesses/counsel/business cards, etc.</p>
<p>Open courtroom call for courtroom entry of Judge (All rise, etc.)</p>	<p>Accurately report proceedings in realtime and translate from steno to English with computer aided transcription software and digital peripherals/hardware.</p>	<p>Compile listing of exhibits (admitted/received, words of art or case-specific terms/names)</p>
<p>Photocopy referenced documents for digital archival</p>	<p>Swear witness(es) and ask for proper spelling of full name</p>	<p>Report sidebar/bench/robing room/chamber hearings</p>
<p>Move/relocate stenographic machine and equipment to alternate courtrooms to cover additional proceedings</p>	<p>Remind/ask counsel/parties/witnesses to speak clearly, enunciate, and to repeat trailed sentences or clarify cross-talk or talkover between two or more speakers for the record</p>	<p>Check in counsel/litigant appearances prior to hearings; answer courtroom phone, take and relay messages  Alert Judge when all parties are ready/present for proceedings to commence or to return to courtroom following recess</p>
<p>Prepare relevant or requested realtime transcript files for readback and provide readback to jury, with sidebar and sustained objections and related testimony omitted</p>	<p>Provide readback of requested testimony of proceedings and provide realtime translation for Judge to read back upon readback request</p>	<p>Prepare and provide digital transcript file for distribution to courtroom support staff following adjournment of proceedings</p>

Prepared for NCRA by [Denise Paddock – Official Court Record, LLC](#)  
Court Reporter *Job Responsibilities*



## **Systems and Audio/Visual Hardware/ Software Setup/Test/Maintenance**

Setup, maintenance and IT monitoring of courtroom realtime systems, hardware and software for judicial staff and other users	Audio/visual setup, configuration and monitoring of courtroom hardware and software peripherals (ELMO/document camera, monitors, speakers, microphones, computers, handheld devices, etc.)	Court reporter equipment, including hardware and software setup and configuration (computers, realtime equipment and stenographic writer, etc.)
Establish realtime feed deliveries (Judge, courtroom deputy clerk, judicial/agency staff and/or parties) for use in preparation of order, PSR filings and court orders, etc.	Assess, download and perform hardware and software updates and scheduled maintenance on realtime and court reporter systems	Purchase warranties, contract extensions and support on court reporter and realtime systems hardware and software
Establish connection with and ensure proper workings of court reporter personal peripherals (printer(s), docking stations, scanners)	Test/replace batteries on court reporter microphones and courtroom microphones.	Check and monitor stenewriter memory cards and proper functioning of external backup drives
Assist counsel with hardware and peripheral usage of courtroom hardware and software (lapel mics, DocCam/ELMO, digital input switching for evidence computers, etc.)	Prepare courtroom and office equipment/peripherals/electronic devices for frequent GSA or maintenance department electrical shutdowns/testing	Power down electrical equipment following proceedings



## Archival and Administrative – Administrative Reporting to Court Departments

Daily scanning to computer database of courtroom business cards for archival	Download tentatives and calendars from online court listing	Disconnect court realtime file(s) and create save-as file names for archival and post to court network for court/judicial staff reference/archival
Field inquiries for transcript of proceedings from court, court staff, litigators, parties, third-parties, etc.	Process and create estimates for transcript of proceedings	Calendar inquiries for follow-up
Follow-up on dormant, unpaid transcript requests/estimates	Process estimates for transcript of proceedings as paid/unpaid/closed and calendar delivery dates	Coordinate delivery details for order and process requests for transcript payments received and calculate delivery date(s)
Accurately input accounts payable/accounts receivable	Calculate, process and issue refunds for transcript fee overages	Follow through on collections of unpaid balances or amounts due and owing
Prepare government vouchers and comply with document and filing guidelines (AUSAs, CJA, DOJ, etc.)	Establish and coordinate production staff (proofreaders, scopists, administrative staff)	Compile and prepare master and concordance indexing for multi-volume transcripts
Process accounts receivable and follow-up with scanning of proof of delivery into accounting system	E-file transcript and complete online form prompting	Prepare and print proofs of service and delivery to counsel/parties/litigants of certified transcript
Fulfill individual invoice orders for digital transcript delivery	Print and bind transcript deliveries and invoicing information and prepare for shipping	Prepare digital transcript files for delivery, create individual concordance indexing files, master indexing, condensed 4-on-a-page delivery, .txt/ASCII files, etc.
Prepare certified transcript for E-Filing	Coordinate with court reporter supervisor/assistants for government-billed transcript requests and provide estimates of fees	Pick up physical court mail from sorting station, process and follow through on requirements/requests from senders



**✚ Archival and Administrative – Administrative Reporting to Court Departments, Cont’d.**

Complete daily time government reporting forms for hours worked, documenting realtime pages, administrative hours, overtime hours with explanation/reason codes, court hours, leave time, sick time, hours worked for Judges and Magistrates, etc.	Prepare quarterly and yearly reporting compilations for government filing to include administrative hours, transcript pages billed for all categories on an individual basis, as well as uncertified/certified pages in all categories and expense listing of job-related purchases and independent contractor/administrative assistant 1099 fees	Prepare requests for first draft of transcripts for delivery to court staff
Report to court reporter supervisor, local clerk of court and court	Place trash out for collection by maintenance	Perform daily archival and backup for working computers, syncing backups online and offline
Retrieve and process phone messages from office and court phones and follow up on messages	Manage database dictionaries for cases and individual jobs/hearings for future reference and translation	Renew state and national license requirements for certified shorthand reporters and county business license
E-file redacted court transcripts	Upload native stenographic files for archival on court database	Purchase and maintain duplicate equipment for courtroom and office (spare steno machine \$5000.00, courtroom printer/scanner/computer and writer keyboards, etc.)
Prepare new digital files for E-filing and upload of redacted information	Process and respond to court emails	Redact sensitive information per redaction guidelines



## Employee Meetings and Training

Remain current on court security operations and procedures	Emergency COOP preparedness and training	Participate in court surveys
Participate in mandatory court training classes	Participate in court tutorials/class updates	Participate in government work studies
Attend clerk's office meetings	Attend meetings with chambers	Attend meetings with Judge
Participate in court-wide ceremonies	Participate in chambers events and trips	Participate in clerk's office functions/events

## Tax Preparation and Reporting

Accounts receivable accounting (daily, monthly, yearly)	Accounts payable accounting (daily, monthly, yearly)	Individualized tax reporting as an employee and independent contractor
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## Continuing Education Training

Track continuing education requirements	Source and purchase online continuing education	Schedule time with courtroom and supervisor for time off to attend training
Report continuing education credits	Review continuing education transcript	Attend continuing education and comply with required classwork/projects
Purchase and attend court reporter production software training	Stay current in changing technologies (digital, electronic, etc.)	Purchase and attend state and national court reporting events for classroom continuing education



## Procurement and Inventory

Account for and purchase court reporter supplies:	Prepare and send in equipment for repair and refurbishment	Estimate future needs due to workload
Three-hole punch paper	Laser paper	Binding spines
Binding covers	Cover pages	Update or repair hardware/software (fax, scanner, printers, wireless devices and peripherals, monitors, stenowriters)
Printer Toner/Ink	Business cards	Transcript inserts/information materials
Waterproof shipping bags	Tape/staples/rubber bands/clips	Envelopes for transcript shipments
Envelopes for invoice and document mailing	Stamps/postage fees	Renew software fees for secure digital file delivery and file backup/archiving
Realtime receive computers and peripherals	Realtime court reporter computers for courtroom reporting functions	Computer data servers and backup drives

