

# Court and Real-Time Reporting

*Court reporters* use stenotype machines to record legal proceedings in courtrooms. *Real-time reporters* combine shorthand machine reporting with computer-aided transcription to provide real-time testimony in courtrooms and other settings. Other professionals help people with hearing disabilities by creating closed captions for television shows, Webcasting, and movies, as well as in classrooms, meetings, and other settings. An associate degree in court reporting is recommended to work in the field.

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## Typical Courses:

- > Theory
- > Introduction to Computer-Aided Transcription
- > Speed Development
- > Realtime Reporting Punctuation and Proofreading
- > Realtime Concepts
- > Introduction to Transcription Preparation
- > Technical Dictation
- > Principles of Captioning/CART
- > Captioning/CART Technology
- > Medical Terminology and Anatomy
- > Legal Terminology

65

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## Potential Employers:

- > Courts
- > Law firms
- > Broadcasting companies
- > Organizations that provide services to the deaf
- > Corporations

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## Available At:

The following list of colleges that offer degrees in court reporting is not exhaustive. Visit the National Court Reporters Association's website <http://www.ncraonline.org/education/schools/index.shtml> for a list of more than 65 programs approved by the Association.

## They Teach That in Community College

### **Academy of Court Reporting**

(six campuses in Michigan, Ohio, and Pennsylvania)

<http://www.acr.edu>

Degrees available: Associate degree

## *Did You Know?*

Approximately 18,000 court reporters are employed in the United States, according to the U.S. Department of Labor. Approximately 60 percent work for state and local governments.

66

### **Alfred State College**

215 EJ Brown Hall, Alfred, NY 14802

800/4-ALFRED

<http://www.alfredstate.edu>

Degrees available: Associate degree

### **Alvin Community College**

3110 Mustang Road, Alvin, TX 77511

281/756-3757

[CourtReporting@alvincollege.edu](mailto:CourtReporting@alvincollege.edu)

[http://www.alvincollege.edu/Current/Court\\_Reporting.cfm](http://www.alvincollege.edu/Current/Court_Reporting.cfm)

Degrees available: Certificate, associate degree

### **Chattanooga State Technical College**

4501 Amnicola Highway, Chattanooga, TN 37406-1097

423/697-4402

<http://www.chattanoogastate.edu>

Degrees available: Associate degree

### **Community College of Allegheny County**

808 Ridge Avenue, Pittsburgh, PA 15212-2748

412/237-4600

<http://www.ccac.edu>

Degrees available: Associate degree

### **Cuyahoga Community College**

700 Carnegie Avenue, Parma, OH 44115

<http://www.tri-c.edu/ccr/Default.htm>

Degrees available: Associate degree

### **Gadsden State Community College**

PO Box 227, Gadsden, AL 35902-0227

256/549-8200

<http://www.gadsdenstate.edu>

Degrees available: Associate degree

## Court and Real-Time Reporting

### **GateWay Community College**

108 North 40th Street, Phoenix, AZ 85034  
602/286-8000  
info@gatewaycc.edu  
<http://business.gatewaycc.edu/Programs/RealTimeClosedCaptioning/default.htm>  
Degrees available: Certificate, associate degree

### **Green River Community College**

12401 SE 320th Street, Auburn, WA 98092  
253/833-9111  
[http://www.greenriver.edu/ProgramInformation/ComputerReportingTechnologies\\_CourtReporting.htm](http://www.greenriver.edu/ProgramInformation/ComputerReportingTechnologies_CourtReporting.htm)  
and  
[http://www.greenriver.edu/ProgramInformation/ComputerReportingTechnologies\\_Captioning.htm](http://www.greenriver.edu/ProgramInformation/ComputerReportingTechnologies_Captioning.htm)  
Degrees available: Certificate, associate degrees

### **Hinds Community College-Raymond Campus**

501 East Main Street, PO Box 1100, Raymond, MS 39154-1100  
800/HINDS-CC  
<http://www.hinds.cc.ms.us>  
Degrees available: Associate degree

67

### **Huntington Junior College**

900 Fifth Avenue, Huntington, WV 25701  
304/697-7550, 800/344-4522  
admissions@huntingtonjuniorcollege.com  
<http://www.huntingtonjuniorcollege.com/Real-timeReporting.htm>  
Degrees available: Associate degree

### **Key College**

225 East Dania Beach Boulevard, Dania, FL 33004  
954/923-4440  
admissions@keycollege.edu  
<http://www.keycollege.edu/page9.html>  
Degrees available: Associate degree

### **Las Vegas College**

170 North Stephanie Street, Suite 125, Henderson, NV 89074  
888/741-4270  
<http://lasvegas-college.com>  
Degrees available: Associate degree

### **Lenoir Community College**

231 Highway 58 South, PO Box 188, Kinston, NC 28502-0188  
252/527-6223  
<http://www.lenoircc.edu/nsite/academicprogs/crt/courtreport.html>  
Degrees available: Associate degree

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### **Madison Area Technical College**

3550 Anderson Street, Madison, WI 53704  
608/246-6368  
<http://matcmadison.edu/matc/ASP/showprogram.asp?ID=3055>  
Degrees available: Associate degree

### **Midlands Technical College**

Information Systems Technology Department  
PO Box 2408, Columbia, SC 29202  
803/738-8324, 800/922-8038  
<http://www.midlandstech.edu/edu/ed/ISM/CPT/programs/crp.htm>  
Degrees available: Certificate

### **Oakland Community College**

2480 Opdyke Road, Bloomfield Hills, MI 48304  
248/341-2000  
<http://www.oaklandcc.edu/FutureStudents/DegreePrograms.asp>  
Degrees available: Certificate, associate degree

### **South Suburban College**

Court Reporting Program  
15800 South State Street, South Holland, IL 60473-1200  
708/596-2000  
<http://www.ssc.cc.il.us/acad/career/depts/legalstudies/courtreport.htm>  
Degrees available: Associate degree

### **West Kentucky Community and Technical College**

4810 Alben Barkley Drive, PO Box 7380, Paducah, KY 42002  
270/554-9200  
<http://business.westkentucky.kctcs.edu/legal>  
Degrees available: Diploma, associate degree

68

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### For More Information:

#### **National Court Reporters Association**

8224 Old Courthouse Road, Vienna, VA 22182-3808  
800/272-6272  
[msic@ncrahq.org](mailto:msic@ncrahq.org)  
<http://www.verbatimreporters.com>

#### **National Verbatim Reporters Association**

207 Third Avenue, Hattiesburg, MS 39401  
601/582-4345  
[nura@nvra.org](mailto:nura@nvra.org)  
<http://www.nvra.org>

### Interview: Janice McElhaney

Janice McElhaney is the director of the court reporting and captioning program at Lenoir Community College in Kinston, North Carolina. She discussed the program and the education of court reporting and captioning students with the editors of *They Teach That in Community College!?*

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**Q.** Please tell us about your program.

**A.** The Lenoir Community College Court Reporting and Captioning Curriculum is designed to provide specialized training in accepted court reporting and conference procedures such as recording court proceedings in a computer-integrated courtroom, depositions, business and convention meetings, and real-time captioning activities.

Coursework includes training in real-time machine shorthand theory, real-time computer software and technology, word processing, legal and medical terminology, specialized vocabularies, court procedures, dictation, and transcription.

Graduates should qualify for employment as an official court reporter, freelance reporter, television and video captioner, stenointerpreter, conference reporter, stenographer, or transcriptionist.

69

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**Q.** What high school subjects/activities should students focus on to be successful in college and in their careers?

**A.** Court reporting encompasses all subject areas. The main subjects students should focus on include English grammar and punctuation; human anatomy and physiology; history; geography; keyboarding; finance; computer science; and languages. Activities and clubs that would assist students would include book clubs and language clubs.

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**Q.** What are the most important personal and professional qualities for court reporting majors?

**A.** The most important personal qualities are intelligence quotient, determination, stamina, motivation, finger dexterity, and the ability to concentrate for extended periods of time.

## They Teach That in Community College

The professional qualities for court reporting would include ethics, organizational skills, critical thinking, presentation, and quality control.

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- Q. How will the field of court reporting change in the future?
- A. The field of court reporting will change as it continues to strive to be an integral part of new technology, through continuing education, by providing reasonable access to the deaf and hard-of-hearing through real-time writing of the spoken word in judicial, educational, and communications settings.

### *Did You Know?*

70

Court reporters earned salaries that ranged from less than \$23,370 to \$78,840 or more in November 2004, according to the U.S. Department of Labor. The following states (in descending order) employed the highest number of court reporters: Pennsylvania, Indiana, Louisiana, and Montana.

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### **Interview: Carol Adams**

Carol Adams is an instructor in the Real-Time Reporting Program at Huntington Junior College in Huntington, West Virginia. She discussed the program and the education of real-time reporting students with the editors of *They Teach That in Community College!*

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- Q. Please tell us about your program.
- A. Huntington Junior College offers an associate degree in real-time reporting. Students can specialize in Judicial Reporting or Captioning/CART. Judicial Reporting focuses on the legal profession. Graduates can become official reporters, those who work in the courtroom, or freelance reporters, reporters taking pretrial testimony for attorneys. Captioning/CART graduates

## Court and Real-Time Reporting

focus on providing text for television programming or other live events for the deaf and hard-of-hearing community.

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**Q.** What high school subjects should students focus on to be successful in college and in their careers?

**A.** High school students today have such a grasp on computers, and that's important as our profession is very high-tech. Our profession is all about words: hearing them, processing them, preparing written transcripts. Vocabulary, spelling, and punctuation are extremely important subjects.

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**Q.** What are the most important personal and professional qualities for court reporting majors?

**A.** Perseverance and willingness to work hard. There's a lot of homework involved in this program, as you are training to transform the spoken word into text instantaneously. Completing exercises once or twice is not enough: repetition is the key to eliminate hesitation when performing this skill. Maturity is also important: dealing with hard-to-work-with-attorneys and deadlines can be stressful!

71

### ***Did You Know?***

The National Court Reporters Association offers the following professional certifications: Registered Professional Reporter, Registered Merit Reporter, Registered Diplomat Reporter, Certified Realtime Reporter, Certified Broadcast Captioner, Certified CART Provider, Certified Legal Video Specialist, Certified Reporting Instructor, Master Certified Reporting Instructor, and Certified Manager of Reporting Services.

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**Q.** Where do real-time reporting graduates find employment?

**A.** Judicial reporters work in the courtroom as an official reporter or as freelance reporters for court reporting firms or on their own, taking depositions of witnesses involved in lawsuits before trial. Captioners/CART providers work for

## They Teach That in Community College

captioning companies providing text for live television, or they can be self-employed providing text for deaf and hard-of-hearing consumers at live events.

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- Q.** How will the field of court reporting change in the future?
- A.** This profession continues to explore and implement new technology to benefit the legal community and the deaf and hard-of-hearing community. Court reporting and captioning jobs are expected to grow. In the judicial field, a third party will always be necessary to record legal proceedings to ensure impartiality. In the captioning/CART field, captioners are in demand due to a federal mandate that all new live programming must be captioned.