Welcome back everyone! I would like to take this opportunity to welcome back our instructors and continuing court reporting students. A warm welcome to all of our new court reporting theory students and to our new transfer students.

There are a lot of exciting things going on this semester, and I encourage all of you to participate in club activities. Get ready for another exciting Spell-a-Thon on October 29th! Even if you do not participate, you can sponsor a speller or you can come and cheer. Money raised from our fundraisers will be used for scholarships and awards for well-deserving court reporting students, CSR candidates, and our annual banquets and award ceremonies.

I would also like to wish the best of luck to our two court reporting prodigies, Candice Andino and Clay Frazier, who are getting ready to take the upcoming state test. The Court Reporting Club will be hosting a party for the two CSR candidates on October 14th, two days before they head off to Sacramento for the state test. Come join the festivities and wish them luck before the test!

It is my wish that this semester will bring much success to all of you in the form of many passed takes and a greater knowledge of court reporting. I look forward to serving you all as president of the Cypress College Court Reporting Club for the 2008-2009 school year.

Alice Chang, President
CSR CANDIDATES, FALL 2008

CSR Candidate Candice Andino lives in Huntington Beach with her parents and brothers, Cheyne and Chad, and dog, Cosmos. She is a graduate of the 2006 class of Edison High School and says her favorite class is biology.

Outside of class, Candice enjoys snowboarding, golfing, surfing, and wakeboarding, and says one her special talents, besides being very adept on the keyboard, is the ability to do a back handspring. (Hey, watch those fingers!)

Candice would like to become a deposition reporter and save enough money to buy a condo and then do some traveling. Her long range plans include becoming an actress.

Here are some writing tips from Candice:

“Since I was in theory I realized eventually I was going to have to incorporate a lot of briefs into my writing in order to reach 200 wpm, but I wasn’t sure what to start briefing. In my theory I learned to come back for my endings.

“So as my first step in shortening my writing, I adopted the concept of including all my endings in the same stroke of the word. Now, I can’t believe I used to come back for them! When it came to briefing, it made sense to me that putting multi-syllabic words into one stroke would make me write much faster.

“Once I got to 160, I made a list of briefs and practiced them every day. I would listen for words that I had trouble writing or that repetitively came up in dictation, and I would consult Mark Kislingbury’s dictionary for a brief or make up my own. I would go over my list of briefs almost every day until I didn’t have to think about writing them. The briefs I had memorized I would cross off my list.

“I am learning new briefs and short-writing concepts every day, and I strongly believe that it is responsible for my progression in school.”

CSR Candidate Clay Frazier currently lives in Cypress, but his permanent home is in Murrieta, where he lives with his parents and brothers and sisters. Clay graduated from Murrieta Valley High School, Class of 2005. His favorite subjects are Critical Thinking and English Essay Writing.

Outside of class, Clay enjoys skateboarding and waterboarding. He enjoys all types of food including sushi, Chinese, and Mexican cuisines.
Clay’s goals for the future include the challenge of writing perfect realtime and continuing to build speed and accuracy on his machine. He would like to travel outside the United States using his skill on the steno keyboard.

**Here are some writing tips from Clay:**

"Small Words" is a popular tape that focuses solely on small, high-frequency words. The goal of the somewhat nonsensical dictation is to improve speed and accuracy with common words that are typically written on the left hand. For example, it says: "this that we they what does did do," etc. What results for most writers is an overload of the left hand.

“I do think this tape is beneficial, but because I have outlines for these small words in both the left and right hand, I find it mundane at the speed given. You see, a phrase in the tape such as, "If these that that when they" would be three strokes for me, not six. That's .5 strokes per word, and this is what I average throughout this tape.

“Hypothetically, a writer who wrote one word per stroke would have to write the dictation at twice the hand speed of a writer who wrote two words per stroke. Alternatively, if these two writers possessed the exact same hand speed, the shorter writer would be able to write the dictation at twice the WPM of the writer who wrote one stroke per word. Hopefully, that illustrates the benefits of writing these words together.

“Because these kinds of words are only one syllable, almost always phrased together, and are the most common words in the English language, it's worthwhile to learn to phrase them together. Gain speed, minimize stacking, and increase accuracy by making outlines for these words on your right-hand side. Here's where I would start.”

<table>
<thead>
<tr>
<th>This</th>
<th>-TSDZ</th>
<th>That</th>
<th>-LGTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>when this</td>
<td>TP-TSDZ</td>
<td>when that</td>
<td>WH-LGTS</td>
</tr>
<tr>
<td>what this</td>
<td>WHATSDZ</td>
<td>what that</td>
<td>WHALGTS</td>
</tr>
<tr>
<td>where this</td>
<td>WR-TSDZ</td>
<td>where that</td>
<td>WR-LGTS</td>
</tr>
<tr>
<td>take this</td>
<td>TAEUTSDZ</td>
<td>take that</td>
<td>TAEULGTS</td>
</tr>
<tr>
<td>some of this</td>
<td>SM-FTSDZ</td>
<td>some of that</td>
<td>SM-FLGTS</td>
</tr>
</tbody>
</table>

“There are many more outlines for small words on the right side that I have either learned from the MagnumSteno book or made up myself.”
WELCOME BACK TO FACULTY

The Cypress College Court Reporting Department is fortunate to have a dynamite team of teachers, counselors, and Dean who wholeheartedly support your endeavors in the program. Keep up the good work. The instructional staff this semester includes the following:

Ms. Freer, Department Chairperson

Instructional Staff:

Ms. Adams
Ms. Cardoza
Ms. Dostourian
Mr. Halford
Ms. Hooper
Ms. Lynch
Ms. Melendez
Ms. Nichols
Dr. Pilger
Ms. Ravenscroft
Ms. Sever
Ms. Spack
Ms. Steinman

Please visit the CC website for more information on the instructional staff.

Dean, Business/CIS, Mr. Wassenaar

Ms. England, Counselor
Ms. Porter, Counselor
Is the licensee's address of record public information?

Yes. A licensee's address of record is public information pursuant to California Code of Regulations Title 16, Division 24, Article 1, Section 2405, Filing of Addresses, Section 8024.6 (b) of the Business and Professions Code, and the California Public Records Act.

Licensing

How do I renew my CSR license?

The renewal fee and renewal form must be mailed to the Board:

Court Reporters Board of California  
2535 Capitol Oaks Drive, Suite 230  
Sacramento, CA 95833

Please make checks payable to the Court Reporters Board. If the Board receives your renewal fee without the renewal form, your check will be returned to you at your address of record.

What is the renewal fee?

The renewal fee is $100.00. There is a 30-day grace period before you are charged a $50.00 delinquent fee. During the grace period your license will be in a delinquent status. If you represent yourself as a CSR or utilize your CSR number while in a delinquent status you could be issued a citation and fine of up to $2,500 per occurrence.

Is there an inactive status?

There is no inactive status. You can elect to remain in a delinquent status (ie, don't pay your renewal fee) for up to three years without the need to retake your examination. Business & Professions Code Section 8024.5 states, "A certificate which is not renewed within three years after its expiration may not be renewed, restored or reissued thereafter. The holder of the certificate shall return the expired certificate to the Board." This means that if your license is not renewed within three years during the delinquency period, you must take the entire CSR examination over again!

What are the requirements for mandatory continuing education for license renewal?

AB2189 (Karnette) requiring mandatory continuing education for reporters was enrolled August 12, 2008. Updates will be posted as they occur.

Do I need to notify the Board of an address or name change?

Yes. Business and Professions Code section 8024.6 states that you must notify the Board within 30
days of the change. The address change must be in writing, giving both the old and the new addresses. To submit a name change, you must mail in the name change form, along with legal documentation. Failure to notify the Board within 30 days of such change could also result in a citation and fine and a fee penalty.

**Examination for Licensure**

**How do I obtain an application to take the CSR examination?**

Applications are available on our web site. If you do not have access to a computer, or printer, you may either email your request to Kim_Kale@dca.ca.gov, or contact the Board at (877) 327-5272.

**What is the cost to take the CSR examination?**

There is a $40.00 application fee.

**Is fingerprinting required for licensure?**

Yes. Business & Professions Code, Section 144 REQUIRES Boards within the Department of Consumer Affairs to obtain fingerprints from all applicants for licensure. Therefore, the Court Reporters Board (CRB) must have you obtain fingerprints, either Live Scan, or Fingerprint Cards. Out of State applicants will need to call the Board office at (877) 327-5272, or email Kim_Kale@dca.ca.gov, to request Fingerprint Cards and Exemption Form.

**Enforcement/Complaints**

**Are complaints filed against a licensee public information?**

No. Complaints are not public information. However, if a complaint results in a citation or enforcement action, the citation or enforcement action is public information.

**Are Board citations and enforcement actions public information?**

Yes. An enforcement action may result from the Board filing an accusation seeking to revoke or suspend a license or certificate.

**How do I file a complaint against a licensee?**

The Board has developed a standard complaint form to assist complainants in providing the minimum information required before the investigative process can begin. You can fill out and submit the form in the interactive version, or fill out and print the complaint form in PDF format, or call the board office in Sacramento at (916) 263-3660 to obtain a complaint form.

**How do I file a complaint against the Board?**

The Citizen Complaint Act of 1997 requires that we provide a method for use by California citizens to comment and/or file complaints about the Board. Follow the link from our Comments/Complaints page to fill out and submit the form in the interactive version, or fill out and print the complaint form in PDF format.
How can I know if there are any complaints against my CSR license?

Complaints against licensees are not public records. However, if a complaint results in a citation or discipline against a licensee, the citation or discipline is public record.

Minimum Transcript Format

Does the Board have the legal authority to discipline a CA CSR for NOT following another jurisdictions format?

Yes. Under 16 CCR section 2473, the reporter must use the Minimum Transcript Format (MTF) standards set out in that section UNLESS he or she is employed by a court as an official reporter or as a pro tempo official reporter in a jurisdiction which has adopted its own MTF. In all other legal proceedings the MTF found in section 2473 rules.

Is the legal authority to enforce another jurisdictions' format held by that other jurisdictions CRB or reporter supervising entity?

The Board has jurisdiction to enforce all California laws and regulations related to the practice of certified shorthand reporting. For example, if under 16 CCR section 2473 a CA CSR is required to use the MTF of another jurisdiction, and does not, the Board as well as the enforcing authorities in that other jurisdiction would both have jurisdiction to discipline the licensee.

Would the Board discipline a CA license freelance reporter if a transcript format complaint is received from another jurisdiction's CRB or reporter supervising entity?

It depends. The Board has the authority and jurisdiction to investigate complaints from any source which allege violations of California laws and regulations. Discipline is one of several possible outcomes after a complaint is investigated.

If a CA license freelance reporter reports a deposition that is venued in Federal Court, is that considered another jurisdiction under Title 16, Section 2473?

Yes. Under 16 CCR section 2473 the Federal Courts are considered another jurisdiction. If that court has its own MTF, a California CSR uses those standards from that jurisdiction.

If a CA license freelance reporter uses the CA MTFs for a Federal Court deposition instead of the Federal Court format and a complaint was made to the Board, would the Board discipline the licensee?

The licensee would be subject to discipline for violation of 16 CCR section 2473. See Q3 response above.

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STUDENT UPDATES
& CALENDAR REMINDERS

October 1  New Student Welcome, BE 304
October 1  September Practice Calendars are due
October 13  Mock RPR/CSR at 10:20 in BE 304
October 14  Qualifier Party at 10:00 in Cypress Complex 414
October 16-17 CSR Examination, Sacramento
October 28  Spell-a-Thon, BE 304 at 10:00
November 1  October Practice Calendars are due

Check the websites of NCRA, DRA, and CCRA for upcoming seminars and conventions that may be of interest to you.

Meet your 2008-2009 Court Reporting Club Officers:

PRESIDENT: Alice Chang has been a court reporting student for one year now. She is currently finishing up takes at the speed of 140 words per minute and already has 23,000 words in her dictionary! Alice was born in Taiwan, but has lived here in California for the last 20 years. She has a Bachelor’s of Arts degree in Linguistics from University of California, Davis. Alice enjoys photography and watching tennis. Her best practice tip is, “Try everything and keep what works for you!”

VICE PRESIDENT: Melissa Glidewell is a Palm Springs native but has lived in the Cypress area for the last year and a half. She began the court reporting program last Fall and is currently at the speed of 90 words per minute. Melissa enjoys
drawing and her favorite sport is soccer. Her practice tip is, “Keep typing! Even if you’re not at that speed, keep typing!” If you enjoy a good smoothie, visit Melissa at nearby Juice It Up!

SECRETARY: Shannon Kelly has lived here in Orange County all her life and has found herself here at Cypress College in the court reporting program. She is currently just one take away from finishing up her 150’s! Shannon has also recently received her proofreading certificate! In her spare time, she enjoys reading and listening to music. She recommends that you “practice every day!”

TREASURER: Keri Leatherman (no profile)

HISTORIAN: Amber Jensen is a long-time Orange County resident who, to no surprise, is an avid Angels fan. She loves going to games and watching baseball on TV with her boyfriend, Josh. Amber started the court reporting program here at Cypress last Fall and is already at 160 words per minute! (Let that be an encouragement to those of you just beginning.) Her future plans include finishing school, passing the CSR, getting married, having kids, and making lots of money! Her best practice tip is, “Practice while watching TV.”

ALUMNI REP: Colleen lives in Justin Ranch with her two daughters, Katia, 14, and Natasha, 17, along with dogs, Mia and Lish, and kittens. She is a graduate of Auburn University, Colleen has a BA degree in Journalism and a Masters degree in Speech Communication. She enjoys golf and Pilates and likes to follow politics and stock market trends. Her all-time favorite book is Atlas Shrugged by Ayn Rand. Colleen plans a career in medical reporting. She has served as past President of the Court Reporting Club, Publicity Commissioner, and is currently Alumni Rep.

PUBLICITY COMMISSIONER: Lloyd Anderson lives in Fullerton and is a graduate of Servite High School in Anaheim. Lloyd enjoys improv comedy acts and is especially fond of the movie The Blues Brothers. (Now, we know where he got his sense of humor!) Currently working on his 70 wpm takes, Lloyd says his favorite subject is U.S. History. His plans for the future include staying alive and upgrading his equipment. His list favorite food is mangoes, and he enjoys an Italian night out at Angelo’s in Fullerton (naturally).

PUBLICITY COMMISSIONER: Candie Mason is married to a high school English teacher, (a.k.a. future proofreader), and has a 2 year-old daughter, Brooklyn. Yes, she is named after the Brooklyn Dodgers. Although living in the heart of Orange County for many years, the Masons bleed Dodger blue. Candie began the court reporting program here in the summer of 2007 and is currently at the speed of 160 words per minute. Candie has a Bachelor of Science degree in Criminal Justice from California State University, Long Beach and can’t wait to begin working in the courts again as a court reporter! Candie’s best practice tip is, “Find a buddy, work together, and PUSH EACH OTHER! It really makes a difference!”

STORE MANAGER: Natalie Kishishita returns to the court reporting club this year as the store manager after previously holding the position of Alumni Rep. Natalie is currently writing at 140 words per minute. In her spare time, she enjoys playing Scrabble and going to rock shows. Natalie plans to be a Deposition Reporter after finishing school and she recommends “variety” when practicing.

THEORY REP: Wendy Riley is new to the court reporting program this year. She began theory over the summer and is currently typing takes at 70 words per minute. Wendy lives in Orange County with her husband, Cory. She spends her spare time working at Cheesecake Factory and reading. Wendy has her AA in Interior Design and now hopes to get her CSR and begin working as an Official Reporter. Her plans for the future include buying a house and buying puppies! (A Boxer and an English Bulldog, to be precise!)
## Student Award Updates

If you missed the End-of-the Year Awards Banquet, you missed an exciting event held at the Holiday Inn in Buena Park. Special Recognition Awards were given to Antha Ward, QuickCaption; and Martha Hutchings, Hutchings Court Reporters, for their outstanding support and contributions to the Cypress College Court Reporting Program.

Awards were given to the following outstanding students. Congratulations again.

<table>
<thead>
<tr>
<th>Award</th>
<th>Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student of the Year:</td>
<td>Candice Andino</td>
</tr>
<tr>
<td>Outstanding Attitude:</td>
<td>Candice Andino and Marsha Sawa</td>
</tr>
<tr>
<td>Outstanding Academics:</td>
<td>Alice Chang and Jackie Littlefield</td>
</tr>
<tr>
<td>Court &amp; Conference Legal: (Fall)</td>
<td>Candie Mason</td>
</tr>
<tr>
<td>Court &amp; Conference Legal: (Spring)</td>
<td>Alice Chang</td>
</tr>
<tr>
<td>Court &amp; Conference Cong. Record</td>
<td>Marsha Sawa</td>
</tr>
<tr>
<td>Court &amp; Conference JC I: (Fall)</td>
<td>Clay Frazier</td>
</tr>
<tr>
<td>Court &amp; Conference JC I: (Spring)</td>
<td>Keri Leatherman</td>
</tr>
<tr>
<td>Court &amp; Conference JC II: (Fall)</td>
<td>Candice Andino</td>
</tr>
<tr>
<td>Court &amp; Conference JC II: (Spring)</td>
<td>Marsha Sawa</td>
</tr>
<tr>
<td>Literary: (Fall)</td>
<td>Natalie Kishishita</td>
</tr>
<tr>
<td>Literary: (Spring)</td>
<td>Keri Leatherman</td>
</tr>
<tr>
<td>CAT Excellence Award</td>
<td></td>
</tr>
<tr>
<td>CaseCAT</td>
<td>Marsha Sawa</td>
</tr>
<tr>
<td>Ellipse</td>
<td>Lynn Medina</td>
</tr>
<tr>
<td>Scholarship Awardees:</td>
<td>Shannon Kelly and Natalie Kishishita</td>
</tr>
</tbody>
</table>
Words of Encouragement

Time passes.
Life happens.
Distance separates.
Children grow up.
Jobs come and go.
Love waxes and wanes.
Men don't do what they're supposed to do.
Hearts break.
Parents die.
Colleagues forget favors.
Careers end.
BUT..........

Sisters are there,
no matter how much time and how many miles are between you.
A girl friend is never farther away than needing her can reach.
When you have to walk that lonesome valley and you have to walk it by yourself, the women in your life will be on the valley’s rim, cheering you on, praying for you, pulling for you, intervening on your behalf, and waiting with open arms at the valley’s end.
Sometimes, they will even break the rules and walk beside you...Or come in and carry you out.
Girlfriends, daughters, granddaughters, daughters-in-law, sisters, sisters-in-law, Mothers, grandmothers, aunties, nieces, cousins, and extended family, all bless our life!
The world wouldn't be the same without women, and neither would I. When we began this adventure called womanhood, we had no idea of the incredible joys or sorrows that lay ahead. Nor did we know how much we would need each other.

Every day, we need each other still.

Pass this on
to all the women, and even the men, who help make your life meaningful.

Jog-A-Thon Winners
Most Pledges: Keri Leatherman
Most Pledgees: Keri Leatherman
Most Laps: Ingrid Villalobos

Thanks to all participants in this event held in July at the Cypress College track, including counters: Candie Mason and Melissa Glidewell.

CYPRESS COLLEGE COURT REPORTING CLUB

Meeting Minutes

June 12, 2008

Opening: The regular meeting of the Cypress College Court Reporting Club was called to order at 10:15 a.m. June 12, 2008 in Room 311 by Mrs. Freer. Personal introductions followed.

Present: Mrs. Freer, Pamela Fulmer, Alice Chang, Colleen Pippin, Melissa Glidewell, Keri Leatherman, Shannon Kelly, and Stacy Ryan.

A. Call to order

Mrs. Freer called the meeting to order.

B. Open issues

CURRENT REFUNDS: Current refunds are in and being distributed.

C. New business

The Jog-a-thon will be held June 30 from 8 a.m. -11 a.m. The Jog-a-thon will be held at the track.

NCRA Convention: The club voted to sponsor two students to go to the convention.

Adjournment: Meeting was adjourned at 10:45 a.m. by Mrs. Freer.

Minutes submitted by: Shannon Kelly
Opening: The regular meeting of the Cypress College Court Reporting Club was called to order at 12:25 p.m. in Room 304 by Alice Chang.

Present: Mrs. Freer, Alice Chang, Shannon Kelly, Amber Jensen, Candie Mason, Natalie Kishishitia, and Lloyd Anderson.

A. Call to order

Alice Chang called the meeting to order.

B. Review of minutes from last meeting

Shannon reviewed the minutes from the last meeting.

C. Open issues

The tapes and CD’s have been ordered from NCRA.

D. New business

New Student Welcome will be held on October 1, 2008 11:30-12 p.m.

The Christmas Party will be on December 9.

There will be a CSR Party on October 14, 2008 at 10:00 a.m. in the CC Complex 414.

The CR Club officers approved giving the CSR candidates $250 each to cover the expenses in the test taking process.

We will be ordering boxes of recycled paper. If anyone has any commentary on the paper, please see Ms. Freer.

Adjournment: Meeting was adjourned at 12:45 p.m. by Mrs. Freer.

Minutes submitted by: Shannon Kelly
CONGRATULATIONS TO

CYPRESS COLLEGE

COURT REPORTING

FOR

30 YEARS OF EXCELLENCE.