

## About Us:

At CAJ Career & Education Center, we believe education creates opportunities. CAJ offers specialized instruction in one of today's most dynamic and growing careers - Court Reporting. CAJ graduates enjoy careers that offer independence, flexibility and respect within each of the growing fields. Most of all, CAJ graduates meet employer expectations where it counts during the hiring process.

CAJ graduates learn the practical skills needed and the confidence to step into a new role as a Court Reporter. Our experienced faculty brings their real-world experience to the classroom to make sure you are ready to succeed in your new career.

## Diploma/Degree in Court Reporting

Court Reporting diploma/degree programs are designed to prepare students to accurately and efficiently record and transcribe examinations, testimonies, judicial orders, instructions, legal opinions and other formal proceedings through print or electronic methods.

Upon successful completion, graduates will be eligible to take the Court Reporters Board of California licensing test. Upon passing the state test and obtaining a license, they will be able to report in both court and deposition proceedings.

## General Admission Requirements

- High School Diploma or GED
- Able to type 40 words per minute
- Personal Interview

## About Court Reporters



A **Court Reporter**, sometimes referred to as a **Stenographer** is an individual whose job it is to accurately and completely transcribe verbatim court hearings, depositions, sworn proceedings, testimony, and other spoken proceedings, such as hearings, from multiple persons at speeds of 200 words per minute and higher. Their function plays a critical role in judicial proceedings and meetings where spoken words must be saved in the form of written transcripts.

Reporters have increasingly leveraged their skills by providing services such as closed-captioning and real-time translation to individuals who are hearing impaired. Additionally, Court Reporters are authorized to administer oaths to witnesses and certify that the witness' transcript is a true, accurate, and verbatim account of what was said.

## Working Outside the Courtroom

While the majority of a Reporter's work takes place in the courtroom, many work outside this environment, for example, in an attorney's office where they record depositions, meetings, or other events where their services are required, or government agencies, including state and local government and the U.S. Congress.

Stenocaptioners or Broadcast Captioners (i.e., Reporters who caption television programs for the hearing impaired) work for television networks and cable stations where they caption emergency alerts, news and sports programs, and a variety of other programming or shows. The Court Reporters Board of California publication, Things you Should Know and Consider, states, "The skills gained on the stenotype machine may prepare a student for other career options that do not require a state license, such as, rapid data entry, scoping, legal secretarial, paralegal, medical transcribing, Communication Access Realtime Translation (CART), and captioning."

## Court Reporter Job Characteristics

Most Court Reports (officials who work in court) work a standard 40-hour workweek; they often work additional hours preparing transcripts. Self-employed or freelance reporters, also known as deposition reporters, usually have a more flexible schedule and may work part or full-time, occasionally including nights, weekends, off hours, or on call. In general, reporters work in comfortable environments with few hazards.

**Reporters must possess the following skills and attributes:**

- ◆ speed and accuracy
- ◆ exceptional listening and hearing abilities
- ◆ command of the English language
- ◆ strong grammatical, vocabulary, and punctuation skills
- ◆ awareness of business practices and current events
- ◆ knowledge of legal terminology and criminal and appellate procedures
- ◆ knowledge of computer hardware and software applications

**Job Outlook**

According to the U.S. Department of Labor Bureau Labor Statistics (USDL BLS), employment for Court Reporters is anticipated to grow 25%. This is “much faster than average for all occupations over the next several years.”

**Licensing Requirements for California**

Court Reporters are licensed by the California Department of Consumer Affairs, Court Reporters Board of California. To work as a Court Reporter in California,, you must pass an entry-level test administered by the Court Reporters Board of California, apply for and receive a license. Once the license is received, it must be renewed on a yearly basis by submitting the required paperwork and a fee.



**Additional Certification**

While not a requirement, achieving certification designation gives Court Reporters an edge when seeking employment over those without certification and also aids in career advancement. The NCRA bestows the Registered Professional Reporter (RPR), an entry-level designation, upon individuals who pass a four-part exam and complete required continuing education programs. This designation, while voluntary, is recognized in its industry as a “mark of distinction.”

**Resources for Court Reporters**

- ◆ National Court Reporters Association (NCRA) [www.ncraonline.org](http://www.ncraonline.org)
- ◆ Court Reporters Board of California [www.courtreportersboard.ca.gov](http://www.courtreportersboard.ca.gov)
- ◆ California Court Reporters Association [www.cal-ccra.org](http://www.cal-ccra.org)
- ◆ California Official Court Reporters Association [www.cocra.org](http://www.cocra.org)
- ◆ Deposition Reporters Association [www.caldra.org](http://www.caldra.org)
- ◆ Northern California Court Reporters Association [www.nccraonline.com](http://www.nccraonline.com)

**Court Reporters Salary Information (www.bls.gov)**

**According to U.S. Labor Bureau Court Reporters’ hourly salaries by industry in May, 2009**

Industry	Employment	Hourly Mean Wage	Annual Mean Wage
Local Government	5,840	\$27.20	\$56,570
State Government	(8)	\$26.12	\$54,330
Federal Executive Branch	80	\$26.03	\$54,140
Business Support Services	6,010	\$22.74	\$47,290
Employment Services	(8)	\$21.72	\$45,180

**Five top paying States for this occupation:**

State	Employment	Hourly Mean Wage	Annual Mean Wage	Employment Per Thousand Workers
Oregon	130	\$48.36	\$100,590	0.082
New York	1,460	\$38.90	\$80,920	0.173
Colorado	430	\$37.64	\$78,300	0.191
California	1,960	\$37.40	\$77,780	0.135
Washington	210	\$33.27	\$69,200	0.074