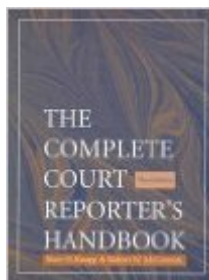


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# The Complete Court Reporter's Handbook (3rd Edition)



## Synopsis

This practical guide presents all aspects of court reporting across a wide range of court and legal procedures. Packed with forms, sample written knowledge tests, and review questions, this book provides an excellent source of information about how court reporters function in the real world. Serving as a hands-on OHow toO reference on different aspects of Court Reporting, this important resource covers various types of reporting assignments; how to administer oaths; how to report interrogatories, statements, and depositions; how to handle parentheticals, objections, exhibits, and interpreted proceedings; how to take and transcribe court cases, computer-aided transcription, word-processing, daily copy, testing, and video grand jury work. It also covers topics such as ethics and notary public duties. Finally, it provides practical advice to typical problems encountered in the field. With a reorganized presentation, the third edition of "Legal Assisting/Court Reporting" has been revised to incorporate changes in technology and demonstrate how these changes affect the role of the court reporter. Among these new technologies are: realtime writing, computer-aided transcription, instantaneous viewing of the transcript, immediate recall of all litigation documents, closed-captioning for the hearing-impaired, Braille copy for the visually-impaired, and instant multi-language translation. The book also discusses the use of court reporting skills in a variety of other professions including rapid data entry specialists, medial transcriptionists, classroom captioners, business meeting reporters, and others. An essential reference for every law professional and court reporter.

## Book Information

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## Customer Reviews

This is a great book for new scopists to read. It gives you an overview of what court reporter's do. Learning about their jobs will help us, the scopists, do our job better. It is also a good book to get if you are thinking of becoming a court reporter. It goes over stipulations, parentheticals, motions, objections, etc. The part I liked best about this book is it gave a lot of examples on preliminaries, title pages, appearance page, index page, transcripts. I think this book makes a great collection for a court reporter or a scopists.

Great guide!

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