



For The RECORD

VOLUME 2007 No. 2

Volume No. 2

SUMMER 2007

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WEBSITE & EMAIL & SNAIL MAIL

www.crao.ca

info@crao.ca

News articles and current events with respect to Court Reporter issues are usually placed on the website before they are be printed in our newsletter. Visit www.crao.ca website on a regular basis to keep up to date on the issues affecting your career and livelihood.

Re e-mail and snail mail

It is the policy of the C.R.A.O. to only send material, be it by way of regular mail or e-mail, to home addresses. As well, it is also a C.R.A.O. policy to only accept payment from the court reporter who is registering as a member of the C.R.A.O..

SOME IMPORTANT NEWSLETTER INFORMATION

This C.R.A.O. Newsletter is published quarterly by the Court Reporters' Association of Ontario. Please address all correspondence concerning the newsletter to Lisa Cumber at lisa.cumber@crao.ca

SUBMISSIONS:

Anyone wishing to submit articles for publication are encouraged to do so. Please submit articles in IBM compatible Word documents or via e-mail in the body of your message prior to publication deadline dates found below.

Additional copies of the C.R.A.O. Newsletter can be obtained by visiting www.crao.ca website and clicking on "Members" and then clicking on "Newsletters".

PUBLICATION DEADLINES

Submit by:

Fall Issue: October 1, 2007

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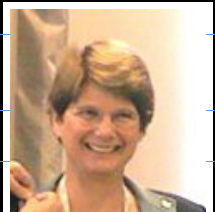
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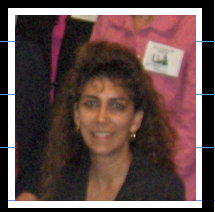
CONVENTION and
CERTIFICATION DEADLINE
APPROACHING FAST - TAKE
TIME NOW TO SIGN UP ON-LINE
OR USE THE FORMS IN THIS
NEWSLETTER - BUT HURRY AND
DO IT TODAY!!!!!!!!!!!!!!

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About this Newsletter

This summer newsletter brings once again an opportunity for our members to browse through this edition and stay informed on what has been happening over the past few months and also provides a glimpse into the future. Here you will find information on the convention, an update from the president on the Court Reporting Committee Review and other interesting tidbits.

The convention is an extremely important part of our commitment as members and we urge you all to attend. If you have never been before, well, this is your year to make that effort to join in something you have been missing which is a valuable tool for communicating with other reporters and gaining a wealth of knowledge. It's something that you have to make the time for and just do! Every year a great number of reporters from across Ontario come together for this annual meeting and we promise you this will be one of our best! There is an exciting line-up of speakers and court reporting related information for you to gather and we know that each of you will be leaving with something that you will be able to take home with you, tangible and intangible that you will use in your career for many years to come.

Lisa Cumber, CCR, CVR
Newsletter Committee

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Articles Submitted Are Not Necessarily the View
of this CRAO

**WANTED - COURT REPORTING
STORIES - SEND US YOUR FUNNIEST
TRANSCRIPT BLOOPERS - THE
DUMBEST THINGS SAID IN COURT -
OR SOMETHING FUNNY THAT
HAPPENED TO YOU IN COURT AND
WE'LL PUBLISH IT IN THE NEXT
NEWSLETTER. I AM SURE SOME OF
US COULD FILL A BOOK.**

**IF YOU WISH TO REMAIN ANONYMOUS
ON YOUR SUBMISSION, JUST LET US
KNOW. SEND TO: lcumber@cogeco.ca**

**IF YOU ARE NOT RECEIVING THIS
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PROFILE IN FORUMS (top right) ON-LINE
AND MAKE SURE THE BOX IS TICKED
OFF - IF YOU WOULD LIKE IT MAILED
TO YOU PLEASE CONTACT LISA. YOU
CAN ALSO VIEW PAST NEWSLETTERS
ON-LINE AND PRINT A COPY AS WELL.**

Message from the President

I hope everyone is enjoying their summer and taking some time to relax. We spend far too much time in front of our computers now. Get outside and enjoy the weather.

There are so many things happening in our court reporting world these days. If you are employed with the Provincial Government, changes are pending. If you are a private reporter there are changes to equipment which I am sure you are all considering with digital recording becoming the norm and analog equipment becoming obsolete as manufacturers stop production.

August 1-4 I will be attending the National Verbatim Reporters Association convention in Philadelphia where I hope to bring back information that I can share at our convention on September 15th in London. The Court Reporting Review Committee is also sending Judy Mann to this convention to gather information. Judy also attended the AAERT convention in June in Miami to gather information. I have asked Brian Garrah from the Court Reporting Review Committee to prepare a written summary of what stage the review is at and what decisions have been made for the September 15th convention.

I can also advise that I was contacted by the Review Committee in June and they requested to meet with myself. I attended Toronto for a half day on June 29th. I can tell you that I laid everything on the line for them and called a spade a spade. I have to say that I was actually impressed by the questions they had. They really had done their homework.

I honestly feel confident, although it is my opinion at this point as nothing has been confirmed with me by the Committee, that the Court Reporter will remain in the courtroom with the responsibility of taking the record. I can tell you they have prepared scenarios which they did not share with me at the meeting along with costings that were to be reviewed with the Deputy Minister in July. Following that, a decision is required to proceed further with implementation.

Brian Garrah asked that I communicate with you and let you know that all forms of court reporting are being considered, including voice writing.

I am of the opinion that you will see the Provincial Government Court Reporters become government salaried employees to address the Hunt decision and other issues. Therefore transcript production would change but I believe the court reporter will still have this responsibility but may be compensated differently. Again, this is reading between the lines on my part. I felt I should do this in order to address some of the unknown/rumours that are around.

Please register soon for the convention as it is about six weeks away and that time will go quickly.

Tammy Archer

CONVENTION 2007 - NOT TO BE MISSED!!!

Tentative Agenda

Vicki Scott and her team have been working hard (how many times will I repeat that, but it's true) on our annual convention. Look what has been lined up for us so far!

Join us in the Hospitality Suite - Friday Evening

Fee for convention is \$100 which includes breakfast and lunch on Saturday.

Annual General Meeting on Saturday

Speakers: Professional Speaker - Susan Stewart - Inspirational speeches meets stand-up comedy! Visit her website to find out more! at

<http://www.susanstewart.ca/keynote.html>

Administrative Justice of the Peace Taylor

Speaker on the process and procedure of appeal

and much, much more!!!

Certification Testing on Sunday in the Kent Room at hotel - sign up on line or e-mail

linda.fudge@crao.ca

Fee for certification is \$100

Four Points Sheraton in London, Ontario located at 1150 Wellington Road South · London, Ontario - Contact phone number is (519) 681-0600. Any questions or concerns re: the convention, please direct them to Vicki at vgscott@yahoo.com and she will be happy to help you. You can also visit the hotel website at <http://www.starwoodhotels.com/fourpoints/property/overview/index.html?propertyID=930>

There is FREE parking and this hotel is located conveniently about a 1/2 a kilometer off the 401 at Wellington Road. Take advantage of special room rates and book by August 1st to secure these rates. Special group rate for rooms are \$105 for 2 double beds; \$120 for King executive suite and \$135 for Tower Suite (2 double beds or a king).

About the guestrooms... Four Points by Sheraton Hotel & Suites proudly offers 181 exceptional guestrooms including 120 spacious two room suites. The tower suites feature a choice of one king bed or two double beds, separate living room area, large working desk, data ports, 2 TV's and refrigerator. All guestrooms have 2 phone lines, iron, ironing board, hair dryer, in-room movies, voice mail and coffee makers. High speed internet access is available.

This is a pivotal year for court reporters and reporting in general due to the Hunt decision and the 'review' of court reporting and court reporters being conducted by the Ministry, therefore it is important that all court reporters take the time to attend this meeting.



Court Reporters' Association *of* Ontario

ANNUAL MEETING

SATURDAY, SEPTEMBER 15, 2007

LONDON, ONTARIO

The Court Reporters' Association of Ontario would like to invite you to their annual meeting. Many things are happening in the Province concerning Court Reporters/Monitors and it is important that we get together and discuss the impact of the **Hunt** decision and the "**Review of Court Reporters and Court Reporting**" and the new **Flex Part-time** being implemented by the Ministry of the Attorney General. For those reporters from the private sector and those working in the POA courts the decisions and reviews by the Ministry will also affect you.

There will be a hospitality event on Friday evening at the Four Points Sheraton, London, Ontario. Your registration fee of \$100 includes a hot breakfast and lunch (tax deductible).

So take the time out of your busy life to spend a day with your colleagues.

You can call or email me any time, but register now through the Court Reporters' Association of Ontario. Sign up on the website at www.crao.ca OR MAIL THE FOLLOWING FORM WITH PAYMENT TO TRICIA MARINZEL.

Vicki Scott at vgscott@yahoo.com
Convention Convenor

CERTIFICATION

CERTIFICATION WILL RUN ON SUNDAY SEPTEMBER 16TH FROM 9 A.M. TO 4:00 P.M. AND COST IS \$100 FOR THE CERTIFICATION TESTING. SIGN UP ON-LINE - CONTACT LINDA FUDGE AT linda.fudge@crao.ca

1150 Wellington Road South, London ON N6E 1M3 T: 519-681-0600 F: 519-681-8222

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(traditional room, main building – 2 double beds)

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To receive this special rate please reserve by **August 30, 2007** and mention that you are with
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***For Reservations please call 519-681-0680 ext 8203 ~ or fax (519)681-8222 ~
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Address _____ Departure _____

Phone # _____

Guarantee to Credit Card # _____ Expiry Date: _____

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**ALL HOTEL RESERVATIONS ARE THE SOLE RESPONSIBILITY OF THE
REPORTER. PLEASE CALL THE HOTEL DIRECTLY TO BOOK
ROOMS.**

2007 C.R.A.O. CONVENTION REGISTRATION

TO REGISTER FOR THE CONVENTION PLEASE SIGN UP ON THE WEBSITE AT WWW.CRAO.CA **OR** FILL OUT THE REGISTRATION FORM BELOW AND MAIL WITH CHEQUE PAYABLE TO THE C.R.A.O. TO:

**TRICIA MARINZEL - TREASURER & MEMBERSHIP
C/O COURT REPORTERS' ASSOCIATION OF ONTARIO
97 Orchard Park Road - Lindsay, Ontario - K9V 4V8**

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Court: _____

OR Business Name

Member: Current ____ New ____

Convention Registration Fee: \$100.00

I am currently a member in good standing and my dues are up to date.

Yes ____ No ____ TOTAL \$100.00

I am renewing my membership and including with the convention fee.

Yes ____ No ____ TOTAL \$185.00 (PLEASE FILL OUT MEMBERSHIP FORM)

I am a new member and including my membership fee with the convention fee.

Yes ____ No ____ TOTAL \$185.00 (PLEASE FILL OUT MEMBERSHIP FORM)

Please Note: Please send convention and any outstanding membership fees to Tricia Marinzel at the above address. For those who do not wish to attend the convention, but wish to attend for certification, please contact Linda Fudge at linda.fudge@crao.ca or visit the website to sign up on-line. A form for mailing is also available.

NOTE: IT IS PREFERABLE THAT YOU SIGN UP ON-LINE TO BE ABLE TO ACCESS THE WEBSITE MEMBERS ONLY SECTIONS AND FOR AUTOMATIC RENEWAL. PLEASE PASS THIS FORM ONTO ANOTHER REPORTER!!!

COURT REPORTERS' ASSOCIATION OF ONTARIO

CERTIFICATION SEMINAR AND TESTING

DATE: Sunday, September 16, 2007
PLACE: Kent Room at the Four Points Sheraton, London, ON
TIME: 9:00 a.m. until approximately 4:00 p.m.
Morning seminar – Afternoon testing

SEND CERTIFICATION REGISTRATION WITH CHEQUE PAYABLE TO:

Linda Fudge, BA, CCR, CVR
C/O Court Reporting Association of Ontario
7044 Estoril Rd
Mississauga, ON L5N 1N4
H(905)826-8330
W(905)456-4840 ext. 8009
Linda.Fudge@crao.ca

REQUIREMENTS:

Membership in the C.R.A.O.	Annual fee: \$85.00
Seminar and Certification Fee	\$100.00

Upon registration a booklet to help you prepare for certification will be sent.

You will be required to bring your own transcriber and computer for the transcription portion of the test. If this is not possible one can be provided on a limited basis. It is highly recommended you do the transcription portion of this test on your own equipment that you are familiar with and feel confident in using.

Bring your manuals, dictionaries, and anything else you use to produce your transcripts, as the transcript portion of the test is open book.

**IF YOU ARE REGISTERING FOR THE CONVENTION PLEASE SEND
\$100 TO TRICIA MARINZEL OR SIGN UP ON-LINE WITH PAY PAL.**

YOU CAN ALSO SIGN UP FOR CERTIFICATION ON-LINE.

COURT REPORTER'S ASSOCIATION OF ONTARIO
CERTIFICATION EXAMINATION

LOCATION: Four Points Sheraton
Kent Room
London, ON

DATE: Sunday, September 16th 2007
9:00 a.m. to 4:00 p.m.

EXAMINER: Linda Fudge, CCR, CVR

Please print the following information clearly and legibly.

NAME: _____

HOME ADDRESS

BUSINESS ADDRESS

TELEPHONE: BUS:_____ RES:_____

RES:

E-MAIL ADDRESS: _____

Date commenced reporting: _____

Workshop Date: _____ Immediate Supervisor: _____

Address:

Areas of responsibility: (Circle all that apply)

EQUIPMENT

OCJ

Sony 4 track

SCJ

Marantz

POA

Lanier 4 track

FAMILY

Other (specify)

OUT OF COURT HEARINGS

Is this your first examination? Yes No
(Circle one)

If no, date of previous exam: _____

Location of previous test:

Are you a member of the C.R.A.O. Yes No
(Circle one)

Court Reporters' Association of Ontario

2007/8 APPLICATION FOR MEMBERSHIP (Runs one year from date of new application or renewal)

GENERAL MEMBER: \$ 85.00

ASSOCIATE MEMBER: \$50.00)

(Please Print)

Mr./Miss/Ms/Mrs. _____
(Last Name) (First Name) (Initial)

Home Address: _____ Business Address: _____

City: _____

City: _____

Province: _____ P.C. _____

Province: _____ P.C. _____

Phone: _____ FAX: _____

Phone: _____ Fax: _____

E-Mail: _____

E-Mail: _____

Please forward my mail to my home

Please forward my mail to my work

New

Renewal

Lapsed

Open-Microphone

Stenomask

Stenotype

Shorthand

Certification Received (year) _____ CRAO Membership #: _____

(Circle all that apply)

Staff

Contract

Freelance

Private

P.O.A.
Ontario Court
Unified Family

Superior Court
Official Examiner
All

Small Claims Court
Other

English

French

Bilingual

Persons applying for membership in the Court Reporters' Association of Ontario must meet at least one of the qualifications listed below for either General Member or Associate Member

GENERAL MEMBER – I hereby apply for General Membership in CRAO. I am a practicing reporter in Ontario Province
My cheque for \$85.00 is enclosed

ASSOCIATE MEMBER – I hereby apply for Associate Membership in CRAO. I am not a practicing reporter and I have attached a letter explaining my interest in CRAO. I understand that Associate Members cannot be tested or certified by the Association. Associate Members may upgrade to General Members at any time.

My cheque for \$50.00 is enclosed.

Members must be in good standing (active or associate) with the Association to continue the use of their CCR designation.

(Signature of Applicant)

_____ Date

Please send completed Form and Dues to:

Tricia Marinzel

97 Orchard Park Road - Lindsay, Ontario - K9V 4V8

(705) 328-9664 e-mail tricia.marinzel@crao.ca

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Dues Received: \$ _____ Receipt Issued Yes _____ No _____ Receipt Number: _____
Method of Payment: _____ Cheque # _____ cash _____ Date Received: _____

Please make cheque/s payable to: Court Reporters' Association of Ontario

Lillian Morson's English for the Court Reporter book will be available at the convention BUT only if you pre-order at a price of \$75.00. If you wish to pick up a copy at the convention please send your request via e-mail to lisa.cumber@crao.ca and BRING A CHEQUE TO THE CONVENTION made payable to the Court Reporters' Association of Ontario.

Pre-orders must be received by August 21st in order to receive in time for pick up at the convention.

"Congratulations to Karen Lattimer, Certified Court Reporter, on her upcoming retirement from the Provincial Offences Office Windsor/Essex where she has led the way as a reporter, clerk and trainer since the inception of the office in 2001.

Karen began her court reporting career in Windsor in 1986 working for the Ministry of the Attorney General. In addition to reporting in many levels of court in Windsor and the surrounding area, she has also trained many new reporters who are now serving throughout the province.

We wish Karen and her husband, Bill, many healthy years of retirement in their beautiful, new retirement home in Presqu'ile."

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Court Reporters' Association of Ontario

Code of Ethics

Attain and maintain a high standard of reporting.

Conformity of decorum and dress with dignity.

Open mindedness and professionalism.

Utmmost devotion to professionalism.

Record verbatim and

Transcribe accurately.

Respect for all others

Exercise courtesy and integrity

Punctuality, perfection and pride

Offer only honesty of purpose

Reputation and

Trust above all

Excellent quality of service

Reflect merit upon our profession with the constant desire to improve.

Oversight body issues warning after jurist alters court transcript

May 24, 2007 04:30 AM Robyn Doolittle

Staff Reporter

A repentant Justice Marvin Zuker acknowledged he committed judicial misconduct when he altered court transcripts in 2005, after learning they were to be used in an appeal case. As a result, the well-respected family law judge was let off with only a warning yesterday by the Ontario Judicial Council. The panel could have recommended Zuker's removal, but said his spotless 28-year record, coupled with his apology and emotional stress since the scandal broke, justifies the lesser punishment. Panel judge Robert Blair said media coverage of the hearing and ongoing attempts by the complainant to have criminal charges laid have taken "a significant toll on Justice Zuker." Blair also noted Zuker didn't try to hide his corrections, as the original transcript with his handwritten edits is still available. But disbarred lawyer Harry Kopyto, who made the complaint, called the council's ruling "absolutely outrageous" given the offence.

The controversy began July 29, 2005, after Zuker refused to allow Kopyto to represent his client in family court. The judge cited Kopyto's reputation for being overly adversarial. It was comments to that effect that Zuker contentiously removed from the transcript, after Kopyto requested a copy in order to file an appeal for his client, Robin Mayer. Council highlighted 31 transcript edits, although most were for spelling, grammar, punctuation and redundancies — all of which are acceptable corrections. Zuker maintains he deleted the other comments fearing Kopyto would be embarrassed by the remarks should the documents be made public.

It was "an error in judgment and I regret it," Zuker told the hearing. Kopyto, who was not at the hearing, said yesterday there seems to be a double standard for judges who get in trouble.

"This guy gets the least punishment for what must be one of the worst things a judge can do," Kopyto said. "You and I would be in jail if we changed a court transcript." Philip Epstein, Zuker's lawyer, said the blunder was a "slip from grace" in an otherwise distinguished career.

As well, the public nature of the hearing has been difficult enough. After the hearing, Epstein lunged at a *Toronto Star* photographer who was attempting to take the judge's photo.

"Leave him alone! He's been through enough. Go Marvin," Epstein repeatedly yelled, clutching the camera strap, while Zuker sprinted through an underground walkway. The tussle continued for several minutes, until the photographer threatened legal action and Epstein put the camera down. It was a controversial ending to a controversial case. But Kopyto says he has no intention of stopping. The renegade legal agent says he and his client intend to sue Zuker, and plan to continue their campaign to have the judge charged with obstruction of justice.

Kopyto is a controversial figure in the Toronto legal community. In the 1990s, he was disbarred for billing irregularities, but he has continued to act as a paralegal. Today, cases in which he's involved, including one in which he's suing Toronto police after a justice of the peace kicked him out of a courtroom for dressing too colourfully, have earned him a reputation for being difficult.

THE PAPERLESS OFFICE - CAN WE DO WITHOUT PAPER IN THE OFFICE????

Title: *The Myth of the Paperless Office*

Authors: Abigail J. Sellen and Richard H. R. Harper **Copyright:** 2001 **ISBN:** 0-262-19464-3

While computer scientists have been chasing two Holy Grails for decades—voice recognition and simultaneous translation—with varying levels of success, a more profound myth has always animated those who see computers as transforming devices: the idea of the paperless office.

Paper is an extraordinary medium. Lightweight and flexible, it is high-resolution, supports thousands of typefaces, can present both black-and-white and color illustrations, and its high contrast makes it very easy to read. Users of paper documents—whether books, reports or letters—get a great deal of paralinguistic information from them at first glance. The layout can indicate quality or esthetic features, the way the text is broken up can help show the complexity of a document, and the mere thickness of a book or report gives insight into its contents. The hypertext features of books—with tables of contents, notes and indexes—make them ideal for non-linear reading. And books smell good too.

Many attempts have been made to replace and improve on these functions; you can certainly go further with computers, using full-text search features, and changing font sizes (which is excellent for those with seeing disabilities), colors and page layout. But the past few years have shown that people do not want to read novels on electronic devices, nor do business people (by far the largest users of paper: 30 to 40% of paper is used in offices and related needs, such as manuals, directories, etc.) want to read reports exclusively on them. E-books will be fine for technical manuals, when the proponents of this technology wake up and realize it. Anyone building complex products that call for thousands of pages of documentation would be delighted to have their manuals on PDAs or similar devices; I would love to see dictionaries and encyclopedias on e-book readers as well.

This book presents an extremely cogent and unique analysis of the way people use paper, how it affects and structures organizations, and why paper is seen as a problem, and shows how this analysis can be directly applied to the design of e-book readers and document management systems. The authors point out that, even though they work in advanced research centers, and have access to most of the available devices for managing information, they are still surrounded by paper. For them, “the computer is the canvas on which documents are created, [but] the top of the desk is the palette on which bits of paper are spread in preparation for the job of writing.”

Curiously, as the technology to manage information becomes increasingly ubiquitous, paper use increases. While we have access to much more information, we need to print it “in order for us to read it and make sense of it.” Figures show an almost linear increase in paper use in recent decades: “the introduction of new technology does not get rid of paper; it shifts the ways in which it is used.” More people print out what they access on the web, their e-mail messages, and the reports they receive. In the past, such documents were photocopied and circulated; today, they are sent over computer networks and printed by the receiver.

An interesting case-study examined in this book is that of a Danish company that wanted to reduce paper use as part of a larger-scale change in company attitudes. By not adopting an all-or-nothing approach—by not saying that *all* paper had to be eliminated—this company was able to “move to a less papercentric environment”, and reduce the use of paper, yet continue using paper when necessary. The reduction of paper use served to facilitate the company’s new work process, and change employee attitudes. While the company still uses paper for some documents—especially contracts, and projects in progress—it has reduced its dependence on paper and changed the way it works.

The structure of this book tends to limit its interest to the “casual” reader, interested in an examination of how we interact with paper. Several of its chapters read like research reports, the kind often found in business books, where case studies are examined. A chapter on air-traffic controllers, and their use of paper, is by far the most obscure, since few of us use paper as they do. Nevertheless, the book is well-written, and even these case studies provide interesting insight into just how much paper is an integral part of our lives.

The authors’ conclusion to the “problem” of paper is mostly common-sense: “paper will continue to occupy an important place in office life but will increasingly be used in conjunction with an array of electronic tools.” They go on to say, “The paperless office is a myth not because people fail to achieve their goals, but because they know too well that their goals cannot be achieved without paper.” Don’t throw away those books yet—the future won’t be that different after all.

Kirk McElhearn

Kirk McElhearn (kirk@mcelhearn.com) is a freelance writer and translator living in a village in the French Alps. You can find out all about him at his web site: <http://www.mcelhearn.com>.

ERGONOMICS & STRETCHING

Ergonomics is the science of preventing common workplace injuries by using proper posture and stretching techniques. **Carpal Tunnel Syndrome** and **Tendonitis** are common injuries developed in the workplace. These occur when muscles, tendons, and nerves of our bodies are strained by repetitive traumatic motion. If your body remains in the same position for several hours a day, or if you're using the same set of muscles to repeat a task for hours at a time, you may begin to feel discomfort or pain. This is when you would become susceptible to these sorts of injuries. A few simple adjustments in your work habits and workstations that can help prevent these types of injuries from happening.

Make sure your equipment is set up properly

Seat: You should adjust the height of your seat so that your feet are resting comfortably on the floor or on a footrest. Your knees should be bent at a ninety-degree angle (or slightly greater) and your thighs should be parallel to the floor. There should be a two to four inch gap between the edge of the seat and the back of your knees.

Monitor: The top of your monitor should be at eye level (or slightly below). It should be 16 to 28 inches away from the tip of your nose. Make sure you maintain an upright head posture with your chin tucked in.

Keyboard and Mouse: Your hands should be level with your elbows (or slightly lower) and your hands and forearms should form a straight line. Keep your shoulders relaxed with your elbows hanging close to your sides. An ergonomic keyboard is a very good way to protect your wrists from injury.

Ergonomic Keyboard



Quick Tips to Stay Safe

- Avoid pounding on your keys; do not exert more force than is necessary.
- Evaluate your posture while you use your computer at home or at work.
- Take short breaks every thirty minutes and move around.
- Make stretching a part of your daily routine before and after using the computer.

Computer Stretches

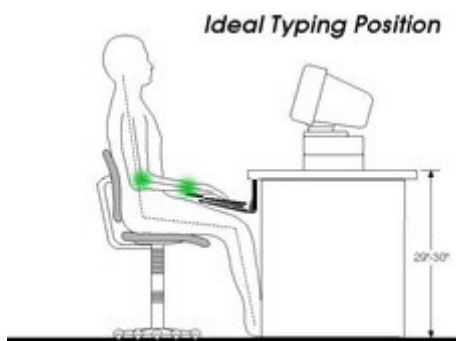
Eyes: Close your eyes tightly and then open them widely and repeat several times. Take your eyes off of the monitor and refocus them on an object thirty feet away.

Hands: Spread your fingers as far apart as you can for ten seconds and then make a tight fist and hold it and repeat.

Neck: Slowly turn your head to the side and hold for ten seconds, then turn to the other side and hold. Slowly tilt your head to the side and hold it for ten seconds, then slowly tilt to the other side and hold. Repeat.

Shoulders: Slowly shrug shoulders in a circular forward motion, then reverse the motion in a backwards motion and repeat. Spread your arms apart and make slow circles forward and then backwards.

Back: Place hands on hips with feet shoulder width apart, slowly lean forward with shoulders slightly back and hold the stretch for five to ten seconds. Stand up and reach your arms straight up with your fingertips pointing to the sky and hold for ten seconds.



QUOTATION MARK

One of the marks used to indicate the beginning and end of a quotation.

Direct quotations are another person's exact words — either spoken or in print — incorporated into your own writing.

- Use a set of quotation marks to enclose each direct quotation included in your writing.
- Use a capital letter with the first word of a direct quotation of a whole sentence. Do not use a capital letter with the first word of a direct quotation of part of a sentence.
- If the quotation is interrupted and then continues in your sentence, do not capitalize the second part of the quotation.

Fed up with her constant whining, Rhett Butler turned to Scarlett O'Hara and said, "Frankly my dear, I don't give a damn."

Mr. and Mrs. Allen stated that they "refuse to use that pesticide" because of possible water pollution.

"He likes to talk about football," she said, "especially when the Super Bowl is coming up."

Punctuation with Quotation Marks

Use a comma to introduce a quotation after a standard dialogue tag, a brief introductory phrase, or a dependent clause, for example, "He asked," "She stated," "According to Bronson," or "As Shakespeare wrote." Use a colon to introduce a quotation after an independent clause.

As D. H. Nachas explains, "The gestures used for greeting others differ greatly from one culture to another."

D. H. Nachas explains cultural differences in greeting customs: "Touching is not a universal sign of greeting.

While members of European cultures meet and shake hands as a gesture of greeting, members of Asian cultures bow to indicate respect."

Put commas and periods within closing quotation marks, except when a parenthetical reference follows the quotation.

He said, "I may forget your name, but I never forget a face."

History is stained with blood spilled in the name of "civilization."

Smith, criticizing the apparent inaction, writes, "Donahue's policy was to do nothing" (27).

RUNNING QUOTATIONS: If a full paragraph of quoted material is followed by a paragraph that continues the quotation, do not put close-quote marks at the end of the first paragraph. Do, however, put open-quote marks at the start of the second paragraph. Continue in this fashion for any succeeding paragraphs, using close-quote marks only at the end of the quoted material.

— The Associated Press Stylebook —

Apostrophe

To indicate the omission of one or more letters in a word, whether unpronounced, as in **o'er for over**, or pronounced, as in **gov't for government**; to indicate the possessive case, as in **woman's**; or to indicate plurals of abbreviations and symbols, as in **several M.D.'s, p's**. But do NOT use apostrophes for possessive pronouns or for noun plurals.

Forming possessives of nouns

Add 's to the singular form of the word (even if it ends in -s):

The owner's car; James's hat

Add 's to the plural forms that do not end in -s:

The children's game; the geese's honking

Add ' to the end of plural nouns that end in -s:

Houses' roofs; friends' letters

Add 's to the end of compound words:

My brother-in-law's money

Add 's to the last noun to show joint possession of an object:

Todd and Anne's apartment

COURT REPORTER TALES - Submit your experience for next newsletter. Thank you Donna Severin for this submission.

I am a certified court reporter in the City of Windsor, Provincial Offences Office. My husband is a detective with the Windsor Police Service. He was the last officer to testify in an ex parte trial in our court one day regarding a bylaw matter involving a massage parlour when I happened to be the court reporter. There were no civilians in the courtroom, only the Justice of the Peace, the prosecutor, the other officers who had already testified, my husband and myself.

After the examination in-chief of my husband, the prosecutor said, "Those are all of the questions that I have for this officer, Your Worship." My husband remained in the witness box awaiting any questions from the Justice of the Peace. There was an uncomfortably long pause, during which the prosecutor and I made eye contact several times. We were wondering if the Justice of the Peace was reviewing her notes and perhaps had a question to ask of my husband, who remained in the witness box behind me.

The Justice of the Peace suddenly lifted her head and said, "Oh, I'm sorry, officer. You may step down now. I was waiting for Madam Reporter. I thought perhaps she might have a question for you while you were under oath."

The other officers burst out laughing. My husband's face turned beet red as he left the witness box and I was so flabbergasted that I couldn't think of one funny comment to make or one single question to ask! Afterwards, back in chambers, I asked the Justice of the Peace to do me a favour. I asked that I be allowed a recess to prepare my questions if I ever had the opportunity again to question my husband under oath!!

Donna M. Severin
Certified Court Reporter
Provincial Offences Office Windsor/Essex

Blog

A blog is a website where entries are written in chronological order and commonly displayed in reverse chronological order. Blogs provide commentary or news on a particular subject such as food, politics, or local news; some function as more personal online diaries. A typical blog combines text, images, and links to other blogs, web pages, and other media related to its topic. The ability for readers to leave comments in an interactive format is an important part of many blogs. Most blogs are primarily textual and are part of a wider network of social media. In May 2007, Internet blog search engine "Technorati" was tracking more than 71 million blogs.

Recently, a new voice writing blog named Share Your Voice has been created. It's at www.voiceshare.blogspot.com <<http://www.voiceshare.blogspot.com>>.

There is information beneficial to all reporters so visit it today and see what this blog is all about!

"My attitude toward punctuation is that it ought to be as conventional as possible. The game of golf would lose a good deal if croquet mallets and billiard cues were allowed on the putting green. You ought to be able to show that you can do it a good deal better than anyone else with the regular tools before you have a license to bring in your own improvements."

— Ernest Hemingway, letter, May 15, 1925

WELCOME to our NEWEST MEMBERS

Deborah Gagatsis
Kim Terryberry
Ann Sergeant
Susan Wright
Beverly Carey

DISORDER IN THE COURT

ATTORNEY: Are you sexually active?
WITNESS: No, I just lie there.

ATTORNEY: *What gear were you in at the moment of the impact?*
WITNESS: *Gucci sweats and Reeboks.*

ATTORNEY: This myasthenia gravis, does it affect your memory at all?
WITNESS: Yes.
ATTORNEY: And in what ways does it affect your memory?
WITNESS: I forget.
ATTORNEY: You forget? Can you give us an example of something you forgot?

ATTORNEY: What was the first thing your husband said to you that morning?
WITNESS: He said, "Where am I, Cathy?"
ATTORNEY: And why did that upset you?
WITNESS: My name is Susan!

ATTORNEY: Do you know if your daughter has ever been involved in voodoo?
WITNESS: We both do.
ATTORNEY: Voodoo?
WITNESS: We do.
ATTORNEY: You do?
WITNESS: Yes, voodoo.

ATTORNEY: Now doctor, isn't it true that when a person dies in his sleep, he doesn't know about it until the next morning?
WITNESS: Did you actually pass the bar exam?

ATTORNEY: Doctor, before you performed the autopsy, did you check for a pulse?
WITNESS: No.
ATTORNEY: Did you check for blood pressure?
WITNESS: No.
ATTORNEY: Did you check for breathing?
WITNESS: No.
ATTORNEY: So, then it is possible that the patient was alive when you began the autopsy?
WITNESS: No.
ATTORNEY: How can you be so sure, Doctor?
WITNESS: Because his brain was sitting on my desk in a jar.
ATTORNEY: I see, but could the patient have still been alive, nevertheless?
WITNESS: Yes, it is possible that he could have been alive and practicing law.

ATTORNEY: How was your first marriage terminated?

WITNESS: By death.

ATTORNEY: And by whose death was it terminated?

WITNESS: Now whose death do you suppose terminated it?

ATTORNEY: Can you describe the individual?

WITNESS: He was about medium height and had a beard.

ATTORNEY: Was this a male or a female?

WITNESS: Guess.

ATTORNEY: Is your appearance here this morning pursuant to a deposition notice which I sent to your attorney?

WITNESS: No, this is how I dress when I go to work.

ATTORNEY: Doctor, how many of your autopsies have you performed on dead people?
WITNESS: All my autopsies are performed on dead people. Would you like to rephrase that?

ATTORNEY: ALL your responses MUST be oral, OK? What school did you go to?
WITNESS: Oral.

ATTORNEY: Do you recall the time that you examined the body?
WITNESS: The autopsy started around 8:30 p.m.
ATTORNEY: And Mr. Denton was dead at the time?
WITNESS: No, he was sitting on the table wondering why I was doing an autopsy on him!

ATTORNEY: Are you qualified to give a urine sample?
WITNESS: Huh....are you qualified to ask that question?