



March 27, 2021

The seminar will be hosted at:
Court Reporters Clearinghouse, Inc.
7800 North MoPac
Austin, TX 78759

8:30 a.m. to 9:00 a.m. - Registration

9:00 a.m. to 9:10 a.m. - Welcome to Launch Your Success!

**9:10 a.m. to 10:10 a.m.
Ethics**

1.0 CE hour (Ethics/Rules)

Presenter: Teresa Anderson (CSR, RPR)

Join Teresa Anderson for a discussion on ethics and an overview of the Code of Conduct for Court Reporters. We'll discuss examples of situations that could jeopardize a court reporter's certification.

**10:20 a.m. to 11:20 a.m.
Officials**

1.0 CE hour

Presenter: Diana Bengs (CSR, RPR)

Let's answer those haunting questions that prohibit you from wanting to sub or work in court. We will start with a brief overview of different types of courts you can work in, equipment to use, a reporter's courtroom setup, forms you may or may not need or want, how to organize your steno notes in your software to find them easily later; and we will conclude with random issues that may come up and Q&A.

11:30 a.m. to 12:30 p.m.

Freelance

1.0 CE hour

Presenters: Terri Hill (CSR, RPR) and Cindy Simpson (CSR, RPR)

We will cover the step-by-step process from when you step into a depo conference room to the time you leave, covering your setup, swearing in, how to answer exhibit questions, how to appropriately interrupt testimony, what stipulations are and what they mean, order forms and how to get them signed or get orders on the record, brief lesson on the reporter's certificates, the difference between an EUO/sworn statement, in-state, out-of-state, and federal depositions and the rules that govern them, how to keep up with the time limit requirements.

12:30 p.m. to 1:30 p.m.

Lunch - Sponsored by:

Central Texas Court Reporters Association

1:30 p.m. to 2:30 p.m.

Realtime Reporting

1.0 CE hour

Presenter: Sylvia Kerr (CSR, RPR, CRR, TCRR, CART LEVEL III)

Realtime Connection – Learn how to connect to attorneys or the judge via the internet or router. Also, learn a few tips and tricks if writing realtime for yourself.

2:40 p.m. to 3:40 p.m.

Networking, Marketing, Attire

1.0 CE hour

Presenter: Suzanne Carroll, CSR

How do you make a lasting impression and connect with others in a powerful way that will help your business? This session will teach you practical ideas on how to market yourself so that you stand out from the rest, the skill of networking, and how to promote your services as a licensed Certified Shorthand Reporter. These are valuable business management skills that will enhance your career!

3:40 p.m. to 4:00 p.m.

**Wrap-Up - Question and Answers
Force Committee Members**

CE credit pending approval through the JBCC.



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Name:		CSR #:	
Court/Firm:			
Address:			
City, State, ZIP:			
Cell Phone:		Email:	
Dietary Restrictions:		Special Accessibility Needs:	

REGISTRATION FEES - Early Bird ends March 12, 2021
<input type="checkbox"/> Early Bird: \$50
<input type="checkbox"/> Late Registration: \$75
TOTAL: \$ _____

Please consider paying with cash or check to save TCRA on credit card fees.

Payment Method: Payment must accompany registration form. Government Agencies must attach a purchase order.				
Check Number: _____	Purchase Order Number: _____	County: _____		
Credit Card:	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
				TOTAL: _____
Card Number: _____		Expiration Date: _____		
Name on Card: _____		Billing Zip Code: _____		

Cancellation Policy:

Cancellations must be received in writing no later than **5pm on Friday, March 12, 2021**. A cancellation fee of 15% per registration will be charged. **After March 12th, no refunds will be given.**

Return to:
 Texas Court Reporters Association
 PO Box 2379
 Athens, TX 75751
 Email: TCRAHQ@EMBARQMAIL.COM // Phone: 903-675-1806