
**WELCOME TO THE
COURT REPORTING SERVICES
DEPARTMENT**



**COURT ADMINISTRATION
SEVENTH JUDICIAL CIRCUIT
OF FLORIDA**

**Court Reporting Services Department
Seventh Judicial Circuit**

Mark A. Weinberg, Court Administrator
Louise Pomar, RPR, FPR, CERT*D, Manager, Court Reporting Services
Dorie Jackson, CERT, Manager, Electronic Court Reporting Services

The Court Reporting Services Department is comprised of both stenographic and digital court reporters who are employees of the state of Florida and work under Court Administration. The department covers the following court proceedings:

Arraignments	Juvenile Delinquency
Domestic Violence Injunctions	Juvenile Dependency
Drug Court	Mental Health/Baker Act hearings
Felony	Misdemeanor
First Appearances	Probate
Guardianship	Traffic

The Seventh Judicial Circuit's stenographic court reporter employees are responsible for reporting all proceedings related to death penalty cases, felony jury selections and jury trials, and termination of parental rights trials conducted in Flagler, Putnam and St. Johns counties. Their main office is located at the Kim C. Hammond Justice Center in Bunnell, Florida, with a branch office located in the Richard O. Watson Judicial Center in St. Augustine, Florida.

Stenographers use a specialized machine called a stenotype machine. The stenotype enables reporters to write words phonetically with one or two key strokes rather than having to type words letter-by-letter. The speed with which an entry-level stenographic court reporter writes is 225 wpm. A technology called computer-aided transcription electronically links the stenotype to a computer which translates notes into English text that can be researched, corrected, telecommunicated, stored on CD-ROM or other computer media, integrated with a videotape, or simply printed out in a conventional or condensed-format transcript. Real-time translation, which converts stenographic notes into English text instantly onto the judge's computer, is also performed.

The Seventh Judicial Circuit's digital court reporter employees are responsible for digitally recording felony proceedings, all misdemeanor proceedings, including jury selections and jury trials, as well as other proceedings required to be reported/recorded at public expense in Flagler, Putnam, St. Johns and Volusia counties. Their offices are located in the Daytona Beach Justice Center, the Kim C. Hammond Justice Center, the Volusia County Courthouse, and the Richard O. Watson Judicial Center.

While monitoring the proceedings, the digital reporters view the video feed, listen to several different courtrooms and enter electronic notes, called “tagging,” which are time-linked with the audio and stored in a database. This enables a quick search for proceedings by case name, number or other identifying text, which can then be retrieved and copied to a CD, allowing judges and parties to the case to listen to what took place in any particular proceeding. If a written transcript is required, any court reporting firm can easily prepare a transcript utilizing headphones and a foot pedal designed to operate with the software program.

OFFICE LOCATIONS:

VOLUSIA COUNTY

Manager, Electronic Court Reporting Services:

Dorie Jackson, CERT

251 North Ridgewood Avenue, Room 147

Daytona Beach, FL 32114

Phone: 386.239.7846

Fax: 386.254.4609

E-mail Address: djackson@circuit7.org

Volusia County Justice Center



Digital Court Reporting Office

251 North Ridgewood Avenue, Room 147

Daytona Beach, FL 32114

Phone: 386.239.7846

Fax: 386.254.4609

Volusia County Courthouse



Digital Court Reporting Office
101 North Alabama Avenue, Room B-133
DeLand, FL 32724
Phone: 386.626.6589
Fax: 386.740.5169

Volusia County Contract Court Reporting Firm:

Volusia Reporting Company



Firm Owner and Manager:
Paulita Kundid, RPR, CLVS, FPR
432 South Beach Street
Daytona Beach, FL 32114
Phone: 386.255.2150
Fax: 386.258.1171
E-mail Address: www.VolusiaReporting.com

FLAGLER COUNTY

Manager, Court Reporting Services

Louise Pomar, RPR, FPR, CERT*D

1769 East Moody Boulevard, Building 1

Bunnell, FL 32110

Phone: 386.313.4570

Fax: 386.437.5417

E-mail address: lpomar@circuit7.org

Kim C. Hammond Justice Center



Court Reporters, Seventh Judicial Circuit

1769 East Moody Boulevard, Building 1

Bunnell, FL 32110

Phone: 386.313.4570, 4571 or 4572

Fax: 386.437.5417

Digital Court Reporting Office

1769 East Moody Boulevard, Building 1

Bunnell, FL 32110

Phone: 386.313.4574

Fax: 386.437.5417

ST. JOHNS COUNTY

Richard O. Watson Judicial Center



Court Reporters, Seventh Judicial Circuit

Branch Office

4010 Lewis Speedway, Room 299
St. Augustine, FL 32084
Phone: 904.827.5622
Fax: 904.827.5627

Digital Court Reporting Office

4010 Lewis Speedway, Room 299
St. Augustine, FL 32084
Phone: 904.827.5644
Fax: 904.827.5645

STATISTICAL DATA

The Employee and Contract Stenographers have in the past 12 months reported approximately 4,000 hours of criminal court proceedings and produced 59,000 transcript pages from either stenographic notes or from digitally recorded proceedings which are required to be recorded at public expense for judges, law clerks, appellate courts, attorneys and private individuals.

The Digital Court Reporters Offices have in the past 12 months recorded approximately 18,000 hours of court proceedings, produced 2,300 transcript pages for the judges and law clerks, and burned 1,550 CDs of digitally recorded proceedings.

All reporters/services are provided within our circuit and, therefore, jobs remain within our circuit.

General Information About The Stenographic Court Reporting Profession

Court Reporters are highly skilled and trained professionals who provide the most accurate and efficient method of court reporting/transcription services to date.

Areas of Specialty:

- Official Court Reporter
- Freelance Reporter
- C.A.R.T. (Communication Access Real-time Translation) Provider
- Broadcast Captioner

The Role of the Official Court Reporter:

- Provide a verbatim shorthand record in the criminal courtroom setting, which includes reporting both misdemeanor and felony court cases.
- Provide real-time translation (simultaneous word-for-word speech-to-text translation) upon request to the judges and attorneys.
- Prepare a transcript of the proceedings upon request in a booklet format from his/her verbatim shorthand record in a format directed by the Supreme Court of Florida.
- Distribute official transcript upon request to judges, attorneys, and other interested parties.
- Maintain files and records for the period of time directed by the Supreme Court of Florida.

The Role of the Freelance Reporter:

- Provide a verbatim shorthand record of discovery depositions for use in a criminal or civil trial, report civil trials (personal injury, divorces, land disputes, et cetera.), city and county commission meetings, board and stockholder meetings.
- Provide real-time translation (simultaneous word-for-word speech-to-text translation) upon request to the judges and attorneys.
- Prepare a transcript of proceedings upon request in a booklet format from his/her verbatim shorthand record in a format directed by the Supreme Court of Florida.
- Distribute official transcripts upon request to judges, attorneys, and other interested parties.
- Maintain files and records for the period of time directed by the Supreme Court of Florida.

The Role of the C.A.R.T. (Communication Access Real-time Translation) Provider:

- Provide instantaneous word-for-word, speech-to-text interpreting service for individuals who are late-deafened, oral deaf, hard of hearing, or who have cochlear implants.
- Work in business, government and educational functions, classroom settings, courtrooms, religious services, cultural presentations.

The Role of the Broadcast Captioner:

- Provide captions of live television programs for deaf and hard-of-hearing viewers through real-time technology that instantly produces readable English text. (Local and national news broadcasts, sporting events, any LIVE programming.)

Tools of the Trade:

- Stenotype Machine
 - 22 Keys, 18 consonants and 4 vowels, number bar
- Notebook computer
- Computer-Aided Translation Software
- Real-time Translation Software
- Tape Recorder or Audio Synchronized Recording System
- Headphones with stereo/mono switch
- Foot pedal for listening to audio files
- Printer and Fax

Training for Stenographic Court Reporter:

- Two (2) years in an accredited court reporting program (machine shorthand theory courses, speed building courses, courtroom procedures, English courses, legal and medical terminology).
- Graduate with 95% accuracy at speeds of 180 wpm in Literary (speeches), 200 wpm in Jury Charge, and 225 wpm in Q & A (question and answer format).

Stenographic Court Reporting Professional Associations:

- Florida Court Reporters Association (FCRA) www.fcraonline.org
- National Court Reporters Association (NCRA) www.ncraonline.org

FCRA Voluntary State Certification:

- Florida Professional Reporter (FPR)

NCRA Certifications:

- Registered Professional Reporter (RPR)
- Registered Merit Reporter (RMR)
- Registered Diplomat Reporter (RDR)
- Certified Real-time Reporter (CRR)
- Certified Broadcast Captioner (CBC)
- Certified CART Provider (CCP)
- Certified Legal Video Specialist (CLVS)
- Certified Reporting Instructor (CRI)
- Master Certified Reporting Instructor (MCRI)
- Certified Manager of Reporting Services (CMRS)
- Certified Program Evaluator (CPE)

NCRA Certificates:

- Realtime Systems Administrator Program
- Trial Presentation Professional Program

**GENERAL INFORMATION ABOUT THE
DIGITAL COURT REPORTING PROFESSION**

The Role of the Digital Court Reporter:

- Monitor and record court proceedings from either a central control room or a standalone unit in the courtroom.
- Monitors from one to three courtrooms at a time in a central control room.
- Ensure the recording is consistently intelligible by adjusting system components as needed and directing speakers to microphones as required.
- Enter time-linked notes, such as case number, style of the case, appearances of parties, testimony and other relevant information.
- Copy court proceedings onto a CD upon request for listening and/or preparation of an official transcript.

Tools of the Trade:

- Personal Computer and software connected to digital recording system server(s)
- Dual Monitors to view video of courtrooms and recording system operational screens
- Dual speakers with headphone jack

- Headphones with in-line volume control and stereo/mono switch
- Foot pedal for transcribing audio
- DVD-RAM for archiving audio/video files
- CD for copying audio files for listening or transcript preparation
- Printer and Fax

Training for Digital Court Reporter:

- On-the-job training
 - Reading the necessary procedures and relevant manuals.
 - Reviewing them with the trainer/mentor.
 - Observing skilled practitioners perform the procedures.
 - Being observed while performing the procedures yourself.
 - Having your performance closely critiqued, and in due course being able to work independently, competently, and consistently.

Digital Court Reporting Professional Associations:

- American Association of Electronic Reporters and Transcribers (AAERT)
<http://www.aaert.org>

National Certifications:

- Certified Electronic Recorder (CER)
- Certified Electronic Court Transcriber (CET)
- Certified Electronic Reporter and Transcriber (CERT)
- Certified Electronic Reporter and Transcriber – Digital (CERT*D)