

some Court Reporting Colleges

*online only

**online and in person

**Black Hawk College – Moline, IL

(309) 796-5000 bhc.edu

*College of Court Reporting - Valparaiso, IN

(866) 294-3974 ccr.edu

*Court Reporting at Home

(877) 253-0200 courtreportingathome.com

*Des Moines Area Community College

(800) 362-2127 dmacc.edu

*Lake Land College – Mattoon, IL

(217) 234-5253 lakelandcollege.edu

**MacCormac School of Court Reporting - Chicago, IL

(224) 263-0671 generations.edu

**Mark Kislingbury's Academy of Court Reporting –
Houston, TX

(281) 859-0791 mkcourtreporting.com

*PAF Online Court Reporting Training Programs

(609) 319-7930 pafsteno.com

**South Suburban College - Oak Forest, IL

(708) 596-2000 ssc.edu

Where can I find more information?

ilcrs.com

TOP 5 REASONS TO
CONSIDER A CAREER AS
AN

ILLINOIS OFFICIAL COURT REPORTER



- Degree/Certification possible in 2-3 years
- Competitive starting salary
- Additional transcript income
- Excellent benefits
- Professional working environment

Other Career Opportunities

- **Freelance Reporting** (*depositions, etc.*)
- **Webcasters** (*realtime reporting of meetings, conference, etc., transmitted to all parties involved via computers*)
- **Broadcast Captioning** (*realtime reporting of live television programming for people with hearing loss*)
- **Communication Access Realtime Translation (CART)** (*personalized reporting services for people with hearing loss*)

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What is an **Illinois Official Court Reporter**?

Official Court Reporters are State of Illinois employees who work under the Chief Judge of the Circuit in which they are employed. Official Court Reporters work in county courthouses and take a verbatim record of the words spoken in court by the use of machine shorthand. The Official Court Reporter then uses computer-aided transcription to translate the machine shorthand into an official written transcript for use in the judicial process.



What is **machine shorthand**?

It is a method of phonetic shorthand using a computerized machine called a writer. The writer allows court reporters to press multiple keys at once to record combinations of letters representing sounds, words, or phrases. The symbols written by the writer are electronically recorded and then translated by computer-aided transcription and displayed as text on the computer screen.

What is the **work environment** of an **Illinois Official Court Reporter**?

Official Court Reporters have office space in the courthouse and, in most cases, work out of a pool system. Court reporters are assigned to various courtrooms on an as-needed basis to report hearings in all divisions: civil, criminal, family, traffic, misdemeanor, probate, juvenile, etc. While waiting for an assignment, Official Court Reporters prepare requested transcripts. Most circuits have an 8-hour workday with an hour break for lunch.

What can I **expect to earn** as an **Illinois Official Court Reporter**?

In Illinois, the starting salary varies depending on location and what level of testing you have achieved. The starting base salary range for court reporters hired in most areas is \$43,000 to \$53,000, depending on experience, plus transcript income. Cook County (Chicago) has a higher base starting pay. There are salary increases based on proficiency testing, and, in most years, reporters receive an annual cost-of-living increase.

Transcript income is generated by the Official Court Reporters billing the attorneys/parties directly for each transcript requested. It can fluctuate from year to year, depending on the volume of transcript requests received.

What **employee benefits** do **Illinois Official Court Reporters** receive?

- ✓ **Health, dental, vision, and life insurance**
- ✓ **Pension plan with the State Employee Retirement System**
- ✓ **Deferred compensation – an optional tax-deferred 457 retirement/savings plan**
- ✓ **Medical/dependent care assistance plan**
- ✓ **Paid vacations, personal days, and sick leave**
- ✓ **Free continuing education seminars**
- ✓ **12+ paid holidays per year**

What are the **future prospects for employment** as an **Illinois Official Court Reporter**?

According to the most recent edition of the *Occupational Outlook Handbook* from the U.S. Department of Labor's Bureau of Labor Statistics, job opportunities for court reporters, in general, are expected to be **excellent**, as job openings continue to outnumber jobseekers. Since many current official court reporters have been employed with the state for more than 20 years, it is expected that they will be thinking about retirement in the next 5-15 years. This means that many positions will need to be filled. Judicial reporters will be in high demand in Illinois.



What are the **qualifications** to **become an Illinois Official Court Reporter**?

To become an Official Court Reporter in the State of Illinois, you must obtain a Certified Shorthand Reporter (CSR) license by examination and also pass the Part-A "officialship" examination before completing one year of employment. Several area colleges offer court reporting programs (ranging from two to four years) that prepare students to sit for these exams.