

## About Us

Court Reporting Services is the administrative office which oversees court reporting policies and procedures for the Illinois trial courts under the direction of the Chief Circuit Judges. Our mission is to ensure a quality record in proceedings throughout the state.

While that includes providing courtroom coverage with Official Court Reporters, we also promote the court reporting profession through education. We provide continuing education for licensed court reporters and opportunities for the public to learn about becoming a court reporter.



## COURT REPORTING EDUCATION:

Court Reporting Services is offering an in-person, tuition-free training program to become an Official Court Reporter, with guaranteed job placement upon passing the required certification exam.

The training program requires a two-year in-person commitment and an employment contract.

Please visit [www.ilcrs.com/training](http://www.ilcrs.com/training) for details, or email [training@ilcrs.com](mailto:training@ilcrs.com) with questions.

Please visit [www.ilcrs.com/schools](http://www.ilcrs.com/schools) for a list of court reporting programs.

Not sure if court reporting is for you? Choose one of the FREE 6-week online 'Try Me' courses to see if this career is for you.

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### PROJECT STENO:

<https://projectsteno.org/students>

### NCRA A to Z:

<https://www.ncra.org/discoversteno>

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## Contact Us

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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.

### Machine shorthand

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 transcribed by computer-aided transcription and displayed as text on the computer screen.

## JOIN OUR TEAM!

As an Official Court Reporter or Court Specialist, you will have a rewarding career with great benefits. There's a good reason why many of our employees have been with the Illinois Courts for more than 20 years!

Compensation packages include a competitive annual salary, additional transcript income, and excellent State of Illinois benefits!

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### Employee Benefits include:

- 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 pre-tax plans
- Paid vacation, personal, and sick time
- 12+ paid holidays per year
- Continuing education waiver for state Certified Shorthand Reporter licensing
- Free annual seminar for 6 hours of continuing education per year (0.6 CEUs from NCRA)

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Visit [www.ilcrs.com/vacancies](http://www.ilcrs.com/vacancies) to find out if we are hiring near you.

