

## What area colleges offer court reporting programs?

College of Court Reporting (online) - Hobart, IN  
(866) 294-3974 [www.ccr.edu](http://www.ccr.edu)

Court Reporting and Captioning at Home (online)  
(877) 253-0200 [www.courtreportingathome.com](http://www.courtreportingathome.com)

MacCormac College - Chicago, IL (online and in person)  
(312) 922-1884 [www.maccormac.edu](http://www.maccormac.edu)

Mark Kislingbury Academy of Court Reporting  
(online and in person)  
(281) 859-0791 [www.mkcourtreporting.com](http://www.mkcourtreporting.com)

Des Moines Area Community College - Iowa (online)  
(515) 964-6638 [www.dmac.edu](http://www.dmac.edu)

South Suburban College- Oak Forest, IL  
(708) 596-2000 [www.ssc.edu](http://www.ssc.edu)

Lake Land Community College - Mattoon, IL  
(online with virtual meetings)  
(217) 234-5253 [www.lakelandcollege.edu](http://www.lakelandcollege.edu)

What are some other career opportunities for licensed court reporters?

- \*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 deaf and hard-of-hearing people)

*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

Where can I find more information?

[www.ilcrs.com/firststeps](http://www.ilcrs.com/firststeps)

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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 work day 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 \$43,684 to \$48,684 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, and 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.