

## What area **colleges** offer court reporting programs?

**College of Court Reporting** – Hobart, IN  
(online courses)  
[www.ccr.edu](http://www.ccr.edu)

**John A. Logan College** - Carterville, IL  
[www.jalc.edu](http://www.jalc.edu)

**MacCormac College** - Chicago, IL  
[www.maccormac.edu](http://www.maccormac.edu)

**Midstate College** - Peoria, IL  
[www.midstate.edu](http://www.midstate.edu)

**South Suburban College** - Oak Forest, IL  
[www.southsuburbancollege.edu](http://www.southsuburbancollege.edu)

**St. Louis Community College** – St. Louis, MO  
(live and online)  
[www.stlcc.edu/Programs/Information\\_Reporting](http://www.stlcc.edu/Programs/Information_Reporting)

**AIB College of Business** - Des Moines, IA  
[www.aib.edu](http://www.aib.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*)
- **Communications Access Realtime Translation (CART)** (*personalized reporting services for deaf and hard-of-hearing people*)

[www.illinoisofficialcourtreporters.com](http://www.illinoisofficialcourtreporters.com)

Where can I find more information?

## TOP 5 REASONS TO CONSIDER A CAREER AS AN

# ILLINOIS OFFICIAL COURT REPORTER



- Two year course of study
- Excellent starting salary
- Additional transcript income
- Excellent benefits
- Professional working environment

## 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 private offices in the courthouse and 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, Court Reporters prepare requested transcripts. Regular work hours in Madison County are 8:30 am to 4:30 pm.

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

In Illinois, the starting salary varies depending on location of the circuit to which you are assigned and what level of testing you have achieved. As an example, the starting base salary for a realtime certified reporter hired in Madison County is \$41,790 plus transcript income. There are automatic step increases in the base salary through the 10<sup>th</sup> year of employment. In addition, Official Court Reporters may receive yearly cost of living salary increases. (As a result of step increases and cost of living increases, the yearly base salary of Official Court Reporters who have been employed for 25+ years is in excess of \$85,000.)

Transcript income is generated by the Official Court Reporters billing the attorneys/parties directly for each transcript requested, and fluctuates from year to year, depending on the volume of transcript requests received. For the years 2006-2008, the average transcript income of each Official Court Reporter employed in Madison County was approximately \$16,000, which is in addition to the base salary.

## What **employee benefits** do Illinois 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
- ✓ **12+** paid holidays per year

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

A recent study taken of all circuits in Illinois reflects that approximately 75% of our current court reporting staff will be leaving state service due to retirement in the next 15 years. This means the State will need to hire nearly 400 court reporters to fill those open positions throughout the state. 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.



## 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 CSR license by examination, and also pass the part-A "officialship" examination. Several area colleges offer court reporting programs (ranging from two to four years) that prepare students to sit for these exams.