

Financial Aid Is Available

With millions of dollars available in free money for school, applying for financial aid can be a very rewarding experience. Apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) by going to www.fafsa.ed.gov. You can also apply for a BOG Fee Waiver to cover the cost of you enrollment fees. Call the Financial Aid Office at 415.485.9409. Se habla español.

About the College of Marin

The College of Marin is one of 109 public community colleges in California accredited by the Western Association of Schools and Colleges. The Kentfield campus is located approximately 11 minutes north of the Golden Gate Bridge at 835 College Ave. in Kentfield. The Indian Valley Campus is located minutes away on a spectacular 333 acre site on Ignacio Blvd. in Novato, CA. Approximately 6,800 students enroll each fall and spring semester. Classes are also offered during the summer. For information call 415-457-8811.

An **Associate in Science degree** (generally a two-year program) or a **Certificate** may be earned in the following disciplines:

- Administration of Justice
- Automotive Collision Repair Technology
- Automotive Technology
- Business
- Business Office Systems
- Computer Information Systems
- Court Reporting
- Registered Dental Assisting
- Early Childhood Education
- Electronics
- Environmental Landscape
- Emergency Medical Technician
- Machine and Metals Technology
- Medical Assisting
- Registered Nursing
- Multimedia Studies
- Phlebotomy
- Real Estate

Workforce Development

www.marin.edu/workforce

Equal Opportunity Statement: The Marin Community College District is committed by policy not to discriminate on the basis of, or the perception of, race, ethnic group identification, ancestry, color, religion, age, gender, national origin, sexual orientation, disability (mental or physical), marital status, medical condition (cancer, genetic characteristics, or pregnancy), and status as a veteran in any of its educational and employment programs and activities, its policies, practices and procedures.

Start Here. Go Far.

Court Reporting



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COLLEGE OF MARIN

www.marin.edu

Why choose College of Marin?

At College of Marin you can train for a new career, improve your skills, transfer to a four-year university, and greatly enrich your life.

College of Marin offers:

- Affordable enrollment fees
- Higher education that results in higher earnings
- Job-oriented workforce preparation programs
- Guaranteed transfer to the University of California and California State University systems
- Exceptional faculty
- Individualized attention
- Excellent counseling and support services

Outstanding Faculty

College of Marin faculty members are recognized for their excellence in the classroom. Our instructors have degrees from such institutions as Stanford, Harvard, Yale, Columbia, UC Berkeley, California College of Arts & Crafts, SFSU, Royal College of Music, London, and many other top educational institutions.

Individualized Attention

At College of Marin you will enjoy a high-quality education experience in a supportive setting. Many free services are available, including career and academic counseling, tutorials, and a range of support services designed to help you succeed in achieving your goals.

How To Enroll

You can apply online at www.marin.edu. Application forms also are available in the class schedule, which is published each fall, spring, and summer semester.

Scholarships

Scholarships are awarded annually on the basis of academic achievement and potential. Contact the Foundation Office for more information at 415.485.9382.

Start Here. Go Far.

Court Reporting

Are you looking for a high paying job, flexible hours and job security?

Court reporters enjoy flexible hours and high starting salaries. As a court reporter you will be able to match your career to your lifestyle. You can work in a structured environment, with regular hours in one location, or you can travel, set your own hours, or work part time.

What is Court Reporting?

Court reporters provide a vital and indispensable service to the judicial system. Court reporters record courtroom proceedings and pretrial depositions using stenotype machines, and also use computer-assisted transcription software to translate stenotype notes into English. This immediate “realtime” translation is then displayed on a computer monitor. The realtime file is used by judges and attorneys for rapid research and review of testimony. As managers of this sophisticated technology, unmatched by any other for speed and quality, court reporters are the “technology experts” of the legal environment.

“Opportunities in the court reporting fields are plentiful”

Court reporters are in demand in other fields

As a skilled stenotypist you can pursue a variety of careers, including television broadcast captioner, legal and medical transcriptionist, or cyber-conference moderator for the Internet. Stenotypists are employed in education, business, industry and government recording and displaying presentations and discussions in classes, meetings, workshops and seminars. The realtime visual display allows participation by the hearing impaired.

Employment opportunities

- **Official Court Reporter** – Works full or part time in the court system, usually assigned to a specific judge and court. Stenographically records testimony and provides transcripts on request. May also provide realtime translation.
- **Freelance Reporter** – Works as an independent contractor, largely in the deposition field.
- **Hearing Reporter** – Records testimony and provides transcripts of State administrative hearings.
- **Cyber-Conference Moderator – Web** – Provides instantaneous translations of oral presentations for viewing on the Web.
- **Television Broadcast Captioner** – Uses realtime translation technology to translate live television broadcasts, providing on-screen captions for hearing-impaired viewers.
- **CART Services Provider** – Communication Access Realtime Translation is instantaneous text of the spoken word displayed on a computer screen or large projection screen. CART is a service provided

in the academic setting for students with hearing impairments as well as in public settings such as conventions and corporate meetings.

- **Scopist or Proofreader** – Assists court reporter in transcript production.
- **Legal or Medical Transcriptionist** – Assists attorneys in preparing legal reports. Assists physicians in preparing medical reports and records.
- **Rapid Data-Entry Specialist** – Uses computer technology to swiftly enter data into a computer file, typically at two to three times the speed of an average computer keyboard operator.

Income

Court reporters earn an average of more than \$60,000 a year.

In Marin, official court reporters earn a base salary of about \$85,000 plus transcription income. In San Francisco, official reporters earn a base salary of about \$95,000 plus transcript income.

Outlook

Opportunities in the court reporting fields are plentiful. Court reporters and other stenotype specialists will be needed in increasing numbers as the legal community expands. They will also continue to develop their roles as information technology (IT) specialists in business, multimedia, and education.

Education and Certification

College of Marin’s Court Reporting Program is one of the best in the State as its students have demonstrated an outstanding first-time pass rate on the licensing examination. The program is approved

by the Court Reporters Board of California. Court reporters in California must be State licensed in order to practice. (Captioners, legal and medical transcriptionists, rapid data-entry specialists and scopists do not require licensing.) The usual way to qualify to take the State licensing exam is by completing an approved course of study. Court reporting and court reporting programs are regulated by the:

Court Reporters Board of California
2325 Capitol Oaks Drive, #230
Sacramento, CA 95833
Phone: 916-263-3660.

Program Admissions and Costs

Register through the Office of Admissions & Records or on-line at www.marin.edu. Currently fees are \$20 per unit for CA residents.



Further information

The Court Reporting Program is located at the College of Marin Indian Valley Campus in Novato.
Phone: 415-883-2211, ext 8226
e-mail: tom.holub@marin.edu
www.marin.edu/programs/court_reporting