

COURT REPORTERS:

WHO THEY ARE, WHAT THEY DO, AND WHERE TO APPLY!

WISCONSIN COURT SYSTEM
2021



1 WHO ARE COURT REPORTERS?



Court reporters are **sworn officers of the Court and Notary public** in the state in which they work. Court reporters are also known as guardians of the record, as they capture the spoken words of everyone during a legal proceeding. Court reporters play neutral roles in the judicial process. In other words, court reporters are not related to the parties involved in the actions, nor are financially interested in the outcomes of the cases.

WHAT'S A NOTARY PUBLIC?

Notary power authorizes a court reporter to administer the oath to the witnesses, and certifies that his or her transcript of the proceedings is a true and accurate record.

In the State of WI, you apply to be a Notary public. You must complete an application, series of actions, and submit a completed exam certificate and filing fee to the WI Department of Financial Institutions (WDFI).

Visit [WDFI's Notary public website](#) for more information!



3 WHEN SHOULD I BECOME A COURT REPORTER?



RIGHT NOW! The State of WI **NEEDS** court reporters.

! 40% of court reporters in the state could retire today, with more possibility of retirements in the next five years.

Check out [the employment page](#) on the WI Court System's website for information about open positions.

In addition:

- Starting salary is ~\$41 K (experienced, certified court reporters can make much more)
- Full-time court reporters have access to [State of WI benefits](#)

QUESTIONS?

CONTACT: human.resources@wicourts.gov

2 WHAT DOES A COURT REPORTER DO?



These are the three common types of court reporters and their duties:

1 STENOGRAPHERS



Stenographers create an official written record of the proceedings using a shortened writing style called stenography. Steno is written on a steno machine using syllables rather than letters. This shortened style allows stenographers to type at ~200 words per minute, which is more than double the words per minute of a professional typist on a regular keyboard!

2 DIGITAL COURT REPORTERS



Digital court reporters create a verbatim record of the proceedings using a digital audio recording and log notes. Log notes are an outline of the proceedings important events, including examination details, speaker changes, and exhibits marked into evidence. Digital court reporters transcribe the verbatim record into an official written record by typing and/or dictating using voice recognition software.

3 VOICE WRITERS



Voice writers create a verbatim record by speaking into a steno-mask device containing a microphone that transfers the court reporter's speech into text, using voice translation software. Voice writers create an official written record from the translation. The mask silences the reporter's voice so as not to disturb the proceedings.

4 WHERE SHOULD I BECOME A COURT REPORTER?



These are a few of the **many** programs (including in WI!) offering coursework:

STENOGRAPHY



[CERTIFICATION](#)

Two-year Associate Degree at Fox Valley Technical College and Lakeshore Technical College

Check out [their page](#) for more information & pricing.

DIGITAL COURT REPORTER



[CERTIFICATION](#)

One-year Technical Diploma at Fox Valley Technical College
Check out [their page](#) for more information & pricing.

6-week Certification at Blue Ledge
Check out [their page](#) for more information & pricing.

AAERT Certification Program
Check out [their page](#) for more information & pricing.

VOICE WRITER



[CERTIFICATION](#)

Two-year Associate Degree or Certificate at Brown College

Check out [their page](#) for more information & pricing.