

CCRA *online*

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Assemblyman
Donald P. Wagner
Seventieth District
California State Assembly



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the California Court Reporters Association

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CCRA MISSION STATEMENT

The mission of the California Court Reporters Association is to advance the profession of verbatim shorthand reporting by promoting professional reporting excellence through education, research, and the use of state-of-the-art technology; establishing and maintaining professional standards of practice; and advocating before legislative and regulatory bodies on issues which impact the judicial system and others served by the court reporting profession of California.

President's Message — Why Court Reporters are Worth a Million Bucks!

By Debby Steinman, CSR, CRR, RDR
CCRA President



Your CCRA board is working faithfully behind the scenes, reviewing proposed legislative actions that impact reporters, and working with our legislators, urging their support of legislation that is pro court reporter. Since everything is relatively under control, at least for the moment, I thought I'd write about something that has puzzled me for a long time.

I sit in court every day in my little tiny corner of the world. People noisily come in and out of the courtroom, there are two clerks with printers a printin', phones a ringin', counsel at each end of the table slammin' books and exhibits around, witnesses mumblin', 12 to 14 jurors rustlin' papers and clickin' their pens, openin' candy wrappers, and I'm diligently sittin' there just a concentratin' with all my might, expected to be the trooper that I was trained to be. And I am. And so are you!

When I was a deposition reporter, I was assigned to a medical deposition in Palm Springs. It was winter, so I went down there in my little lightweight wool suit and high heels. When I got there, I found that it was at the doctor's vacation home. The attorneys and the doctor were all dressed in tennis shorts and shirts, and so they decided it would be nice to take the depo out in the backyard at the picnic table. I could never get comfortable in the chair, it was way warmer than I had anticipated, and during this time, the neighbor decided it was time to trim the hedge on the other side of the wall. Thank God it was prior to leaf blowers! And all those little bugs that were buzzin' around just made it that much more special. But I did it just as I was trained to do, just as you would have done.

Now let's briefly compare some other "so-called professions."

Let's take a star tennis player. You may have heard about him on the news. He was preparing to serve in his quarterfinal match when the sound of a bawling child filled the stadium court. This sixth-ranked tennis player briefly paused, but decided to play through the noise.

He lost the point. Then he lost his composure. Looking in the general direction of the bawling baby, he lobbed a ball at the crowd in frustration. He went on to lose the next point and four straight games, capping a complete second-set meltdown.

You would think that with all the millions he makes, he would have developed the power of concentration. It's a noisy world out there.

How about golf? You can actually get kicked off the golf course if you make noise while someone is "addressing the ball." There's a very famous golfer who lost his concentration when a photographer snapped a photograph, and the photographer was sent packing. Heaven forbid if you should talk, cough or sneeze!

When did we lose sight of what's really important? These are only games. Sure, people make millions playing these games. Reporters make considerably less, but we deal with peoples' lives. They depend on us; they have no control over the outcome. We have learned how to concentrate during the most grueling of circumstances. And we don't even get to have a temper tantrum!

I think that's remarkable and I think we're awesome.

Give yourselves a pat on the back. You're worth a million bucks!



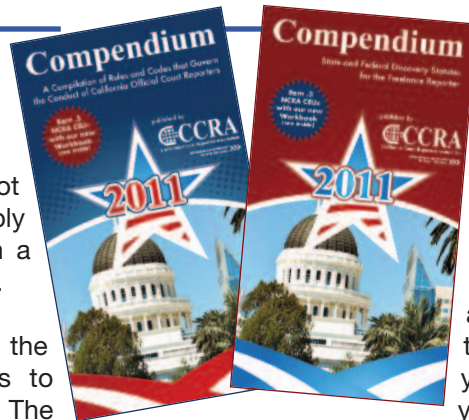
Need CEUs? CCRA Gives You Another Way to Earn Them

By Gerie Bunch
SOS Committee Chair

The new 2011 Compendiums are filled with not only all the laws, regulations and rules that apply to Freelancers and Officials, now they contain a way for you to earn Continuing Education Units.

CCRA's Support Our Students Committee and the Deposition Advisory Committee joined forces to create a workbook/test for both compendiums. The schools asked for something to help them teach and use the compendiums, so we answered their request. Then we got to thinking that the working reporter could benefit from taking the tests too and earn required CEUs for NCRA and their courts.

Here's all you have to do: Order a compendium from CCRA for \$35, either Freelance or Official; use the workbook to familiarize yourself with its contents; and then go online at www.cal-ccra.org and take the workbook test for a \$30 or \$50 fee, respectively. The test will be graded by CCRA and require an 85% passing grade to receive a certificate of passing.



NCRA has approved this procedure and will award .5 CEUs for passing the Official test and .3 CEUs for passing the Freelance test. All you need to do is send your passing certificate

to NCRA with the required form and \$40 fee, and you'll receive your CEUs.

The slick thing about earning your CEUs this way is that you can study at your own speed, on your own time, and take the test when you are ready. No pressure. Basically, it's an open-book test. It will also help you to become more familiar with the laws that apply to you, the professional.

Please take advantage of this opportunity to become a more knowledgeable reporter and earn CEUs at the same time.



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CCRA Has Your Back!

In true CCRA style, our members are flooding legislative offices all over the state touting the benefits of live reporters and demonstrating who we are and what we do. As Dina Lidis says, we are “putting a face on our profession.”

Legislative Visit with Author of ER bill, AB803 By Carolyn J. Dasher, CCRA Legislative Advocate

CCRA had an appointment with Assemblymember Donald Wagner’s staff on Monday, April 4, 2011, at 10:30 a.m. CCRA lobbyist Jim Cassie impressed upon them that we needed to speak with Assemblyman Wagner personally. Assemblyman Wagner authored Assembly Bill 803, which provides for electronic recording equipment in lieu of court reporters in all courtrooms except for felony courtrooms.

Jim Cassie, Arnella Sims, Meghan Loper and I arrived just prior to 10:30. Matt Hedges, the Legislative Director, met us as we arrived. I immediately took out my Diamante steno machine and set it on the desk next to me, and I asked Matt if he had ever seen one before. He said he had not, so I proceeded to show him how I write “Matt” compared to “mat.” I told him my steno machine was the latest technology and that I use wireless capability to send the transcript text to my laptop.

Assemblyman Wagner arrived a few minutes later, leaving the floor of the Assembly to meet with us. He was very nice and listened to our explanation of why replacing a professional court reporter with a recording device is not a good financial decision. We showed him transcripts made from an electronic recording replete with “inaudibles,” and we showed him one of my own preliminary hearing transcripts. He asked questions, and Arnella and I were prepared to answer them. CCRA had all the facts, the reports, and the information that was requested.

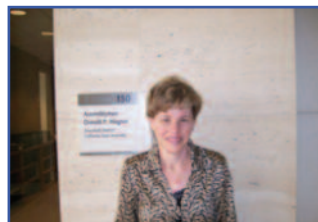
The Assembly Judiciary Committee will meet on April 26, 2011, to discuss AB 803. CCRA will be there on your behalf. Thank you to all of our members who make these very important legislative visits possible through your Special Fund and PACCRRA donations.

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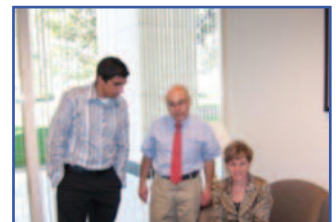
Doing My Part By Dina Lossone Lidis CSR No. 11340, CRR

When Debby Steinman called me and asked if I would set up a meeting with my Assemblyman Donald Wagner, who authored Assembly Bill 803, one of the electronic court reporting bills, I was happy to help. At the same time it seemed like a daunting task since I had never done this. So I faced this fear the way I face other fears: I jumped right in.

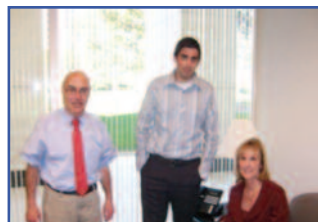
On March 15, Debby and I went to the Irvine office of Donald Wagner and met with two of his staff people: Mike Antonopoulos and Sergio Picchio. Debby spoke about our profession, the benefits of having a live reporter, different services reporters provide, et cetera. I was reporting her presentation in realtime. At times I would stop writing to add my two cents to the discussion. If you get an opportunity to speak to your legislative representatives about court reporting, I would strongly encourage it. At first it may be frustrating setting up a meeting because you may not get directed to the right person. Be persistent. Follow up if you don’t get a call back. I’m glad I had the opportunity to put a face on our profession.



Dina Lidis outside Assemblyman Wagner’s office



Dina Lidis with Staff Members Mike Antonopoulos and Sergio Picchio



Debby Steinman with Staff Members Mike Antonopoulos and Sergio Picchio

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CCRA Has Your Back!

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March 8, 2011 CCRA Meeting with Assemblyman William Monning, 27th District
By Oscar A. Moreno, CSR 3441
Santa Cruz County Superior Court, Official Reporter

I was forwarded an email on March 2, 2011 by one of my fellow officials here in Santa Cruz County that CCRA would be visiting ten key legislators the week of March 7 to educate them about the flaws in electronic recording, in particular as a result of the recent introductions of Assembly Bills AB 803 and AB 1096, both originating out of Orange County. The email was sent to us by Kristi Garcia, CCRA's Vice President of Officials, reaching out to anyone from our court to accompany her on such a visit in the role of a local constituent. Timing working in my favor, I responded to Kristi that I would be glad to be of assistance and do my part.

Assemblymember William Monning is one of the ten key legislators representing the 27th District which includes portions of Monterey, Santa Cruz and Santa Clara Counties and was chosen to be visited by CCRA as he is a member of the Assembly Committee on Judiciary. In addition, he also serves on the Joint Legislative Audit Committee and the Assembly Committee on Budget, among others.

An appointment was secured with Mr. Monning's staff member, Senior Field Representative Adam Spickler, at the Santa Cruz County District Office in the government center on Ocean St. on Tuesday, March 8th at 4:30 pm. As we entered the office, the comfort level was immediately palpable upon viewing an iconic photo of Cesar Chavez in prominent display in the foyer where our session was held. Certainly a visual pro-labor statement if ever there was one!

Mr. Spickler was very attentive and appeared to clearly follow and understand not only our concerns in opposition to said bills, but also the concepts of a live reporter, realtime and the methodology of utilizing ER along with the ultimate production of transcripts by either method of reporting. In addition to delivering a CCRA packet on the issues at hand, Kristi and I not only stated our position on the two bills, we also entered into a brief discussion of how ER recordings out of the Santa Cruz courts are subcontracted to independent, out-of-county transcription firms and the potential loss of confidentiality.

At his request, we had previously supplied Mr. Spickler information with regards to the contents of AB 803 and 1096. Though we initially focused on conveying the benefits of having a live court reporter produce the official record over ER, Mr. Spickler was keen to note what this meant in terms of potential job loss for official reporters statewide. In addition to the legislative authors of the respective bills, Mr. Spickler also expressed curiosity as to who was behind proposing them to begin with.

Before we knew it, our half hour was up. Though Mr. Spickler most likely would have let us continue, we felt we had conveyed our opposition to Assembly Bills 803 and 1096 clearly and effectively. Mr. Spickler assured us he would be relaying our positions on behalf of CCRA and the local Official Reporters within the week in Sacramento to Mr. Monning personally.

And that, fellow reporters, is all we wrote!!

...

Other Legislative Visits:



Pictured here is Early Langley & Rene Bush with Angela Ramirez, legislative aide to Assemblyman Bob Wieckowski in Fremont.



Assemblyman Brian Jones with CCRA member Joanne Salaz and her husband promoting our profession.



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Gift-Giving

Things are heating up on the gift-giving front. The following letter was received anonymously by the Deposition Reporters Association in response to the CCRA/DRA announcement in regarding the gift-giving Hanson Bridgett tax memo. This provides a little insight into the thought process of the opposition and how they justify the unethical practice of gift-giving.

Hello and I hope your Friday is going well.

I am involved in securing Court Reporters and Litigation daily in my practice and I have been on the outside looking in at your latest campaign to eradicate the Gift Giving process involving Court Reporters and Law Firms.

Be very, very careful what you ask for. Whether it's a Fruit Basket, Starbuck's Card or a Bloomingdale's Shopping Card — the consensus is that all 30 plus Secretaries in my immediate area as well as over 100 Secretaries my colleagues/friends employ all very much look forward to these gifts.

Your comments regarding the IRS and Tax Incentives etc are breeding a very bad taste in the Legal Communities mouth.

What's next?? Cups of coffee and donuts can't be dropped off? Court Reporters can't drive Attorney's to the airport?

From the looks of things, we all know that the actual Court Reporters are limited on giving gifts, per Code. BUT, the Companies that are not owned by Court Reporters like Esquire, Veritext, Network, US Legal, Sarnoff, Atkinson Baker etc etc are not under your direct jurisdiction.

These large Court Reporting companies EMPLOY Court Repoters. They keep these Reporters busy. The large Companies will keep California Court Reporters very busy. More than that of smaller Companies. It is obvious that you are fighting for the "small mom and pops" Court Reporting Firms and not the actual California Court Reporter. This special interest and bias is frowned upon.

Lastly, if gift giving is eradicated the large Court Reporting Firms WILL find a way to make their organizations more attractive. If Service, Production and Reporters are all on the same playing field it is quite obvious that there will be a Rate War. Large Companies can and will slash their Rates ultimately resulting in lower Reporter Pay. It is a fact and this practice is already taking place on a very small scale. No perks/gifts absolutely positively will result in a Rate War. Do you think your Mom and Pops Court Reporting Firms can compete?

You will ultimately be hurting your Court Reporters that you say you so respectfully represent.

Thank you very much for taking the time to reach out to us with your concerns. We truly appreciate your candor.

Here is the response to the letter written by John Squires of DRA

A few points of explanation:

- 1) As the memo from Hanson Bridgett painstakingly details, there is a difference from a tax perspective between a true gift and compensation for securing business.

The tax memo focuses in on so-called "gifts" that are only provided in exchange for a deposition being booked. As the memo explains, from a tax perspective (and any other, really) such items aren't gifts at all. They are compensation for a service. They are akin to commissions.

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Gift-Giving

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If your colleagues are receiving actual gifts, then they have nothing to fear from the IRS, as the memo explains in detail. If they are instead receiving things of value for securing business, that isn't a gift at all but compensation either to the legal professional who booked the depo or their law firm. You can read the memo for yourself on our website here [HANSON BRIDGETT TAX MEMO](#).

- 2) We, of course, do not write the Internal Revenue Code. And, of course, tax laws — all laws — should be obeyed. That valuables offered in exchange for business must as a matter of law be treated as income by the law firm or the professional that booked the deposition is simply the state of current law; something we ourselves were unaware of before we secured the memo. You and your colleagues and the law firms that employ them are free to operate in any fashion they choose but they should do so, in our view, with eyes open as to the possible tax and legal consequences.
- 3) More pointedly, in our opinion, such practices only endure because the person who books the depo is not the end-user. Just as you would never select a doctor or a lawyer for yourself because of an offer of a fruit basket, the same goes with a transcript, where the quality can vary dramatically and the importance for the client can be immeasurable. Just as the market for CPAs, lawyers, and other licensed professionals should reward quality and price, the same is true with the licensed profession of court reporting and obtaining business on other bases is simply incompatible with that aim.
- 4) You may not be aware of this but recently the Court Reporters Board cited and fined US Legal for violating its gift giving regulation. The Board is of the opinion that it has jurisdiction over such firms.

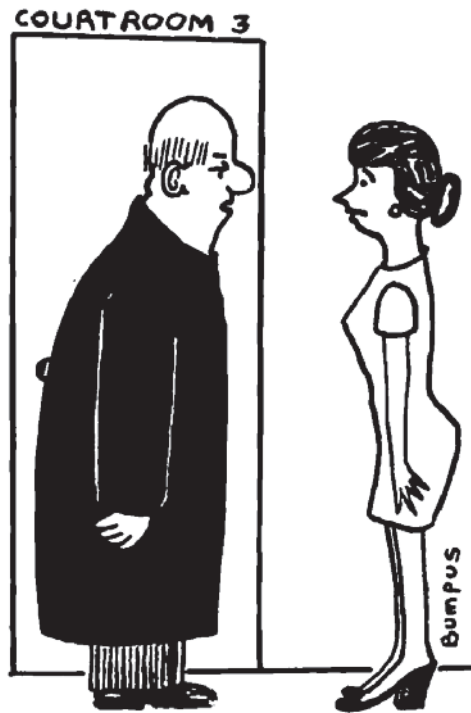
Thank you again. Please do not hesitate to contact us if you have further questions or concerns.



CSR Cartoons



Attorney: What is your occupation, sir?
Witness: Mumble Mumble.
The Court: What did he say?
Reporter: He said he's a hearing aid salesman.



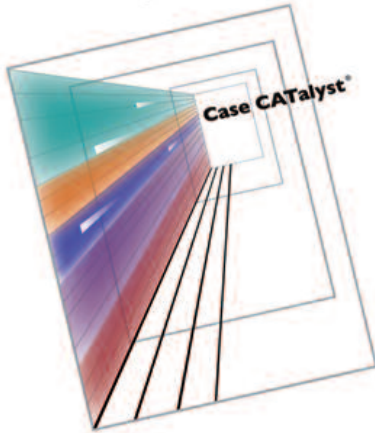
"My reporter seems to have left suddenly when asked to read the testimony of Mr. Hackachakikondosa to the jury. Could you get me a floater?"

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CCRA Applauds NCRA Gift-Giving Language

As you may know, many court reporting firms have been promising valuable incentives to law firm secretaries and assistants in exchange for those secretaries and assistants booking depositions with the firm. CCRA and DRA have been diligently working together to stop this unfair practice.

NCSA Resolution 10-01, submitted by delegates from multiple states, pertaining to gift giving was considered by the NCRA Board of Directors at their November Board meeting. After lengthy debate, the Board asked NCRA's Committee on Professional Ethics (COPE) to take a look at the issue.

After consideration, COPE returned language for the Board to consider at their Board meeting at the convention in Baltimore. After further discussion by the Board, the following language is what the Board voted on:

Refrain from giving, directly or indirectly, any gift or anything of value to attorneys or their staff, other

clients or their staff, or any other persons or entities associated with any litigation, which exceeds \$100 in the aggregate per recipient each year. Nothing offered in exchange for future work is permissible, regardless of its value. Pro bono services as defined by the NCRA Guidelines for Professional Practice or by applicable state and local laws, rules and regulations are permissible in any amount.

The Board voted to accept the above language and passed the resolution. COPE will be issuing an Advisory Opinion in this regard by the NCRA annual meeting in Las Vegas.

In alignment with this resolution, NCRA changed its advertising policy. Any entity or individual purchasing advertising from NCRA must also agree to abide by NCRA's Code of Ethics. Mark J. Golden, CAE, NCRA's executive director, clarified that "advertising includes all paid commercial promotional opportunities: print ads, online ads, sponsorships, etc."



Response to Google Transforms Jury Selection Process

By Dina Lidis



Your article came along at an eerily appropriate time. Every now and then, I google my name, but when I did it a few weeks ago, I found two transcripts of mine from the same case that had been posted on a Web site despite my footer citing the Government Code section against copying. I brought this to the attorney's attention. It turned out one of his multiple plaintiff clients posted the transcripts on this Web site so this whole community would know what happened at the hearing. Needless to say, this opened a Pandora's box.

CCRA Mentor News

Keeping Mentors and Students Connected

<http://ccranewsletter.wordpress.com/>

Court Reporters in the News

One of our own...

http://m.santamariatimes.com/news/local/crime-and-courts/article_ef35505c-51fa-11e0-aa53-001cc4c002e0.html

From Reporter to Firm Owner – Are You Ready?

By Kelly Roemer

Kroemer@aikenwelch.com

I had been working as a freelance reporter in our busy CR firm since 1996. There was quite a variety of work with the complex asbestos litigation and the construction defect depositions. I was so grateful to be working for such a busy firm.

Our firm owners were great people, very personable, well-liked and respected in the industry, but they had become complacent and were not keeping up with technology. I would often tell them, “We are getting behind in technology. We need a Web site to advertise our firm. We need e-mail addresses to be able to communicate with our clients.” I knew this could be the demise of our firm if we didn’t keep up. We were a well-established firm in the Bay Area and I knew we had the potential to thrive.

In 2006, I was approached by the firm owners. They were thinking about retiring and wanted to know if I would be interested in becoming a partner who would eventually take over the firm. When they approached me, I was completely elated! Of course I said “Yes!”

With their blessing, I was fortunate enough to be able to choose a partner. We talked about a partner choice and we both agreed on a wonderful person. My new partner and I were so excited about the prospect of working together. We felt our office had so much potential. Together we could do this and take it to the next level! If only it were that easy....

My partner and I had been reporters for about 25 years. Now we were about to embark on a whole new horizon, the wonderful world of ownership, HR, the management of employees, independent contractors, transcript production, copy center production, front office staff. Our firm had an administrative staff of 15 employees and 35 great deposition reporters.

Then the trepidation set in.... Would we be able to achieve the respect from our peers and from our staff of employees? We had worked side by side with these people for so many years. Now we are going to be their boss? How is that going to work out? Do we have the likeability factor? We are both such “nice” people, would we be able to make hard decisions regarding staffing — both administrative and reporters? How are we going to acquire new accounts? There are so many people who rely on us for their livelihood. What if we can’t keep them all busy? Does our office need a server? What’s a server? How are we going to deal with accounts payable and accounts receivable? Will we be able

to assess situations and come up with new policies and procedures? Do we have an employee manual? Does our office have a brand? Can I be a reporter and a firm owner? Do I have the leadership skills to make our office successful? I didn’t want to give up reporting but there was so much to do. How could I possibly report? There was so much to think about!

CMRS — My partner and I attended the CMRS Program-Certified Manager of Reporting Services — through NCRA. This program was such a great resource for us! It touched on so many different avenues of running a business — HR, management, accounts receivable/accounts payable, marketing. This program was invaluable to us as new firm owners. We had so many questions transitioning from a CSR to a firm owner. There was so much we didn’t know about running a business.

EMPLOYEE MANUAL — There are three modules to the CMRS, the third of which we had to write a 25-page paper on a subject of our choice. We needed an employee manual at our office. The employee manual that we had at the time was 15 years old! We jointly decided to write our paper on developing an employee manual.

We had to do a lot of critical thinking in deciding how we wanted to run our business. We found an employee manual template online and analyzed each section and tweaked the manual to help shape our business desires.

IT — Information technology is so important when you are trying to run a business. We quickly became aware that we were deficient in this area, both personally and as a company. We hired an expert consultant to come in and give us an overview of what we might need for our office to be productive and efficient.

We had to establish a server so that all our documents could be stored on the server in one location so that our staff could access information. We had to put in a new phone system (VOIP — Voice over Internet Protocol) with two T1’s so that our data and voice could run off the same circuit with enough bandwidth. We needed wireless internet for our 17 conference rooms. So many decisions...

Electronic Signatures — One of the first things we wanted to tackle was to sign our transcripts electronically. We contacted RealLegal and set up an E-signature account linked to our 35 court reporters.

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From Reporter to Firm Owner – Are You Ready?

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It's a simple process wherein each CSR fills out an application and has it notarized. E-Transcript Signatures are a secure, verifiable replacement for ink-on-paper signatures that validate a court reporter's identity and the transcript's authenticity.

This has been a great tool for our paperless clients. We burn an E-Transcript and exhibits onto a CD, which allows our paperless clients to be green. We are currently working on creating electronic signatures through our Case CATalyst software using PDFs. PDF is becoming more and more standard.

Videoconferencing — We got into the videoconferencing business. We were approached in the exhibit hall by Courtroom Connect/Remote Counsel at a CCRA conference and were encouraged to purchase videoconferencing equipment.

It turned out that Oakland had no VC rooms, so with the purchase of one Polycom unit, we were busy right away! We were apprehensive about purchasing such expensive equipment, but it paid for itself quickly.

We had to install dedicated videoconferencing lines into our office suites. You can use an ISDN network, which uses digital phone lines from telephone companies. In an ISDN videoconferencing environment, the video traffic does not touch the organization's data network, which is a source of comfort for IT and network managers.

You may also use dedicated IP lines, which use the enterprise's data network to host video traffic. The IP route is a much less expensive way to go!

Videography — We implemented an in-house videography department. We had been outsourcing our videography for years. We had a staff member who was interested in getting her deposition videographer certification. We researched the equipment and bought an all-in-one kit with the camera and DVD box. We coordinated training with YesLaw to instruct our videographer on how to text-sync transcripts.

We have been doing in-house videography for two years now and it has developed into a full-time job for our videographer. She is currently enrolled in the CLVS program, another great tool through NCRA for videographers.

Teleconferencing — We saw the need for setting up teleconferences. Again, we partnered with Courtroom

Connect. They provided us with 12 teleconferencing phone numbers.

The way it works is when a client requests a teleconference be associated with their deposition, we will assign them a generic call-in number. The CSR is the moderator and the attorneys are the participants. We will pass out the call-in number and the participant codes to anyone who would like to join the teleconference. The reporter calls in as the moderator and joins everyone in the conference. We work off a daily Excel spread sheet so that we do not duplicate numbers.

Attorneys love it when you can set up teleconference calls and do the billing associated with it. It's one less thing they have to hassle with.

REPOSITORY — For years we had been hosting document depositories for our construction defect clients. We saw the need to start the hosting of our documents online through our online document repository.

We partnered with YesLaw to set up our repository. You can upload transcripts, exhibits, documents for CD cases in any format — TIFF, PDF, JPEG, E-Transcript, ASCII, etc. All your clients need is a username and password to be able to access this valuable information.

CCRA — I am a board member for CCRA currently serving District B. Being involved with CCRA has helped me to become a better leader, which translates into a better firm owner. As a board member, the wealth of knowledge that you gain is invaluable. You meet so many great, professional people striving for the betterment of our profession. It is great to be kept up-to-date on what is going on legislatively and technologically. The field is constantly evolving, and you are the first to know what is coming down the pike.

Networking is a huge tool where you establish relationships with other firm owners and your vendors at your conferences. We can all learn so much from each other.

It has been a busy four years for my partner and me, and we have enjoyed "almost" every minute of it. My advice to new firm owners is that you want to establish as many services outside of court reporting as you can offer to your clients. The more you can be a one-stop shop, the more valuable you are to your clients!



CCRA

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Stubborn Magnifier Creates Oversized Problem

Q. I was excited to try the Windows Magnifier to help me read small print, but now I can't get rid of it. I've tried everything I can think of, but it won't disappear. How can I close it once and for all?

A. For those who aren't familiar with the Magnifier, Microsoft's somewhat verbose description is, "a display utility that makes the computer screen more readable by creating a separate window that displays a magnified portion of the screen." Succinctly stated: It makes things larger.

To launch the Magnifier in XP, click Start > All Programs > Accessories > Accessibility > Magnifier. In Vista and Windows 7, click Start and in the Search field, type "Magnifier."

To close the Magnifier, look for its icon on the Taskbar, at the bottom of your screen. Right-click that icon and select Close.

Q. I have a belt clip for my iPod that has a little flap cover that is held shut with a magnet. Could this magnet destroy all the songs I have in my iPod? Am I heading for a data disaster?

A. It's highly unlikely that it will cause any problems. There are never any guarantees, of course, but magnets capable of wiping out data are very powerful, not the type that would be associated with a magnetic closure of the type you describe. I wouldn't have any qualms about wearing a stylish iPod belt clip (from the spring Nerdwear collection, I'm guessing), and if you haven't had any problems thus far, you're not likely to have any in the future.

Q. I have a Word document that was typed in ALL CAPS. I know that to get lower case I can click Insert and re-type the letters to change each word, but is there some way I can change the entire document at once? I tried the Find/Replace command, but that did not work. Thanks in advance for any suggestions you may have. I love your weekly newsletter.

A. Select (highlight) the text you want to change, then press SHIFT + F3 and keep pressing it to toggle between ALL CAPS, lower case, and Initial Caps.

Q. I had to install a new ink cartridge today, but I wanted to skip the print-testing pages because it wastes paper and ink. Nothing I tried worked. Is there any way to avoid that or am I caught in the ugly grasp of my printer?

A. Unless the ability to bypass that function exists with your particular make and model printer, which you did not identify, in most cases there is no way to avoid that. Generally speaking, that type of print-and-align function is truly not a waste of paper and ink in the long run. This function enables your printer to continue to provide the best print quality possible.

I have several printers here and when I replace ink cartridges, it is accompanied by a symphony of beeps, boops, clanks, clunks and printing pages. As a card-carrying geek, I am of course obligated to examine the test-print sheets to confirm that everything is printing correctly. Not one to waste anything, I then use the test sheets as scrap paper to record my pithy thoughts or compose ransom notes, as needed. I would suggest going with the ink flow and be happy your printer is monitoring itself and maintaining its print quality.

continued on Page 16

(continued from Page 15)

Mr. Modem's DME (Don't Miss 'Em) Sites of the Month

Abandoned Rails

Railroad lines have a unique and fascinating history. For better or worse, thousands of miles of track have been abandoned in the U.S. during the last 30 years. This site is dedicated to the preservation of the history of former railroad lines through interesting facts, pictures and articles. All-aboooooaaaarrrrrrd!

www.abandonedrails.com

Nation History

Geography buffs and world travelers will enjoy this site's concise histories of every country and non-sovereign territory on the planet. You can search for a specific nation by name or just browse its six regions: Africa, Asia, Europe, North America, Oceania, and South America.

www.historyofnations.net

Universcale

If you have ever been to a planetarium, studied astronomy, or looked at the sky on a cloudless night,

you know that the size of the universe is impossible to comprehend. In fact, if you think about it too intensely it can cause your head to explode. Universcale is a site that serves as an "infinite yardstick," placing objects into a scale that provides a better idea of the true vastness of the cosmos. It is an interesting online experience to watch the ever-expanding scale bring some perspective to the extremities of space, where the outer limits of the universe are an equally incomprehensible 100 billion light years away. Sit back, relax, and allow plenty of time for this Nikon-sponsored moving scale to display.

<http://tinyurl.com/592jkh>

For plain-English answers to your questions by email, plus great computing tips, subscribe to Mr. Modem's award-winning WEEKLY newsletter. Subscribe using Promo Code 1046 and receive a free month (four weekly issues!) with your six-month subscription. To view a sample issue or subscribe, visit www.MrModem.com



Cal-e-licious

By Bob Killian

SAUSAGE, LENTILS & MUSTARD GREENS

Ingredients:

4 c. chicken broth
1 pkg. lentils
1 c. chopped leak
½ c. chopped carrots
3 links hot Italian sausage
3 links Polish sausage

1 Tbsp. butter
½ c. chopped onion
½ c. chopped celery
1 pkg. (1 lb) frozen chopped mustard greens
¼ c. apple juice or cider



Chop sausage into small meatballs and sauté in a skillet. In a large pot, bring broth and 4 c. water to a boil. Add lentils, leeks, carrots and sausage to boiling pot. Simmer, partially covered, for 30 minutes.

Meanwhile, sauté onion and celery in butter until tender, about 8 minutes. When lentil mixture has cooked 30 minutes, add the onion-celery mixture and mustard greens and apple juice/cider. Simmer for an another 25 minutes till lentils are tender but not mushy.

Season with salt & pepper to taste.

Serves 4



Welcome to CCRA's Newest Members...

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 Janice Arnold
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Glossary of Legislative Terms (D, E, F & G)

Over the next few issues, we're going to bring you a Legislative Glossary in installments. As we gear up for yet another legislative battle to protect our profession, we thought this may be helpful to all of us. Here are D, E, F & G.

D

Daily File

Publication produced by each house for each day the house is in session. The publication provides information about bills to be considered at upcoming Committee hearings and bills that are eligible for consideration during the next scheduled floor session. Pursuant to Joint Rule 62(a), any bill to be heard in Committee must be noticed in the Daily File for four days, including weekend days. The Daily File also contains useful information about Committee assignments and the legislative calendar.

Daily History

Produced by the Assembly and Senate respectively the day after each house has met. The History lists specific actions taken on legislation. Each measure acted upon in that house the previous day is listed in numerical order.

Daily Journal

Produced by the Assembly and Senate respectively the day after a floor session. Contains roll call votes on bills heard in policy Committees and bills considered on the floor, and other official action taken by the body. Any official messages from the Governor are also included. A Member may seek approval to publish a letter in the Journal on a specific legislative matter. At the end of a legislative session, the Journals are bound.

Desk

The long desk in front of the presiding officer's rostrum where much of the clerical work of the body is conducted. Also, a generic term for the staff and offices of the Secretary of the Senate and the Chief Clerk of the Assembly.

Desk Is Clear

Statement by the presiding officer that there is no further business before the house.

Digest

Prepared by the Legislative Counsel, it summarizes the effect of a proposed bill on current law. It appears on the first page of the printed bill.

District

The area of the state represented by a legislator. Each district is determined by population and is designated by a number. There are 40 Senate districts and 80 Assembly districts.

District Bill

A bill that generally affects only the district of the Member of the Legislature who introduced the bill.

Do Pass

Motion that, if adopted by a Committee, moves a bill to the floor or to the next Committee.

Do Pass As Amended

Committee motion that a bill be passed with the recommendation that the floor adopt specified amendments.

Double Joint

Amendments to a bill providing that the amended bill does not override the provisions of another bill, where both bills propose to amend the same section of law. (see Chapter Out)

Double Refer

Legislation recommended for referral to two policy Committees for hearing rather than one. Both Committees must approve the measure to keep it moving in the process. Typically used for sensitive subject areas that transcend the jurisdiction of one policy Committee. Bill referrals are made by the Assembly and Senate Committees on Rules for their respective houses.

Dropped

Author has decided not to pursue the passage of the bill.

E

Enacting Clause

The following phrase at the beginning of the text of each bill: "The people of the State of California do enact as follows."

continued on Page 20

Glossary of Legislative Terms (D, E, F & G)

(continued from Page 19)

Engrossment

When a bill is amended, the printed form of the bill is proofread by staff to assure that the amendments are inserted properly. After being proofread, the bill is “correctly engrossed” and is thereupon deemed to be in proper form.

Enrollment

Whenever a bill passes both houses of the Legislature, it is ordered enrolled. In enrollment, the bill is again proofread for accuracy and then delivered to the Governor. The “enrolled bill” contains the complete text of the bill with the dates of passage certified by the Secretary of the Senate and the Chief Clerk of the Assembly. A resolution, when enrolled, is filed directly with the Secretary of State.

Ex Officio

(literally: out of or because of one’s office) The act of holding one office by reason of holding another. For example, the Lieutenant Governor is, ex officio, a member of the Regents of the University of California.

Executive Session

A Committee meeting restricted to Committee members and specifically invited persons.

Expunge

A motion by which an action taken in a floor session is deleted from the Daily Journal (for example, “Expunge the record”).

Extraordinary Session

A special legislative session called by the Governor by proclamation to address only those issues specified in the proclamation; also referred to as a special session. Measures introduced in these sessions are numbered chronologically with a lower case “x” after the number (for example, AB 28x).

F

File

See Daily File.

File Number

The number assigned to a measure in the Assembly or Senate Daily File. The file number changes each day as bills move on or off the Daily File. File numbers are assigned to measures on second and third reading; in conference; unfinished business (a bill amended in the other house and awaiting concurrence in amended form); and Governor’s appointments. Legislation is taken up on the Assembly or Senate floor in chronological order according to file number. Items considered on the floor are ordinarily referred to by file number.

Final History

The publication printed at the end of every session showing the final disposition of all measures.

Finance Letter

Revisions to the Budget Bill proposed by the Department of Finance and addressed to appropriate Committee chairs in the Assembly and Senate.

First Reading

Each bill introduced must be read three times before final passage. The first reading of a bill occurs when it is introduced.

Fiscal Bill

Generally, a measure that contains an appropriation of funds or requires a state agency to incur additional expense. The Legislative Counsel’s designation of whether a bill is a fiscal bill appears at the end of the Digest found in the printed bill. Fiscal bills must be heard by the Assembly and Senate Appropriations Committees in addition to the policy Committees in each house.

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Glossary of Legislative Terms (D, E, F & G)

(continued from Page 20)

Fiscal Committee

The Appropriations Committee in the Assembly and the Appropriations Committee in the Senate, to which each fiscal bill is referred upon approval by policy committee. If the fiscal committee approves a bill, it then moves to the floor.

Fiscal Deadline

The date on the legislative calendar by which all bills with fiscal effect must have been taken up in a policy committee and referred to a fiscal committee. Any fiscal bill missing the deadline is considered “dead” unless it receives a rule waiver allowing further consideration.

Fiscal Year

The 12-month period on which the state budget is planned, beginning July 1 and ending June 30 of the following year. The federal fiscal year begins October 1 and ends September 30 of the following year.

Floor

- (1) The Assembly or Senate Chamber.
- (2) The term used to describe the location of a bill or the type of session, connoting action to be taken by the house. Matters may be said to be “on the floor.”

Floor Manager

The legislator responsible for taking up a measure on the floor. This is always the bill’s author in the house of origin, and a Member of the other house designated by the author when the bill is considered by the other house. The name of the floor manager in the other house appears in parentheses after the author’s name in the second or third reading section of the Daily File.

Floor Pass

A visitor may not observe the Assembly or Senate from the rear of the chamber without a floor pass. Assembly passes are issued by the Speaker’s office; Senate passes are issued by the President pro Tempore’s office. Passes are not required for the viewing area in the gallery above the chambers.

Foreign Amendments

Amendments not drafted by the Office of Legislative Counsel.

Four-Day File Notice

As set forth in Joint Rule 62(a), the requirement that each bill in the first committee of reference be noticed in the Daily File for four days prior to the committee hearing at which it will be considered. At a second or subsequent committee of reference, a notice of only two days is required.

G

Germaneness

Referring to the legislative rule requirement that an amendment to a bill be relevant to the subject matter of the bill as introduced. The Legislative Counsel may be asked to opine on germaneness, but the matter is subject to final determination by the full Assembly, or the Senate Committee on Rules.

Governor’s Budget

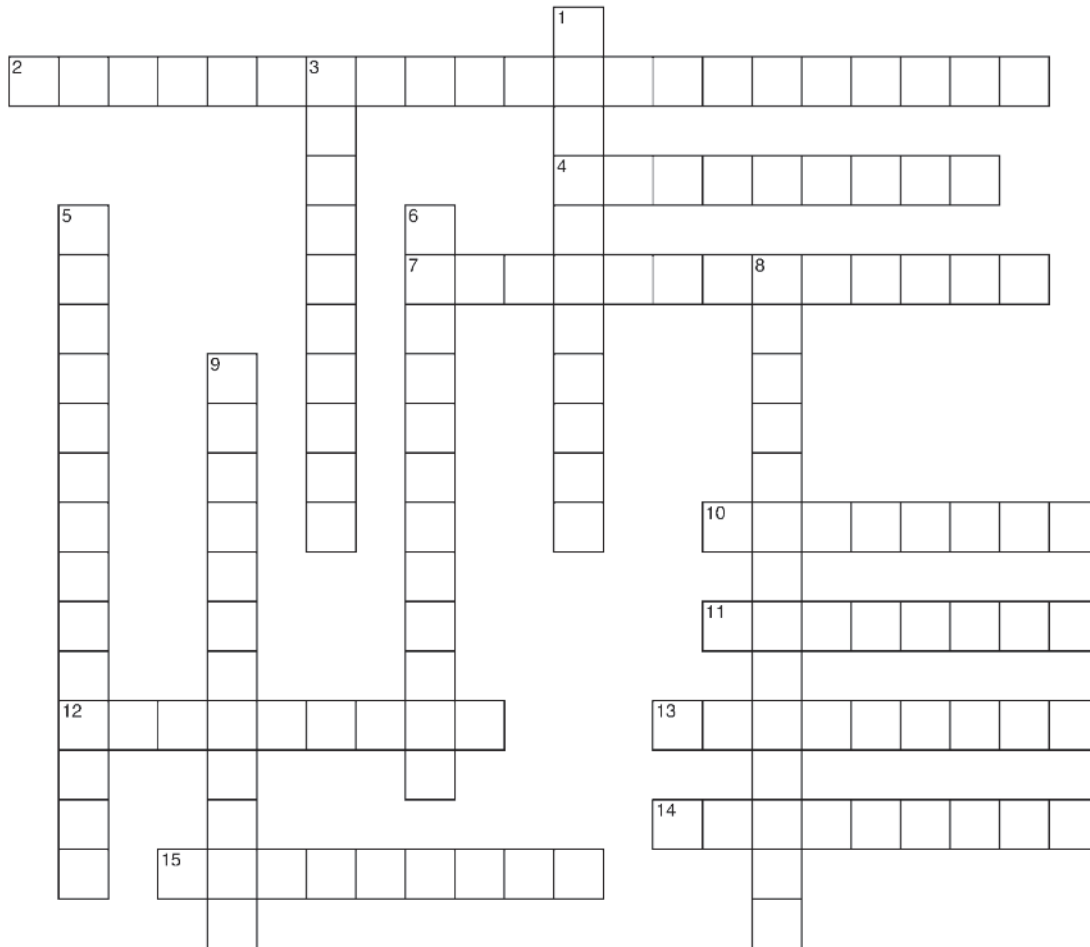
The spending plan submitted by the Governor in January for the next fiscal year (see Budget).

Grandfathering

When a preexisting situation is exempted from the requirements of a new law.



State and Local Government



www.CrosswordWeaver.com

ACROSS

- 2 When courts of appeals review cases decided in the trial courts (2 wds.).
- 4 It helped develop common law.
- 7 A tax that is the same for all people and not geared to the ability to pay (2 wds.).
- 10 The portion of the law relating to human conduct and disputes between private parties and government that are not covered by criminal law (2 wds.).
- 11 A tax placed on the state of various commodities that is paid by the purchaser.
- 12 A tax levied directly on the full estate itself (2 wds.).
- 13 A tax that is levied on the income of individuals and/or corporations and yields almost a third of state tax revenues today.
- 14 The trial jury. It hears the evidence in a case and decides the disputed facts (2 wds.).
- 15 An unwritten, judge-made law that has developed over centuries from those generally accepted ideas of right and wrong that have gained judicial recognition (2 wds.).

continued on Page 23

State and Local Government Crossword Puzzle

(continued from Page 22)

DOWN

- 1 The chief source of income for local governments today. It accounts for approximately 80% of all of local tax receipts (2 wds.).
- 3 The process of determining the value of the property to be taxed.
- 5 The individual income tax. The higher the income, the higher the tax rate (2 wds.).
- 6 The portion of the law that defines wrongs and offenses against the public order and provides for their punishment (2 wds.).
- 8 Tax levied on the beneficiary's share of an estate (2 wds.).
- 9 The percentage of the population of a state living in cities of more than 250,000 people or in suburbs of cities with more than 50,000.

WORD BANK: Appellatejurisdiction, assessment, civillaw, commonlaw, crimminallaw, estatetax, incometax, inheritancetax, petitjury, precedent, progressivetax, propertytax, regressivetax, salestax, urbanization.

ANSWER KEY ON PAGE 24

State and Local Government Crossword Puzzle

Answer Key from Page 22-23

State and Local Government

Solution:

