



Administrative Office of the Courts

Nashville City Center, Suite 600
511 Union Street
Nashville, Tennessee 37219
615 / 741-2687 or 800 / 448-7970
FAX 615 / 741-6285

ELIZABETH A. SYKES
Director

M E M O R A N D U M

TO: Official Court Reporters
Contract Court Reporters
Judicial Assistants

FROM: Connie D. Turner, Coordinator of Court Reporting Services

DATE: May 9, 2013

RE: Training Sessions/Videos (DCR system)

The DCR recording systems can be operated so as to allow the recorder to redact any confidential communications that may be inadvertently captured. The AOC has developed training sessions and videos that are specifically dedicated to this process. The training sessions will offer reporters the opportunity to participate in a live computer-based environment with the trainer for the AOC. The training videos are available on the AOC website for reporters to use on a continual basis and at their own pace. In the future, the AOC will also be developing training sessions/videos on the basics of operating the recording system.

It is necessary that everyone who currently uses or will use the DCR system complete either the live computer-based training (strongly encouraged) or the online self-paced training videos (5 of them) on the website (www.tncourts.gov; Programs; Court Reporters; [left of screen] Resources for Court Reporters; [right of screen] ONLINE TRAINING). In addition, a training guide (formatted as two separate PDF files) is also available on the website. (For contract reporters, participation in the training will be a condition upon which we determine to renew contracts for the new fiscal year.) A schedule for the live training sessions is attached. Please contact Wendy Borthwick-Wesley (wendy.borthwick-wesley@tncourts.gov or 615-741-2687) ASAP to schedule your sessions. An acknowledgement form to reflect that you have completed the training is also attached and should be returned to me. The training must be completed by **July 1, 2013** and the form must be returned on or before **July 15, 2013**.

Since protocol for the operation of the system in each courtroom may vary, we are asking for suggestions, recommendations, tips, etc. so we can share them with others and provide assurance to the judges that reporters substituting in their courtrooms have received proper training.

Thank you for your dedication to the courts and if you have any questions, please contact either Connie Turner (connie.d.turner@tncourts.gov) or Mary Rose Zingale (mary.rose.zingale@tncourts.gov) or call 615-741-2687.

SCHEDULE FOR LIVE TRAINING

The training sessions on the DCR system have been divided into 2 sessions (based on Central Standard Time):

Session 1 will include the following: How to Set Up Security, How to Seal During Court, and How to Seal After Court

Session 2 will include the following: How to Export a DCR File and How to Export as a Wave File

*****Session 1 should be completed prior to completing Session 2*****

SESSION 1:

Tuesday, 5/21	7:00 a.m. - 8:00 a.m.
Wednesday, 5/29	3:00 p.m. - 4: 00 p.m.
Wednesday, 6/5	6:30 a.m. -7:30 a.m.
Wednesday, 6/12	10:00 a.m. -11:00 a.m.
Wednesday, 6/12	2:00 p.m. - 3:00 p.m.
Monday, 6/17	3:00 p.m. - 4:00 p.m.
Wednesday, 6/26	6:30 a.m. -7:30 a.m.
Wednesday, 6/26	8:00 a.m. - 9:00 a.m.

SESSION 2:

Wednesday, 5/22	7:00 a.m. - 8:00 a.m.
Thursday, 5/30	3:00 p.m. - 4:00 p.m.
Thursday, 6/6	6:30 a.m. -7:30 a.m.
Thursday, 6/13	10:00 a.m. -11:00 a.m.
Thursday, 6/13	2:00 p.m. - 3:00 p.m.
Tuesday, 6/18	7:00 a.m. - 8:00 a.m.
Thursday, 6/27	2:00 p.m. - 3:00 p.m.
Thursday, 6/27	3:15 p.m. - 4:15 p.m.

When contacting Mrs. Borthwick-Wesley to schedule your sessions, please provide her with a valid e-mail address. She will then send you the instructions for participating in the training. To participate in the training, you will need to have access to a phone and a computer that has internet access. You will also need to log in 10 minutes prior to the session to allow enough time to download the software program.

Each session will be limited to no more than 20 participants per session.

ACKNOWLEDGEMENT FORM FOR
DCR TRAINING

I, _____, completed the training sessions/training videos (please circle) on the DCR system on _____. I have familiarized myself with the contents of the PowerPoint presentation and will refer to the videos as often as necessary.

PRINTED NAME OF REPORTER

SIGNATURE OF REPORTER

DATE

RETURN TO:
CONNIE TURNER
COORDINATOR, COURT REPORTING SERVICES
THE ADMINISTRATIVE OFFICE OF THE COURTS
NASHVILLE CITY CENTER
511 UNION ST., STE. 600
NASHVILLE, TN 37219
FAX: 615-532-9481
E-MAIL: connie.d.turner@tncourts.gov

DEADLINE FOR RETURNING FORM IS JULY 15, 2013.

(Contract reporters should attach this form to their authorization
to vendor form, which will be mailed soon.)

[illegible]

DISTRICT

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