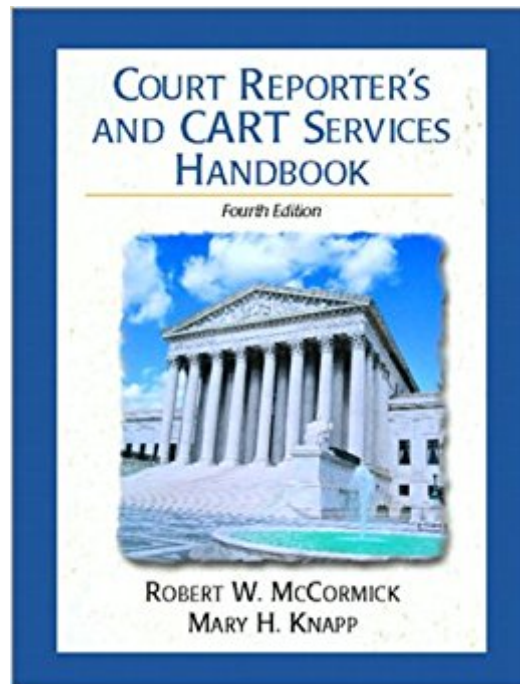




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Synopsis

This practical, real-world guide serves as a complete "how to" reference on the different aspects of court reporting. It uses easy-to-understand language to introduce both the basic and advanced concepts of court reporting across a wide range of court and legal procedures. The book is packed with general forms, sample written knowledge tests, and review questions designed to give learners an excellent source of information concerning how the court reporter functions in the real world, as well as actual issues they face. A five-part organization divides material into sections on General Information; Official Reporting; Freelance; Caption and CART; and Useful Information. Comprehensive coverage includes the various types of reporting assignments, administering oaths, notary public duties, taking and transcribing court cases, and video grand jury work. For court reporters, freelance reporters, closed captioning reporters, and CART providers.

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