



SAMPLE SCRIPT

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Making the Record presentation with live realtime demo

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(Realtime being displayed on projection unit during introductory remarks)

Welcome, thank you for attending *{name of seminar}*. Today we would like to help you better understand what you and your law firm or court can do to ensure that you make the best record possible. We'll also delve into some of the software and services you can take advantage of when using the electronic transcript once you've received it from the court reporter.

But before we get to that, I'd like to explain what you see going on behind me. This is what is known as "realtime reporting." It is the highest level of service you'll be able to receive from your reporter, and it represents the ultimate in electronic transcripts because it's live and you can interact with it.

As you can see, seconds after I've spoken the words, they appear on the screen. What's happening is the reporter *{I would recommend using the reporter's name}* is writing on an electronic stenograph machine, which captures *{his or her}* strokes on the keyboard, and the machine then transmits them to a translating computer.

The translating computer has the reporter's electronic dictionary, which matches the strokes with the dictionary entries and then transforms them into English, and the words are then placed into a file.

The translating computer, on a continuous basis, then transmits that ever-expanding file to computers controlled by attorneys, and the attorneys can then see the text on their computers similar to what you see behind me now.

Whether the realtime is being received via an app on a tablet or software running on the attorney's computer, attorneys typically have the ability to annotate, mark a line of interest and do simple searches while the testimony is being continuously added to the electronic file. In addition, you can typically stop the scrolling of the text if you want to review something that was said previously, and then with a simple keystroke go back to the live feed.

Some software even allows for more complex searches than simple strings of text and provides high-tech instant messaging so the attorney can be in *{city one}* and communicate with the paralegal in *{city two}* privately while the deposition continues.

As amazing as all of that technology is, the most amazing piece of the puzzle is the seemingly low-tech reporter. As opposed to the rest of the setup, where the hardware and software can only do what it's programmed to do, the reporter has to be skilled enough to write virtually anything that's said, even if they've never heard of the word before.

They have to disregard the ambient noise in the room and the siren outside blaring down the street and write only the sounds that represent speech. They have to instantly translate a doctor's accented dialect that may be unintelligible to most of us and make it appear in English as if it was uttered by an Oxford Don.

After years of training and practice and constant refinement of a reporter's writing theory and modifications to their dictionary, you can see translations rates that are above 97 percent accuracy.

Many of the steps we're about to go through to help ensure that you make the best record possible will dovetail in working with realtime reporters, perhaps giving you an even higher translation accuracy rate, because the more information you provide to the reporter, the more they can be prepared for what is going to be discussed, including words and spellings of words, etc.

Thank you *{name of reporter}*. I'm going to switch to the PowerPoint presentation now. I really appreciate your help. *{I typically applaud the reporter here.}*

{PowerPoint presentation}

Thank you once again for coming, and I'd like to give a special thanks to *{reporter name}* for doing such a wonderful job on the realtime demonstration.

{Again, I applaud the reporter.}