

Arizona Notes

Arizona Court Reporters Association

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Fall 2013

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*Happy Holidays
to you and your
families!*



2013 DISTINGUISHED SERVICE AWARD

Presented to Doreen Sutton at the 2013 Annual Convention. Below is the transcript of the presentation.



PAM GRIFFIN: Do you think we should have the DSA award every year or every other year?

DOREEN SUTTON: I guess the first couple comments that come to mind are, number one, we have so many reporters that work hard and do a lot of things that are purely voluntary. And I think nationwide they have so many people to choose from, there's always so many possible recipients for the DSA, that they could probably do it two times a year, and I think a lot of people work hard and don't get recognized. So my personal thought was, let's do it. It doesn't cost anything, other than maybe if they can get a plaque or something and it's kind of a little notoriety. I was a DSA past recipient. How many past DSA recipients do we have? Pam, Jen -- oh, last year. I remember that. I think I gave to you -- Pam Griffin. And on a national level, is Marilyn still here? Marilyn Sanchez received the NCRA. That's pretty cool. They make a big deal about that. That's pretty cool. So that's kind of my opinion. Do you think it should be every year?

PAM GRIFFIN: I think that's awesome.

UNIDENTIFIED SPEAKER : What is the DSA?

DOREEN SUTTON: I'm sorry, the Distinguished Service Award, and it's given every year to a reporter who has demonstrated, I don't know the language, but who has demonstrated volunteerism, service, giving back to their court reporting community in certain ways.

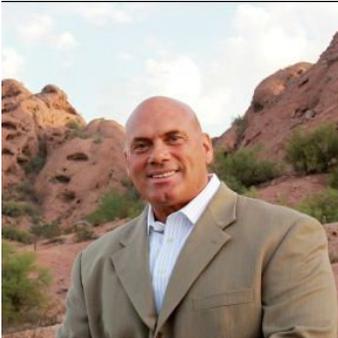
It's a nominated field. So someone could nominate Pam Griffin and then they would vote -- there's a committee, usually at state level or national level, and they would vote on it and they choose the one that -- I don't know what the criteria are. At NCRA there are definite criteria that you have to meet in order to get it. And they present it usually -- like tomorrow they will present the DSA award for Arizona and then at national it's always at the Saturday -- no, it's on Friday.

JEN SCHUCK: Let me tell you a little bit about the characteristics that you need to be a DSA award recipient, and let me tell you about this year's DSA

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Friends, there has never been a time in our industry in Arizona where it has been more apparent and crucial that there is strength in numbers

President's Message



Welcome to another issue of your ArizoNotes. It was great to see so many of you at our well-attended and exciting fall conference in Tempe. If you missed it, you'll certainly hear about it. We as an association of passionate and dedicated professionals are enthusiastically bringing back the excitement of being a member of the most dynamic and comprehensive association in our industry locally.

With few exceptions, everyone had the upbeat takeaway of having just attended one of the most informative and enjoyable ACRA conventions in years. The fellowship, camaraderie and professional networking was off the hook, the speakers were incredible, and our donors and vendors were icing on the cake. We also proudly hosted one of the largest attendance of students and faculty from our local court reporting schools, giving our future superstars a glimpse of the future.

On behalf of your entire ACRA Board, heartfelt thanks to Diane Donoho, an amazing convention coordinator, Robin Hirth, and all those who contributed to the great jump start in our upcoming year. This is a new ACRA.

As we each navigate the complexities and time management of our careers and our family lives, let's take a moment to ask, "Who are we?" "What is this that I am a part of?"

YOU are the Arizona Court Reporters Association. You are the largest group of stakeholders in the court reporting industry in Arizona. We are in every county, jurisdiction, and municipality of the judicial system, and we are in every law firm and courtroom from Page to Yuma, from Bullhead City to Douglas, and everything in between.

Together, arm-in-arm, we comprise the vast majority of the most experienced, technologically advanced and respected Registered Professional Reporters, Certified Realtime Reporters, Registered Merit Reporters, Certified Broadcast Captioners and Certified CART Providers in the state. ACRA Board and members are an energetic ensemble of practitioners providing benefits and resources encouraging professional development and expertise for court reporting professionals.

Friends, there has never been a time in our industry in Arizona where it has been more apparent and crucial that there is strength in numbers. Together, working toward a common goal of protecting the integrity and impartiality of the record, our voice is heard, where otherwise we would be stepped over by market forces and administrative fiats that devalue our worth in protecting the public good. You are an esteemed and valued partner within the overwhelming majority of working certified reporters in the state. You may have already noticed an increase in contact, information and updates, as we ramp up together in keeping abreast of a tsunami of events that will affect the future of court reporting.

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BOARD OF DIRECTORS

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President's Message, Continued from page 2

For example, currently the Administrative Office of the Courts is conducting a Task Force to look into proposed revisions to water down the language of our ethical duties. Although ACRA immediately took action and respectfully provided a list of candidates to sit on the CR Task Force, submitting the most experienced reporters and attorneys, knowledgeable experts in CR Code language, we were SHUT OUT of the discussion, shut out of the Task Force. NO COURT REPORTER or stakeholder sits on the Task Force which will decide the recommendation to the Arizona Judicial Council on the fate of the very Code language that we are bound by!

Can you imagine what the outcry would be if there was a Task Force on ethical code language for members of the Bar and NO attorneys were allowed to be on the Task Force?!!

The ACRA Board and committee members have cumulatively devoted over 500 volunteer hours in the past two months alone to address these and other issues, but we can't do it alone.

We need each other more than ever right now. There is a dangerous denial brewing in the marketplace, (and now the Arizona AOC), as to the Certified Court Reporter's role in the process of ensuring that the public, particularly the under-represented litigant, always receive totally fair, unbiased and ethical treatment.

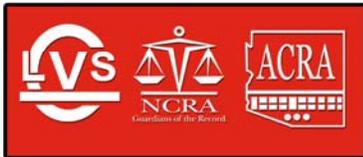
We urge you to proudly get and stay connected, to read each e-mail in depth, to stay abreast on Facebook, and to contribute and participate in your chosen vocation at the highest and most respected level, as an esteemed participating member of the Arizona Court Reporters Association. As these events unfold, join us in giving each other the gift of encouragement and optimism. Be positive and surround yourself with great family and friends. And remember, as our good friend Jon Gordon points out: Positive Energy + Positive People = Positive Results.

"It's a great day to be a court reporter."



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DSA, continued from front page

winner. She has been a court reporter for 21 years, owning her own firm for the last 18. She's been extraordinarily successful as a court reporter and worked hard to achieve that success. She is an Ethics First member; she has worked in high-profile cases; she provides attorneys -- realtime to attorneys; she provides CART to hearing-impaired students, but most importantly she's dedicated to the future of this profession. She shares so much of her experience and wisdom with court reporting students. She's mentored dozens of students and continues to do so. She goes out of her way to motivate and encourage our next generation of reporters. She has opened her office to help prepare PRP candidates on Saturdays, no less.

She has served our state well by serving on the board at ACRA and is now in the elite club of past president. Currently she is serving this very profession on a national level as a director for NCRA. This is a three-year commitment and requires a lot of time and travel. Time is not something you have, as a lot of court reporters know, especially when you own your own firm. And traveling, well, flying is not her favorite thing to do. As if this list of accomplishments is not long enough, she's a fantastic cook and a dedicated mother of two and wife.

I honestly can't tell you how much -- I feel like we've been friends forever. I'm honored to present to you this year's Distinguished Service Award winner, my friend, Doreen Sutton.

DOREEN SUTTON: That was sneaky, because I saw the agenda and I said, oh, who could it be? Maybe Pam knows.

JEN SCHUCK: I thought it was totally obvious because I wearing pantyhose and a skirt today.

DOREEN SUTTON: Oh, my gosh. Paybacks. I was not expecting this at all. Thank you. I love what we do. I love giving back. I can't talk. It's been a hard week. I lost my uncle last night and didn't get a lot of sleep, but I would never stop doing what I do. I love every -- I love court reporters. I think that we can all get along. I think we can be competitive but friends. I love serving on the national level. It's just been such a wonderful experience and I hope to always be involved in the school level and in this level because I think that we have an awesome job that we do. I don't know what else to say but thank you. I really appreciate this.

PAM GRIFFIN: There will be another presentation tomorrow at lunch but we will not have Jen with us, so that's why we had to do it today. We thought it was a perfect time to do it during an ethics seminar. I think it should be given every year, too.

DOREEN SUTTON: I do, too.

PAM GRIFFIN: That was a good answer.

DOREEN SUTTON: I was, like, why has Jen got a piece of paper and she's talking. It's okay. Wow. Okay.

Court Reporting in the Land Down Under - Sydney, Australia

Written by Kaylene C. T. Scotson-Tairua

The move:
I moved from Tucson, Arizona, to Sydney, Australia July 2012, to take a position as a court reporter with the Reporting Services Branch, Department of Attorney General and Justice.

I had been working at the Pima County Superior Court for just over three years and a couple of months earlier I had received an email from a friend I trained with in New Zealand in stenography 14 years ago. She had moved to Australia and had started working with the Branch 10 years ago. She had emailed all her court reporter friends regarding recruitment for two court reporter positions with the Branch. My father had been diagnosed with cancer two months prior and I was going to be down in New Zealand visiting him. I wasn't sure if I should apply for the job as I was settled in Tucson and enjoying it there. But I figured that I had nothing to lose, so I decided to apply for the job and see what happened. Whilst in New Zealand I flew over to Sydney for an in-person interview and decided after a couple of days of being shown around the courts that I wanted the job. I was offered one of the two positions advertised. Six weeks later I left Tucson and begun work with RSB.

Types of reporters:

There are a combination of steno machine, pen shorthand and sound reporters who work for RSB, we cover the whole of New

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Court Reporting in the Land Down Under, continued from page 4

South Wales (New South Wales is the name of the state where Sydney is located). There are 74 court reporters, of whom nine are pen writers. Six of the nine pen writers use voice activated technology to transcribe their notes. The other three, plus four casuals, put their work on tape or use contract typists to transcribe their work. In addition, there are 163 sound reporters who transcribe the court proceedings from FTR as the court is in session. Of these sound reporters, ten are monitors only.

For the steno machine writers, Case Catalyst is the software used. Diamante and Elan Miras writers are used. For the sound reporters, FTR Gold is used. All equipment, software and supplies needed to do the job are provided by the Branch.

The system of court reporting was very new to me and it took a while to get used to. Not only did I have to adjust to new reporting processes, but I had to switch from my beloved Eclipse software to Case Catalyst. After all this time, though, I am enjoying Case Catalyst. I had no choice really but to embrace it. I also had to change my dictionary entries from USA spelling to British spelling.

Hours of work:

We work seven hour days. Court reporter hours are from 9.00am-4.40pm or 9.30am-5.10pm. Lunch break for reporters is 40 minutes. If you commence work at 9am, then you will be assigned to cover short matter courts at 9.30am. Those who commence work at 9.30am don't cover the short matter courts. Hearings and trials begin at 10am. Morning tea is from 11.30-11.45am, lunch is from 1-2pm, court from 2-4pm.

Types of matters reported:

Reporters cover Criminal matters, Equity and Common Law matters (lawsuits), Industrial Relations Commission hearings and Court of Criminal Appeal matters. Every now and then we have the opportunity to travel. I recently traveled to a place called Port Macquarie for a three week realtime trial. Port Macquarie is about a five hour drive from the city. It was a nice break from the hustle and bustle of the city, and the commute was less than a ten minute drive to work.

Most matters are done as daily copy and all transcripts for daily copy are emailed to the parties by 6pm that night. However, if court continues past 4pm, a daily copy transcript of the last session of court is not guaranteed unless the court reporter can complete it before he/she finishes work at 4.40pm or 5.10pm. On some occasions the court reporter will work overtime if for some reason the transcript cannot be stood over to the next morning to be completed.

Leave:

We accrue four weeks' vacation each year, as well as sick time. In addition, court reporters are granted ten days to use whilst the courts are closed from Christmas through to the end of January. Only those courts that need to operate will do so during this time. We are encouraged to use our accrued vacation time during this period.

Assigned reporting:

Reporters do not work exclusively for one judge. Reporters are assigned daily to a court by the Assignment Manager. If a matter is expected to last a few days or weeks, the Assignment Manager will endeavour to keep the same reporter/s on the matter because of their familiarity with the terminology in the case.

Methods of court reporting:

There are various methods of court reporting at RSB:

Daily runner reporting (steno machine writers)

Court reporters are assigned in teams of two or three persons (referred to as a two-person runner or a three-person runner) each day and assigned a court to work in. Each reporter will go into court to write a 30 minute turn. This means that a reporter will sit and write for 30 minutes, then the second reporter comes in and takes over writing on his/her own machine and writes for the next 30 minutes. Once this reporter takes over writing, the previous reporter removes his/her SD card from their machine and returns to their office to read their notes into Case Catalyst and commence editing their turn. Thirty minutes later this reporter returns to court to write the next 30 minute turn (on a two-person runner). If the team is working as a three-person runner, each reporter goes back to court after an hour transcribing their turn to write their next 30 minute turn.

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Court Reporting in the Land Down Under, continued from page 5

Turn reporting (steno machine and pen writers)

There are three different court house buildings the reporters are based at, as well as an office building where more reporters are housed. Those reporters who are based at court houses will cover the courts in session there and typically will work as two-person and three-person runner teams. In addition, the reporters housed at the office building travel to and work at these courts doing what's called a turn. These reporters do one 40 minute to an hour (or longer) turns in the morning and the same in the afternoon because they have to travel back to their office building to transcribe. Sometimes travel on the bus can take 20 minutes or more plus waiting time.

Online reporting (steno machine writers)

This is a voluntary process for those reporters who wish to utilise this method of reporting. Online reporting consists of two reporters sitting in the courtroom for the whole day. One reporter will write from 10-11.30 while the other reporter edits the writer's work. At the morning tea break the reporters swap over, and the reporter who was editing now writes until 1pm while the other edits the writer's work. After lunch the same process is continued; the writers swap over in the afternoon and write for one hour each whilst the other reporter edits the writer's work. This method of reporting was the only stenographic method I used in New Zealand when I lived and worked there over ten years ago.

Realtime reporting (steno machine writers)

Out of the 65 steno machine writers, there are only 12 reporters in the realtime pool. Writing realtime is voluntary and not a job requirement. Those who do provide realtime are compensated at a higher salary level for the duration of the realtime trial.

When a request for realtime is made by a Judge or the parties, our manager sends an email to those in the realtime pool asking for "Expressions of Interest" to cover the trial. Reporters nominate in teams of two and put forward their nomination together. Because we are compensated at a higher salary level for providing realtime, realtime trials are allocated on a "days out" basis for the year so that everyone in the pool has an opportunity to provide realtime. For example, if I have no days out (meaning I haven't provided any days of realtime that year), and I apply with someone who has not either, or who has very little days out, and other teams who nominate have more days out than the two of us together, we will be allocated the trial. If all teams who nominate are on the same level (e.g. none have days out, or the teams all have the same number of days out), then the names are put in a "hat" and one team's name is drawn. Whichever team is drawn will be allocated the realtime trial. The same procedure is applied to all other realtime trials.

During the trial the same method applies as online reporting – the team of two write and edit each other's work, swapping over at intervals during the day.

The Judge is provided with a laptop for viewing the realtime. Barristers and their solicitors provide their own laptops or iPads for viewing the realtime. CaseViewNet and iCVNet software are the realtime viewing software used.

Transcript income:

Reporters do not earn transcript income and they also do not work outside of their assigned work hours, unless, on the odd occasion, overtime is needed to complete the day's transcript by 6pm that evening. All transcripts are produced at work during the work hours. The various methods of court reporting utilised allows for this. Transcript income is not missed as we are, in my opinion, compensated very fairly.

Transcripts and Quality Assurance procedures:

RSB has its own transcription manual which outlines transcript specifications. All transcripts produced are created in uniformity in accordance with the transcription manual. All transcripts are exported from Case Catalyst to Microsoft Word where formatting and layout macros are applied. There are 50 lines of text in single spacing to a page. As a reporter completes transcription of each of their turns during the day, they merge it to the previous reporter's turn. At the end of the day, the last person to finish their turn then emails the merged and completed transcript to the Judge and to the parties.

CEUs:

No CEUs or certifications are required to do our job. We must pass a writing test at 180 wpm and an English test to be eligible for employment. We, of course, write much faster than 180 wpm. Because I have court reporting licenses in the USA I wish to retain, I earn my CEUs mostly via webinars because there are no CEU court reporting specific opportunities locally or nationally to attend. The Shorthand Reporters Association of Australia ceased to exist over two years ago.

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Court Reporting in the Land Down Under, continued from page 4

Court Reporting in the Land Down Under, continued from page 6

Courtroom etiquette:

All judges and barristers wear robes and wigs. The Judge has a tipstaff (similar to a law clerk bailiff) who does research for the Judge. The Judge also has an Associate (similar to a secretary). In the courtroom she marks exhibits and keeps a running log of what is happening (similar to courtroom clerks).

When the Judge enters the courtroom, those in the courtroom stand. The Judge then bows to us and we bow to him/her. The same process is repeated when the Judge rises from the Bench. In addition, whenever a person enters the courtroom they pause at the door, face the Judge, bow to him/her, then proceed to walk into the courtroom. The same process is repeated when a person leaves the courtroom.

Cost of Living:

The cost of living is quite expensive in Sydney. I live an hour out from the city by train. The cost of a three bedroom home where I live can be anywhere upwards of \$350 per week rent, depending on the area you live in. As you move closer to the city, the more expensive the accommodation becomes. I was mortified when I went to purchase a bottle of distilled water to learn that it was \$5.50. The equivalent at Walmart was less than \$1.00. I use distilled water on a daily basis and so I wasn't happy about the price difference.

Exchange Rate:

When I first moved here over a year ago, I would get \$1.03 USD for every \$1.00 AUD. For the past few months the exchange rate has been sitting between 0.85 and 0.90 cents. I tend to start stressing when it gets below 0.90.

Transportation:

The main modes of public transportation here are buses and trains. Sydney has an excellent rail system. Public transportation is the cheaper alternative to paying for parking in the city which is quite expensive. The Sydney traffic is a nightmare during peak hours and is not something a lot of people want to deal with and so public transportation is used where possible. I purchase a yearly train, bus and ferry pass which costs me approximately \$2,400 a year. This pass gives me unlimited access to all trains, buses and ferries in Sydney seven days a week, 365 days a year, which is a huge savings compared to driving to work.

Conclusion:

I am thoroughly enjoying life here in Sydney and working for RSB. Making the move here was the right choice for me. It has been a complete lifestyle change, both on a personal level and on a professional level; it has been a positive change at that. Two months after moving to Sydney I met my future husband at a church singles activity. Seven months later we were married in Salt Lake City, Utah. Nearly two months ago my father passed away from cancer. As a result of living closer to dad, the time I was able to spend with him in the past year and immediately prior to his death I will always be grateful for.

Thank You!

We thank the following individuals for making a donation through the Phantom Tea fundraiser.

Theresa Aguilar
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TIPS TO IMPROVE YOUR STAMINA

One of the most challenging things for shorthand reporters is keeping pace with the spoken word for hours on end. Often the rate of speech is beyond your comfort level, and it is common to experience mental and physical exhaustion at the end of the day.

Use these exercises to keep your steno fingers in good shape and help avoid repetitive strain injuries overall.

The Hand Off

Sit or stand, keeping your feet apart at about the same width as your shoulders. Extend your arms with your palms facing the ground. Slowly lift your hands while keeping your arms in place until your fingers are pointing towards the ceiling and your palms face away from your body. Then lower your hand until your fingers point towards the ground and your palms face your body. Repeat five times.

The Fist Maneuvers

Utilizing the same position as described in the hand off, gently clench your fists, as though you were holding a steering wheel. Squeeze your fists tightly, maintaining the tension for five seconds. Release the tension, then curl your wrists downwards while keeping your arms in place. Curl them upwards and then return to the starting position. Repeat five times.

Finger Flexing

Sit with the backs of your hands resting on your knees, keeping your palms open. Stretch all of your fingers out as though you were showing someone you needed “five minutes.” While keeping your fingers stretched, bend your thumbs inward until they touch your palm. Repeat the process for each finger. Then touch each of your fingers to your thumb. Repeat the entire exercise five times. Keeping your fingers in good shape is only one part of good body maintenance. Keeping your back and neck limber will also contribute to your overall endurance and comfort.

Neck Rolls

This is the classic warm-up exercise performed in many aerobics and cardio classes. Slowly roll your neck in circles, counter-clockwise ten times. Then perform an additional ten repetitions in the opposite direction.

Back Stretches

Your back can often ache after hours of sitting, especially in those uncomfortable chairs you are sometimes subjected to. Keep your back limber by performing a “spinal shift” stretch. Don’t worry; it’s not nearly as drastic as it sounds!

Find a wall and stand with your heels, legs, and buttocks flush against it. Reach towards the ceiling with your left hand while reaching towards the floor with your right hand. Keep your back straight while performing this motion. Hold the position for five seconds, then slowly lower your left hand towards the floor while reaching for the ceiling with your right. Repeat five times.

Overhead Stretch

Start by interlocking the fingers of your left and right hand, palms facing away from your body. Slowly raise your hands until they’re pointing towards the ceiling. Hold this pose for five seconds, and then slowly lower them back to the starting position. Repeat the process five to ten times.

By practicing these stretches before, during, and after extensive steno sessions, you’ll be able to maintain the stamina you need for this career. Long sessions will become easier, and you’ll continue working for years to come.

(From British Columbia Shorthand Reporters Association)

ARIZONA COURT REPORTERS ASSOCIATION



Do you need help achieving your future financial goals?



Aaron provides holistic financial services which includes financial planning, asset management strategies and insurance for individuals/families and businesses. For the last decade it has been a privilege to work with many families, individuals and business, helping them to set and achieve their financial goals. Since 1996 my practice has specialized in risk and wealth management along with financial planning. With a background in finance, Aaron has guided his clients to develop personalized strategies for accumulating multigenerational wealth, tax reduction, maximization of retirement plans and risk management . Aaron's genuine concern for his clients motivates him to build long lasting relationships while helping them improve and maintain their financial success. Aaron is ideal for those seeking an advisor who provides an all encompassing financial strategy.

Aaron has worked with the Arizona Court Reporters Association since 1996.

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January 25, 2014
Board of Directors Meeting

February 1, 2014
Member Renewals Due

April 4, 2014
Board of Directors Meeting
 Holiday Inn
 Mesa

April 5, 2014
Midyear Seminar

Holiday Inn
 Mesa

March 10, 2014
Spring Newsletter Deadline
 Submit contact to Karen Kahle at hvymtlccr@gmail.com

September 12-13, 2014
Annual Convention
 Westin La Paloma, Tucson

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DEADLINES

Spring Issue - March 10
 Summer Issue - August 10
 Fall Issue - November 10

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