



HUTCHINGSSM
COURT REPORTERS, LLC
CSR 649
GLOBAL LEGAL SERVICES

Easy Sit-In Scheduling:
(800) 697-3210

**- Sit-In Scheduling -
Protocol for Students**

Hutchings is excited to share its “professional world” with you. Because of our busy calendar, we ask that southern California court reporting students request only one (1) sit-in per month.

HOW TO SCHEDULE

u The day before you want to sit in, call Hutchings (800) 697-3210 and ask to speak to a Calendar Team Member. The hours for calling are from 9:30 a.m. to 3:00 p.m., preferably earlier in the day. **We do not accept evening calls for sit-in assignments.** Please identify why you are calling.

Example: Hi, this is _____. I'm a student at _____ (school) and I am calling to see if I can be placed on your list to sit in for tomorrow.

v Information you will need to provide to our Calendar Team:

◆ Areas you are available to sit in (occasionally ask to be sent to an area with which you are unfamiliar (e.g. Los Angeles when you live in Riverside). You need the experience of finding your way around and now is the best time to get it.

◆ Availability for next day (morning, afternoon, or all day)

◆ Phone number where you can be reached

w Then, call Joe (800) 697-3210 at 7:00 p.m. that same evening to receive your assignment.



Sit-In Do's & Don'ts

DO...

1. Follow Hutchings' Sit-In Scheduling instructions.
2. **Dress and behave in a professional manner.**
3. Be early (by at least 20 minutes) – always call to confirm the job with us before leaving home.
4. Call us if you have an emergency and can't make your assignment.
5. Allow the CSR to explain why you, a student, are present. Rather than "blurting out" your answer – let our CSR do the talking.
6. Wait for the reporter to arrive before setting up your computer. Ask the reporter to tell you where to sit. If counsel invites you to "make yourself comfortable" respond that you will wait for the reporter to arrive first.
7. Address the CSR first, rather than directly addressing counsel. The CSR is your intermediary.
8. Turn off your cell phone and set your pager to vibrate.
9. Wait until the break to refresh your paper if you happen to run low during the proceeding. Never interrupt.

DON'T...

11. Don't talk on the record. Always make sure they are OFF THE RECORD and that the CSR's hands are off his/her machine.
12. Don't continue writing when the CSR has stopped because they are off the record. If she/he isn't writing, you shouldn't be either. You may get asked to read back your efforts or even worse, your steno could be used in court!
13. Don't speak unless you are spoken to!
14. Don't have a casual attitude & behavior. Lawyers aren't your classmates – this isn't school. Comments like, "Gee you talk fast" are going to get you in big trouble! You're in a professional environment and are expected to act accordingly.
15. Don't ask for a copy, or a duplicate set of cards when the CSR asks for the caption and business cards from counsel. Ask the CSR if he'll/she'll provide you with the information after the deposition or at a break.
16. Don't leave in the middle of the proceeding. If you must leave early, leave only at a break and let the reporter know you are going.

**REMEMBER: We are allowing you to interact with our valuable clients and reporters.
Be respectful of this and don't jeopardize our business relationships.**