

HUTCHINGS COURT REPORTERS, LLC

MENTOR PROGRAM

To complement the instruction of local court reporting schools, Hutchings offers southern California court reporting students an exciting opportunity to receive practical and professional advice along with priority treatment for apprentice hours.

Our Mentor Program is a 6-session program with Saturday morning meetings in Santa Ana beginning in June of each year and ending in March.

Past program participants have found the meetings to be motivating and interesting. Sitting in with Hutchings reporters has proven to be valuable on-the-job training.

Some of the topics covered in the program include:

- ▣ Professional client interaction
- ▣ Sit-in protocol
- ▣ Preparation of worksheets & exhibit slips
- ▣ Sample transcript preparation
- ▣ A demonstration of our company's approach to realtime transcription
- ▣ Wardrobe, supplies, "purchasing power"
- ▣ Professional memberships, insurance needs, accounting & record keeping
- ▣ Job assignments and calendar "manners"
- ▣ Litigation support software demonstrations
- ▣ Resume preparation and interviewing tips
- ▣ Equipment maintenance
- ▣ CAT software

Each southern California court reporting school is invited to submit their chosen candidates by April 30.

If you are nearing the 180+ speed level and are interested in becoming involved in the next program, contact your school director in February or March to obtain an application form and to discuss eligibility and program requirements.

We Hope You Can Join Us!



HUTCHINGSSM
COURT REPORTERS, LLC
CSR 649
GLOBAL LEGAL SERVICES

Program Coordinator:
Hillary Sackett
hillarys@hutchings.com
Phone 714.547.6169