

## **Project/Task - Category (Revised 12/31/15)**

Backups (files, finals, audio) 8(a)  
Banking 8(a)  
Building realtime dictionaries 7(d)  
Calendars scanning/organizing 8(a)  
Chambers lunch 8(a)  
Chambers time 8(a)  
Courtroom setup 7(d)  
E-mails and communication 8(a)  
Fire drill 8(a)  
Maintaining software and laptop activities 8(a)  
Maintenance activities 8(a)  
New courthouse construction visits, etc. 8(a)  
Projects for management/clerk's office 8(b)  
Proofreading 9(a)  
Purchasing/buying/shopping equipment or supplies 8(a)  
Quarterly Reports Preparation 8(a)  
Readback to jury 7(d)  
Realtime hook-ups and troubleshooting 7(d)  
Realtime preparation 7(d)  
Reviewing pleadings 7(d)  
Reporting hours - Judge (includes realtime setup & waiting time) 7(d)  
Reporting hours - Magistrate (includes realtime setup & waiting time) 7(d)  
Reporting hours - Other (Writing steno from magistrate tapes) 7(d)  
Research - generic (not transcript related) 8(a)  
Rough cleanup for clerk/law clerk/judge - Not Paid 9(b)  
Scoping, etc., steno from magistrate tapes - Not Paid 9(b)  
Scoping, etc., steno from magistrate tapes - Paid 9(a)  
Scoping transcripts – Paid 9(a)  
Scoping transcripts – Not Paid 9(b)  
Standby or wait time while on the courtroom or in chambers 7(d)  
Supervise Scopist/Proofreader (discussion/supervision/communication with) 8(a)  
Supervising reporters (helping in office) or contractors or those hired by the court 8(a)  
Time Study work 8(a)  
Training/skill development/practicing 8(a)  
Transcript cleanup for jury readback 9(b)  
Transcript estimates/payments 8(a)  
Transcript - redacting 9(b)  
Transcripts - Not Paid (scoping, research, proofing, including nights and weekends, as well as scopist's/proofreader's time) 9(b)  
Transcripts - Paid (scoping, research, proofing, including nights and weekends, as well as scopist's/proofreader's time) 9(a)  
Transcripts sending/uploading/binding/FedEx 8(a)  
Travel 10  
Updating realtime dictionaries for ongoing proceedings 7(d)  
Writing 7(d)