

Work Measurement Study - Alphabetical by Category

7d. List the number of hours you were in attendance reporting official proceedings before judges, magistrate judges, or other judicial officers.

- Building realtime dictionaries
- Courtroom setup
- Readback to jury
- Realtime hook-ups and troubleshooting
- Realtime prep
- Reviewing pleadings
- Standby or wait time while in the courtroom or in chambers
- Updating realtime dictionaries for ongoing proceedings
- Writing
- Reporting hours - Judge (includes realtime setup & waiting time)
- Reporting hours - Magistrate (includes realtime setup & waiting time)
- Reporting hours - Other (Writing steno from magistrate tapes)

7e. List the number of hours your paid substitutes were in attendance reporting official proceedings before judges, magistrate judges, or other judicial officers

- Building realtime dictionaries
- Courtroom setup
- Readback to jury
- Realtime hook-ups and troubleshooting
- Realtime prep
- Reviewing pleadings
- Standby or wait time while in the courtroom or in chambers
- Updating realtime dictionaries for ongoing proceedings
- Writing
- Reporting hours - Judge (includes realtime setup & waiting time)
- Reporting hours - Magistrate (includes realtime setup & waiting time)
- Reporting hours - Other (Writing steno from magistrate tapes)

8a. Court reporting administrative hours

- Advertising
- Backups (files, finals, audio)
- Banking
- Calendars scanning/organizing
- Chambers lunch
- Chambers time
- E-mails and communication
- Fire drill
- Maintaining software and laptop activities
- Maintenance activities
- Purchasing/buying/shopping equipment or supplies
- Quarterly Reports Prep
- Research - generic (not transcript related)
- Supervise Scopist/Proofreader (discussion/supervision/communication with)
- Supervising reporters (helping in office) or contractors or those hired by the court
- Time Study work
- Training/skill development/practicing
- Transcript estimates/payments/billing
- Transcripts sending/uploading/binding/FedEx

8b. Other duties as assigned

- Projects for management/clerk's office

9a. List the number of hours you spent transcribing proceedings for which you received compensation outside of your judiciary salary.

- Proofreading & scoping
- Scoping etc steno from magistrate tapes
- Transcripts (scoping, research, proofing, including nights and weekends, as well as scopist's/proofreader's time)

9b. List the number of hours you spent transcribing proceedings other than those in 9a, but not including private reporting activities such as grand jury proceedings and the taking of depositions.

- Rough cleanup for clerk/law clerk/judge
- Scoping, etc., steno from magistrate tapes
- Transcript - redacting
- Transcript cleanup for jury readback
- Transcripts (scoping, research, proofing, including nights and weekends, as well as scopist's/proofreader's time)