

ARIZONA NOTES

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ACRA President's Message By Marylynn LeMoine Cotton

Friends and Colleagues –

I am thankful for this opportunity to write a last address to my fellow reporters as ACRA President.

I would like to begin by sharing a story adapted from Stephen R. Covey, author of “The 7 Habits of Highly Effective People.”

Once upon a time, there were two woodcutters named Peter and John. They were often at loggerheads over who chopped more wood. One day, they decided to hold a competition to determine the winner. The rules were simple – whoever produced the most wood in a day wins.

The next morning, both of them took up their positions in the forest and started chopping at their fastest possible speed. This lasted for an hour before Peter suddenly stopped. When John realized that there was no chopping sound from his opponent's side he thought: “Aha! He must be tired already!”

John continued to cut down his trees with double the pace.

A quarter of an hour passed, and John heard his opponent chopping again, so both of them carried on synchronously. John was starting to feel weary when the chopping from Peter stopped once again. Feeling motivated and smelling victory close by, John continued on with a smile on his face.

At the end of the day, to John's astonishment, Peter had actually cut down more wood. How did this even happen? “How could you have chopped down more trees than me? I heard you stop working every hour for 15 minutes,” exclaimed John.

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ACRA ANNUAL CONVENTION LINEUP...

Saturday, September 11, 2021

8:30 AM to 10:00 AM

COURSE: Welcome to our Courtroom

PANEL: April Escobedo, RPR; Laura Ashbrook, RPR; Lerryn Horton Roberds, RPR, CR; Tracy Johnston, RPR, BSBA

CREDIT HOURS: 1.5 (.15 CEUs)

DESCRIPTION: Official certified reporters from four counties will serve as panelists to introduce us to the inner workings of their courtrooms – what to expect from a typical day in their court, helpful hints for per-diem reporters to utilize while covering proceedings on an as-needed basis. These panelists will remove the fear of the unknown.

10:30 AM to 12:00 NOON

COURSE: The Legislative Process

PRESENTER: Geoff Esposito – Creosote Partners

CREDIT HOURS: 1.5 (.15 CEUs)

DESCRIPTION: Arizona's 2019 lobbying firm of the year takes you through the state legislative process step-by-step and teaches you how to maximize your opportunities for advocacy. To highlight this they will utilize the example of House Bill 2235, which would have put due process rights at risk by abandoning court reporting as we know it in favor of electronic recordings. This past year, Senate Bill 1267 was introduced and passed. We will have an update of SB 1267 and how we can prepare for future legislation that is critical to the court reporting profession.

1:30 PM to 3:00 PM

COURSE: Personal Safety Tips & Tricks

PRESENTER: Rick Salyers and John Dean

CREDIT HOURS: 1.5 (.15 CEUs)

DESCRIPTION: Speakers will educate participants on tips and tricks to keep ourselves, families and communities safer and the steps involved in rescue missions.

3:30 PM to 5:00 PM

COURSE: Spelling Bee

MODERATOR: Marylynn LeMoine, RMR, CRI

CREDIT HOURS: 1.5 (.15 CEUs)

DESCRIPTION: Time for a spelling bee! Spelling is an integral part of producing an accurate and verbatim record. Let's have some fun and see who can spell these challenging words without the benefit of spell check!

Sunday, September 12, 2021

8:00 AM to 9:30 AM

COURSE: In Search of... Scopist Edition

PRESENTER: Rachel Artis

CREDIT HOURS: 1.5 (.15 CEUs)

DESCRIPTION: Finding a scopist and keeping one can be challenging. In this session, Ms. Artis will cover when a reporter is ready to use a scopist and/or a proofreader and what the final expectation should be. In addition, she will share with you what your vision and plan should be in working with a scopist to allow a long-term financially beneficial relationship for all parties involved.

9:45 AM to 1:00 PM

COURSE: An Overview of Case CATalyst Version 21.5

PRESENTERS: Jill Suttenger, Stenograph

CREDIT HOURS: 3 (.30 CEUs)

DESCRIPTION: We will delve into ways to shorten your editing time; how to effectively use some features, like homophones and keyboard mapping, to customize the software to work for you and create a more enjoyable editing environment.

~ and ~

COURSE: Exploring Eclipse 10

MODERATOR: Wil Wilcox

CREDIT HOURS: 3 (.30 CEUs)

DESCRIPTION: Wil will demonstrate what is new and useful about Eclipse 10, how to go about updating to it, and why you might want to.



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NOTICE OF ANNUAL MEETING

The Annual Meeting of the Arizona Court Reporters Association will be held at 12:00 noon on **Saturday, September 11, 2021**, at the Hilton Phoenix/Chandler, 2929 West Frye Road, Chandler, AZ 85224. All members are invited to attend.

ELECTION OF OFFICERS AND DIRECTORS

The Board of Directors presents the following list of nominees for election at the Annual Meeting:

MEET THE NOMINEES:

Angela Miller, RPR – President

Angela holds a bachelor's degree in court reporting having graduated from Metropolitan College of Court Reporting in December 1999 and started her own small firm in 2005. She also is an RPR and current Arizona court reporter in the Metropolitan Phoenix area. She works both in the freelance field and as a per diem reporter in the court system. Angela is married and a "mom" to her fur-babies. She is proud to be a part of ACRA, to encourage and help others find their enthusiasm for this amazing career, and to invest in our community of Arizona reporters to work together for a brighter future for us all.

Tracy K. Johnston, RPR – President-Elect

Tracy is an Arizona native and received her BSBA from the University of Arizona in 1984 before deciding to become a court reporter. She graduated from American Institute of Court Reporting in 1989. She has worked as a freelance reporter in Phoenix and Tucson and has been an official reporter since 2001, currently with Pima County Superior Court. Tracy served as president of ACRA 2019-2020.

Dana Valles, RPR - Vice President

Dana has been a court reporter for 27 years. She graduated from California CareerCom College of Business and received her California certification in 1994. From 1994 to 1998, she worked both in the freelance field and also as a per diem in the court system until taking a full-time position with Los Angeles County Superior Court in 1998. In March of 2000, she moved to Arizona and took an official position with Maricopa County Superior Court, received her RPR, and held that position until the opportunity came in 2009 to take a position as an official at the Pinal County Superior Court in 2009. She currently holds the position of the Pinal County Court Reporter Supervisor. Dana enjoys spending time with her family and friends, she loves playing piano, and feels it is a great honor to serve the court reporters of Arizona on the ACRA board.

Sonia Vaca – Secretary and Treasurer

Sonia has been a court reporter since 1988. She worked as a scopist/proofreader while attending American Institute of Court Reporting. She then earned her RPR and California certification. She worked as a freelance reporter for various firms in the Phoenix metro area, as well as in California. She then started her own small

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2021 MIDYEAR SEMINAR RAFFLE WINNERS

GIFT CARD WINNERS

\$25 Office Max – Violet Romero
\$50 Isabel's Amor Mexican Restaurant – Gail Ferguson
2 Dozen Cookies from Well Rounded Cookies – Susan Grenz
\$25 Amazon – Susan Auletta
\$25 Amazon – Thomas Woppert
KLOR Key Pads – Valerie Eames
\$50 Amazon – Marylynn LeMoine
\$25 Target – David Christy
\$25 Target – Carolyn Sullivan
\$50 Amazon – Karen Clark
\$25 Amazon – Cathy Taylor
\$25 Office Max – Lori Beard
KLOR Key Pads – Kelly Gallo
\$50 Visa – Rebecca de Sevren Jacquet

\$25 Amazon – Sonia Vaca
\$25 Amazon – Julie Knowlton
2 Dozen Cookies by Well Rounded Cookies – Gary Hill
\$25 Amazon – Kristyn Lobry
\$25 Target – Marianne Burton
I love Steno Annual Membership – Cindy Mahoney
\$50 Amazon – Angela Miller

MAJOR RAFFLE WINNERS

Kim Portik - Coach purse donated by Tracy Johnston
Marylyn LeMoine - Martel Zoom Kit
Charlene Rossi – Hot Air Balloon Ride donated by Canyon State Reporting & Miller Certified Reporting
Buffy Deneke - \$500 donated by Legal Video Specialist



In Memoriam: Maxine Sill – 1932 – 2021



Maxine Sill, 88, of Scottsdale, Arizona, passed away on June 2, 2021. Maxine, an Arizona native, was born on September 26, 1932. She was a court reporter and an instructor at Gateway Community College. Maxine blessed so many with her humor and warmth...all that knew her will always remember her smile. She is survived by her daughter Carrie, sons Robert (Lee), and Brian, (Kim), brother Bernard and sisters Alice and Sharon. She was Grandma to seven and Great Grandma to five. She was sister-in-law to many, as well as sister, aunt, cousin, co-worker and friend.



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23 HABITS OF HIGHLY SUCCESSFUL PEOPLE

1. take full responsibility for their life
2. prioritize & do the most important tasks first
3. create their own morning routine
4. daily meditation or mindfulness practice
5. make health & exercise a priority
6. read & learn continuously
7. discipline & self-control
8. consistency
9. follow through with what they say
10. persistence & perseverance
11. not afraid to fail

12. hone their craft daily & sharpen the saw
13. self-awareness
14. gratitude
15. have a support system
16. surround themselves with like-minded achievers
17. goal-oriented
18. proactive & takes initiative
19. manage their emotions
20. communicate clearly
21. good listener
22. value alone time
23. love the journey more than the result

To read more visit - <https://www.lavendaire.com/23-habits-success/>



ACRA MENTORING PROGRAM

ARE YOU AN EXPERIENCED REPORTER WHO WOULD LIKE TO GIVE BACK TO OUR PROFESSION BY MENTORING A STUDENT?

If so, we would love to have you sign up for our ACRA mentoring program. Mentors will act as coach, role model, and resource to a current court reporting student and work together with the student to offer support, give feedback, and discuss all aspects of being a court reporting, CART, or captioning professional.

In today's world it is even easier to be a mentor, as we have all become more comfortable with videoconferencing. You and your mentee can choose whether to meet in person, via telephone, or via videoconference.

If you are interested, **please contact Robin Osterode at rosterode@cox.net**. We look forward to matching you with a mentee, so that you can share all that this wonderful profession has to offer!



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EDITOR'S NOTE:

BY DIANE DONOHO

As the events of the last year and a half unfolded, I found myself coming to terms with a life completely out of balance. It took me a bit to recognize that, but through thoughtful self-examination of many aspects of the changes happening around me, professionally and personally, I came to see that I needed to stop, breathe, and regroup.

As official court reporters in Maricopa County Superior Court, we know the courthouse is nonstop activity. Whether we're writing the morning calendar with attorneys popping in and out for hearings, covering grand jury matters with four panels convening five days a week, trials, or any of the other various hearings we cover, there was always something going on in the courtrooms, and the court reporters were literally in the middle of it all.

And then everything stopped. Hearings became time certain and very often were handled through virtual communications. Nothing much was going on at least when compared to before the pandemic. I had a difficult time adjusting to what people were calling the new normal.

I had to reexamine what my priorities were for the events going on in my life during this trying time of uncertainty whether it be professional or personal. I happened upon this article from Centerstone, which is a not-for-profit health system that provides counseling and other mental health services. I found it quite informative. And perhaps you will as well.

Everyone has their own journey, and I would not presume to tell anyone what they should do or how they should feel about anything happening in their life. I know for myself that I've made some changes and have adapted to the changes around me. The journey continues. And right now, for me, I'm enjoying the ride!

How To Get Your Life Back Into Balance

Feeling Overwhelmed?

These days everyone is really busy. (Say that again, right?!)

You may have responsibilities to your family, your work, your children's activities, or your community. All these are competing for your valuable attention.

Sometimes we let our schedule run our lives and railroad our priorities, as opposed to us taking charge of our schedule and priorities.

The result is exhaustion, stress, and frustration.

Beware of warning signs that your life may have become off-center and take action today to bring a greater sense of balance to all the areas of your life.

And, always remember there is more to life than the daily grind.

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5 STEPS TO AVOID

BURN OUT

2. START PLANNING

good time management allows you to accomplish more in a shorter period of time. plan out when you are going to work, study, do life admin and relax

4. STAY HEALTHY

staying physically healthy is vital to avoiding burn out. Give your body all the nutrients, water, exercise and sleep it needs

1. SET BOUNDARIES

reflect on what you can handle both mentally and physically. think about what caused previous burn outs. write down all your current commitments and decide if they align with your boundaries

3. STRESS MANAGEMENT

make a list of activities that help you relax mentally and physically and incorporate at least one into your schedule every single day

5. TREAT YOURSELF

having something relaxing and special to look forward to will help keep you motivated to stick to the plan but also allow you to enjoy some down time

MORE TIPS

THEORGANISEDHUSTLER.COM

To read more visit - <https://theorganisedhustler.com/2020/09/19/how-to-avoid-burning-out-while-studying-working/>



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Peter replied, "Well, it's really simple. Every time I stopped working while you were still chopping down trees, I was sharpening my axe."

Everybody, everywhere seems to be busy. Most people are just too busy doing and trying to achieve that they do not take the necessary time to renew themselves, to learn and grow – to sharpen the "axe".

* * *

So my question to you is how exactly do you sharpen the axe?

As court reporters, we often juggle many demands between work and family and other responsibilities and interests. We overwork ourselves amidst the overwhelming tasks at hand. We often feel drained, exhausted, and our productivity and efficiency declines.

Do we simply take a break, rest and relax?

That isn't sharpening the axe. That's just putting the axe down. The blade will still be dull after your break. Yes, the woodcutter needs to rest, but it's only when he sharpens his blade, learns new techniques, trains up his strength and stamina that he becomes more productive.

Remember that every day is a brand new opportunity to refine your skills. Remember that ACRA provides opportunities to recharge, renew, refine yourself and update your skills. Devote some moments into sharpening your axe instead of chopping away doggedly. Start working smarter instead of longer.

Abraham Lincoln said, "Give me six hours to chop down a tree, and I will spend the first four sharpening the axe."

Our annual seminar is fast approaching. Here is an opportunity for some software training and to keep current with what's going on in Arizona in the court reporting world. Maybe you'll be the spelling champ, and there will be raffles and drawings and opportunities to reconnect with colleagues you haven't seen perhaps since the pandemic began.

As President of ACRA, I say to you that **YOU ARE THE ELITE** reporters in Arizona; reporters who rise above the mediocre and the minimum, reporters who choose to belong to our professional organization and support those who support our career, reporters who donate time and talent and dollars to keep ACRA the powerful force that it has historically been for the past 70 years.

As a reporter, you will be glad you stayed so sharp.

I'm looking forward to seeing everyone at the seminar, and I'm excited to welcome many new people to the board. As a board, we have varied backgrounds and experience, but what we share is a love for the art of court reporting and the willingness to work hard to promote and protect our profession well into the future.

Marylynn LeMoine Cotton



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Four signs your life may be out of balance

1. Your "to do" list appears to be the size of the Empire State building
2. You feel you are very busy but not sure you are accomplishing anything
3. You feel burned out. You're constantly tired, have headaches or other physical and emotional signs of stress.
4. You feel like you are living someone else's schedule and have lost your direction.

How it feels when your life is out of balance

Sometimes it may feel as though you're moving through life as if you have no choices, no purpose or freedom to pursue your highest values and priorities.

You realize there may be an area or two of your life that you have neglected. Instead of living your life to its full potential, it feels like you've spent valuable time and attention in other areas.

So, how do you bring your life back into balance?

Follow These Six Tips To Bring More Balance Into Your Life

1. Acknowledge and accept that you cannot do everything all the time

You only have so many resources: time, energy, money, etc. While it is understandable to want to accomplish much and please a number of people, you are only one person and cannot always manage to do it all.

So, stop; take a deep breath and regroup.

All you can do is all you can do. And all you can do is enough! Let go of the need for perfection, and of solving all problems for all people. You cannot do all that needs to be done, all the time.

And that's OK.

2. Manage yourself, not time.

There is really no such thing as "time management."

But we can manage our activities. Everyone has the exact same amount of time – 24 hours in one day.

Many days we wish we could just tack on a few more hours to finish a project, or to get more rest or to do other things we would like to be able to squeeze into our day.

Managing yourself reflects a sense of responsibility in what you do in a day and in a lifetime. It is being proactive and realizing the power of choice and knowing what you do have control over.

3. "Add and subtract."

Regarding activities: What pressuring task are you willing to give up or subtract to have or achieve something more important in a different area?

To do more of one thing, you must do less of others. You must be willing to cut some activities from your schedule – even if just temporarily – in order to accomplish higher priorities.

When planning your week, determine which less important tasks or projects can wait. Subtract these from your weekly "to-do" list – and feel the sense of being overwhelmed lessen automatically.

Regarding other people: Identify "A" people in your life.

These people build you up. They believe in you. They support you. You know someone is in the A category if you feel better about you after being with them. They add to your life, and they add to you.

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"B" people are neutral. You feel about the same after being with this person than you did before.

The people on your "C" list really need to go into a circular file, to be released or phased out. Granted, that is not always possible. But these people are typically wet blankets that only drain you and add to stress to your life.

"Add" or spend more time with A people. They will energize you, empower you, inspire you, and give you strength rather than stress!

4. *Just say "No"*

"Will you...?"

"Can you...?"

"I just need a small favor..."

"We can always count on you."

"You're so good at..."

What happens when you hear these messages? Do you feel flattered, annoyed, or used?

What do you think will happen if you say no? Sometimes we say yes to things because we feel pressure to give an immediate answer. However, always remember you have the right to take some time to think about what you can reasonably do before responding.

Being able to say no is a critical piece in reducing stress and balancing your life. It also gives your yes's much more power!

5. *Schedule time for yourself*

If you don't take care of yourself, who will?

If you don't take time and steps to preserve your health and well-being, then who will?

It is wonderful to have other people in our lives we can help, work with, be friends with and share activities with. However, you should be your own best friend first.

I know you want your family and friends to have the best of you! It takes deliberate effort on your part to make that happen. Make it a priority to schedule the time and place for yourself to bring what gives you comfort, health, joy or whatever you most need now.

Be intentional in resting, in playing, in growing. Take at least 10 minutes a day to read, to walk or to rest. Scheduling time for yourself is a must if you want the best of yourself ready to tackle your busy schedule.

6. *Live with purpose!*

A life oriented around an authentic and passionate purpose is one that is much easier to keep in balance.

For this reason, there is no perfect, one-size-fits-all balance plan you should be striving for.

The best life balance plan is different for each of us because we all have different priorities and different lives.

The quote, "Life is a journey, not a destination" has much value in terms of reminding us about the value of maintaining a balanced life. There is no "last and final time" to clean our homes, care for our children or families, maintain our own health or accomplish some goals.

There will always be something we need to do, even after retirement, and this is a good thing!

The pleasure is that we have a choice about how to live our lives, activities to be involved in, and people to be in relationships with.

Be cognizant of the signs your life may be out of balance and start taking steps today to regain your sense of control and life balance!



Meet the Nominees continued from Page 3..

firm in 1999 along with her partner, Karen Niemtschk. Karen and Sonia were very active in the Volunteer Lawyers Program and were recognized with several awards throughout their many years of service to VLP. In the fall of 2011 Sonia came across the opportunity to expand her experience in court reporting and took a position at the Pinal County Superior Court as an official. She enjoys spending time with her family, craft night with her buddies, listening to as much live music as she can, and dinner parties with good friends. She is looking forward to serving on the ACRA board.

Robin Osterode, RPR – Director/Freelance (2-year term)

Robin grew up all over, being an Army brat, but landed in Orange County, California in 1983. She attended South Coast College of Court Reporting in Garden Grove, California, taking and passing her California CSR in November of 1987. She began working as a freelance reporter at Sarnoff Court Reporters and Legal Technologies, where she stayed for 16 years, before moving to Arizona in 2003. Robin has been a freelance reporter in Arizona for the past 18 years. She and her husband have been married for 31 years and have three grown children. They love to spend time with their kids playing games on Sundays at their weekly Sunday dinners. They also love to travel and camp. And now that their kids are grown, they are obsessed with their dog, Cal!

Laura Ashbrook – Director/Official (2-year term)

Laura Ashbrook, Panelist. Laura began her reporting career in 1978 in Albany, New York, working in the Northern District of New York federal court through 1988, when she moved back to her home state of Arizona, worked in Maricopa County Superior Court from 1989 until 2015, when she “retired” from Superior Court and freelanced with Griffin and Associates from 2015 through 2020. She is currently an official with Yavapai County in the Prescott courthouse. Laura is also an ACRA past president.

As per ACRA Bylaws, Marylynn LeMoine will serve as Past President. Cindy Mahoney, Director/Freelance, will complete her two-year term through 2022; Lisa Bradley, RPR, CR, CSR will complete Sonia Vaca’s two-year term through 2022.



ArizoNotes is published quarterly and e-mailed to members of the Arizona Court Reporters Association, 5350 W. Bell Rd., Suite C-122 #520, Glendale, AZ, 85308. Please send address changes to ACRA at the above address or to office@acraonline.org or (602) 679-6995. The ACRA website is at acraonline.org and pdf copies of past issues are available for viewing. Please send editorial submissions to Marylynn LeMoine at office@acraonline.org. The editorials and other views expressed in ArizoNotes are not necessarily those of the Association, its officers or its members. Advertising rates and information are also available from Kim Portik at office@acraonline.org or (602) 679-6995.



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