

LACCRA SEMINAR SERIES 2025

The LACCRA Seminar Committee is pleased to present the 2025 Seminar Series!

The Los Angeles County Court Reporters Association has earned a well-deserved reputation for sponsoring stimulating and worthwhile education for court reporters in California. We look forward to seeing you at the LACCRA Seminars!

We are the Gold Standard!

Please note: 2025 Seminars will be held online via GoToMeeting.
[Click here](#) for more information regarding GoToMeeting.

Seminars through LACCRA are one of the easiest, most cost-effective ways to get your Continuing Education. While LASC reporters are required to self-report for hours and request reimbursement, LACCRA reports your attendance to the NCRA where applicable (some seminars may not apply and/or may not apply to students).

The LASC Court will reimburse registration fees (while funds last), under the continuing education fund SEIU and LACCRA have negotiated with the Court (MOU Article 42, Section 1).
□ The net cost to you as a LACCRA member is \$0. LASC Court reporters are mandated by the Judicial Council to have 8 hours of continuing education hours every two years. As well, LACCRA reports NCRA CEUs where applicable. Attendees must indicate NCRA member numbers for the NCRA reporting.

Seminar topics offered in 2025 are:

[ProCat](#)
[Those Pesky Commas](#)
[Windows: Hotkeys Beyond Your CAT](#)
[Macros](#)
[CaseCATalyst](#)

Do you have a seminar topic or presenter you would like to hear from? Please email [info](#)

[@laccra.org](https://laccra.org)

with your ideas!

▣ **Seminar Name: ProCat: Maximizing Efficiency: A Training Seminar for Success**

Presenter: Rick Louie

Date: Saturday, June 28, 2025

▣ **Time: 9 a.m. to 12 p.m. (3 hours)**

Location: Online via GoToMeeting

Hours/CEUs: 3 LASC Hours; .30 NCRA CEUs

[Click here to register!](#)

Registration Fees:

LACCRA Member \$125

Non-Member \$145

Student \$25

Description/Objectives:

1. Optimize Workflow Efficiency – Teach strategies and best practices to streamline daily transcription tasks and reducing production time.
2. Leverage Technology for Productivity – Demonstrate how to utilize ProCAT Winner 2025 and its latest features, such as Media Gateway to enhance efficiency.
3. Maximize Income Potential – Explore new revenue streams, including offering transcript summaries and expanding service offerings.

Note to attendees: You will need your writers and software up and running – and your laptop

Bio: Rick Louie holds a degree in Electronic Engineering from Long Beach State but discovered his passion for court reporting while working in technical support at Stenocat. He pursued court reporting studies at Southcoast College of Court Reporting, reaching 180 WPM before advancing into IT roles. In 2022, Rick joined ProCAT as a Client Success Manager, where he has mastered the ProCAT Winner software, conducts client training, and contributes to special projects. Known for his dedication and expertise, Rick is committed to helping clients optimize their workflow and succeed in their careers.

☐☐ Seminar Name: THOSE PESKY COMMAS

Presenter: Margie Wakeman Wells☐

Date: Saturday, July 19, 2025

☐ Time: 9 a.m. to 11 a.m. (2 hours)

Location: Online via GoToMeeting

Hours/CEUs: 2 LASC Hours; .20 NCRA CEUs

[Click here to register!](#)

Registration Fees:

LACCRA Member \$90

Non-Member \$110

Student \$25

Description/Objectives: The session will begin with an analysis of how to condense the several hundred comma rules into a workable guideline, including a discussion of recent changes in the rules.

- The remainder of the session will cover comma rules that are often confused or misunderstood, including punctuation for the word so, sentences that start with and or but, the Oxford comma in series, the understanding that in dependent clauses, appositives with parentheticals, and more. There will be time to address additional questions from attendees.
- That the attendees leave with a better understanding of how to separate the two basic comma rules.
- That the attendees are more easily able to handle some of the “problem” rules for commas.

Bio: Margie is in her seventh decade of teaching, 49 of those years in court reporting education. She has presented, under the auspices of NCRA and state organizations, over 300 seminars for reporters, teachers, and students on English-related topics.

Court Reporting: Bad Grammar/Good Punctuation is her best-selling reference text, which has an accompanying Workbook with 250 pages of exercises to practice the rules. She recently released Just Grammar, a text that explains basic English grammar and offers exercises to practice the concepts. She has also published Word Pares, Pears, Pairs, and All Things English, a practice book on English skills.

Margie operates Margie Holds Class, her online school for live and recorded classes; answers questions on the popular subscription site Margie’s Gurus; and sponsors Margie’s English Corner, a free Facebook group.

☐☐ Seminar Name: Windows: Hotkeys Beyond Your CAT

Presenter: Jean Kim☐

Date: Saturday, July 19, 2025

Time: 12 p.m. to 2 p.m. (2 hours)

Location: Online via GoToMeeting

Hours/CEUs: 2 LASC Hours; .20 NCRA CEUs

[Click here to register!](#)

Registration Fees:

LACCRA Member \$90

Non-Member \$110

Student \$25

Description/Objectives: Learn keyboard shortcuts for Windows 11 and commonly used applications in the reporting field in order to perform essential functions quickly and without having to look for your cursor on the screen. Like keyboard maps in CAT systems (CAT4kbd in CATalyst/Hyperkeys in Eclipse), there is an entire world of keyboard shortcuts to boost your productivity beyond transcript production.

By the end of this session, participants will be able to implement keyboard shortcuts across Windows 11 and common reporting applications to increase efficiency and reduce reliance on mouse navigation.

Note to Attendees: This is a software-agnostic class. This is simply a Windows shortcut keys, so just a laptop is needed.

Bio: Jean Kim is a seasoned freelance court reporter based in Los Angeles, California, covering all varieties of depositions, arbitrations, meetings, hearings, and trials. As a Certified Independent Training Agent with Stenograph, she demonstrates her commitment to technological advancement in the field by providing both in-person and remote training on CaseCATalyst software to court reporters at all experience levels. Jean Kim's training approach emphasizes practical application, focusing on real-world scenarios and time-saving features that immediately benefit working reporters. She can be found online at jeankimcourtreporter.com.

▣ **Seminar Name: Basic Macros to Edit on the Fly**

Presenter: Mark Kislingbury▣

Date: Saturday, August 9, 2025

▣ **Time: 9 to 10:30 a.m. (1.5 hours)**

Location: Online via GoToMeeting

Hours/CEUs: 1.5 LASC Hours; .15 NCRA CEUs

[Click here to register!](#)

Registration Fees:

LACCRA Member \$80

Non-Member \$100

Student \$25

Description/Objectives: Mark Kislingbury will share his favorite ways to edit on the fly while providing realtime, using macros. These kinds of macros can turn good realtime into great realtime, and great realtime into nearly perfect realtime!

Learn the most important macros to begin to work into one's writing so that the reporter's

realtime gets better and better.

Note to attendees: Depending on which software you are one, some of these are already in your software and you just need to find out how to do them; others you may need to make yourself or request your CAT software provider to make them.

Bio: The Mark Kislingbury Academy of Court Reporting:

Mark started his school in 2011 and today has over 300 students who are a combination of on-site and online. With several dozen graduates, a large number of them graduated in two years or less, and many in just over two years. Mark believes his brief-intensive, short theory, the Magnum Steno Theory, is the key to helping students gain speed quickly and achieve graduation speeds and beyond. His students are performing well in the court reporting field, many of them already providing realtime in their daily work.

8. Seminar Name: Hidden Gems of CaseCATalyst

Presenter: Jean Kim

Date: Saturday, August 9, 2025

Time: 12 p.m. to 3 p.m. (3 hours)

Location: Online via GoToMeeting

Hours/CEUs: 2 LASC Hours; .30 NCRA CEUs

[Click here to register!](#)

Registration Fees:

LACCRA Member \$125

Non-Member \$145

Student \$25

Description/Objectives: Don't miss this opportunity to maximize CATalyst's potential and boost your productivity with features you may not have known existed or haven't fully utilized! Join Jean Kim in this three-hour remote seminar as she uncovers powerful yet often overlooked features in CaseCATalyst designed to boost your reporting efficiency. Learn how to automate orphan control to maintain text integrity, discover and implement options for bylines, and efficiently recycle global definitions and fields from previous jobs. We'll also dive into table manipulation techniques, with special emphasis on achieving proper alignment for YesLaw efilings of appeal transcripts. Whether you're a seasoned CATalyst user or relatively new to the software, this session will enhance your workflow with practical tools you can implement immediately.

By the end of this session, participants will master essential CATalyst features including automated orphan control, byline configuration, global definition recycling, and table alignment for YesLaw efilings - all designed to streamline transcript production.

Note to Attendees: This is a seminar designed for CATalyst users, but no writers are needed.

Bio: Jean Kim is a seasoned freelance court reporter based in Los Angeles, California, covering all varieties of depositions, arbitrations, meetings, hearings, and trials. As a Certified

Independent Training Agent with Stenograph, she demonstrates her commitment to technological advancement in the field by providing both in-person and remote training on CaseCATalyst software to court reporters at all experience levels. Jean Kim's training approach emphasizes practical application, focusing on real-world scenarios and time-saving features that immediately benefit working reporters. She can be found online at jeankimcourtreporter.com.

Attendance verification: Attendees will be required to pre-register. Attendees will be required to enter their first and last names into the GoToMeeting platform. The GoToMeeting platform keeps records of the timing of sign-on and sign-off. Attendees are required to keep cameras on. The administrator will download attendance from the GoToMeeting platform.

Seminar Information

How to Self-Report Attendance to the LASC & Request Reimbursement

Please note that your invoice/proof of payment can be found in an email once you register or in your member profile. Please find agendas for all seminars posted in the seminar listings. Verification of attendance will be emailed to you.

NOTE: Reporters must self-report and request reimbursement within 30 days from the date of the seminar.

[C lick here](#) for the PDF: SumTotal Learner User Guide

[Click here](#) for the PDF: Submitting a Self-Reported Training Request in SumTotal Learn - QRG

[Click here](#) for the SumTotal Form

[Click here](#) for the Reimbursement Form on Sharepoint

[Click here](#) for the Quick Reference Guide for the Reimbursement Link

***The vendor number used for seminar registration fee reimbursement is the same number used for your CSR reimbursement - The E vendor number. Please note, that this is new and was not always the case. If you are unsure of your E vendor number, please ask your manager. Thank you!**

Seminar Presenter Disclaimer

All information presented by the speakers at the LACCRA Benefits Seminar or through any other medium provides general information only. In presenting the material, neither the Los Angeles County Court Reporters Association nor its directors or consultants has taken into consideration any individual's benefit objectives, financial situation, or particular needs. All attendees should seek independent professional advice as to the suitability of any information provided to fit their personal benefits profile and goals.

Seminar Minimum Attendance Disclaimer:

For live seminars, LACCRA must attain the minimum number of paid attendees of 12 to hold a seminar. If attendance drops below 12, registrants will be notified 48 hours in advance of the seminar cancellation and may elect to either receive a registration fee refund or a registration credit towards a future seminar.

For online seminars, LACCRA requires a minimum number of paid attendees to cover the cost of the seminar. If the minimum requirement is not met, registrants will be notified 48 hours in advance of the seminar cancellation and may elect to either receive a registration fee refund or a registration credit for a future seminar.

Los Angeles County Court Reporters Association Seminar Policy:

LACCRA must receive an attendee's (member or nonmember) registration payment no later than 7 days before the event. If not timely received, the reporter will be treated as a "walk-in" as described below.

Walk-ins (member or nonmember) will be allowed only if the attendee calls the LACCRA no later than the Thursday morning before the Saturday seminar to request permission to attend if there is still space available. The registration fee is due at the time the request to attend is made.

A paid registrant must call the LACCRA office no later than the Thursday morning before the Saturday seminar to cancel their attendance. If such a call is not timely received, the attendee will forfeit the registration fee of the seminar.

If an attendee does call the LACCRA office no later than Thursday morning (before noon) before the Saturday seminar, the amount paid to LACCRA will be refunded, minus a fee of \$25.00. No refunds after noon on Thursday.

Attendees will not be allowed entry 15 minutes after the commencement of the seminar.

LACCRA reserves the right to cancel a seminar if the minimum number of paid registrants is not met and/or due to unforeseen circumstances whereupon a cancellation is deemed necessary. Upon notice of cancellation, paid registrants will be given the option to either apply their registration fee to a future seminar or to be given a total refund.

Unless otherwise indicated, the subject matter of each technology seminar is the latest version of the software. The software must be preloaded and operational.

Special Accommodation:

Facilities are accessible to persons with disabilities. If you require special accommodation and

plan to attend this event, please contact info@laccra.org as soon as possible. Please allow as much advance notice as possible to ensure we have ample opportunity to meet your needs.