



Court Reporting

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COURT REPORTING

A Selected Bibliography

by

Kevin E. O'Brien

Marvin Marcus

Robert J. Wheaton

National Criminal Justice Reference Service

NCJRS

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INTRODUCTION

The need for a transcript of trial court proceedings underlies much of the delay in the existing criminal appeals process. All courts of record use some method of recording testimony, but there is a substantial interest in modifying or replacing current techniques with technological innovations. A variety of new methods, including computer aided transcription, sound recordings, and videotaping have been recently explored by the courts.

The studies selected for this bibliography reflect the recent experimentation with new techniques in court reporting. Selections on advances in the traditional means of preparing transcripts — manual typing by trained court reporters — have also been included. Many of the publications compare the advantages of different court reporting technologies. They address and evaluate issues such as the cost of preparing transcripts, speed in producing a transcript, training expenses and time required to produce proficient reporters, and techniques for verifying the accuracy of the official record. It is hoped that the findings contained in these various reports will offer guidance to court systems which wish to modify or replace their present methods of court reporting.

The publications listed here are a selective portion of significant literature rather than an exhaustive collection completely covering the field. The entries are arranged alphabetically by author; the subject index will help readers locate documents appropriate to their information needs. The documents listed are NOT available from the National Criminal Justice Reference Service, except those indicated by the words LOAN or MICROFICHE. To obtain these documents, see the instructions on the following page. Many of them may be found in local, college, or law school libraries. A list of the publishers' names and addresses appears in the Appendix.

HOW TO OBTAIN THESE DOCUMENTS

The documents listed are NOT available from the National Criminal Justice Reference Service, except those indicated by the words LOAN or MICROFICHE. Many of them may be found in public, college, or law school libraries. The publisher of a document is indicated in the bibliographic citation, and the names and addresses of the publishers are listed in the Appendix.

- Those documents marked LOAN followed by the NCJ number can be borrowed from the National Criminal Justice Reference Service by submitting a request through a library utilizing the Interlibrary Loan system. For example:

_____. Law Enforcement Assistance Administration. National Institute of Law Enforcement and Criminal Justice. Video Support in the Criminal Courts — Executive Summary. By Francis J. Taillefer and others, National Center for State Courts. Washington, U. S. Government Printing Office, 1975. 67 p.
LOAN (NCJ 14350)
Stock No. 027-000-00355-9

- Documents marked MICROFICHE: A microfiche copy of the document may be obtained free of charge from the National Criminal Justice Reference Service. This indicates that the document is NOT available for distribution in any other form. Microfiche is a sheet of film 4 x 6 inches that contains the reduced images of up to 98 pages. Since the image is reduced 24 times, it is necessary to use a microfiche reader, which may be available at a local library. Microfiche readers vary in mechanical sophistication. A sample microfiche entry follows:

EBERSOLE, J. L. Improving Court Reporting Services. Washington, Federal Judicial Center, 1972. 38 p. MICROFICHE (NCJ 15491)

- Entries bearing a National Technical Information Service (NTIS) number, such as PB 214 280, can be purchased from NTIS; 5285 Port Royal Road; Springfield, VA 22161. Be sure to include the number when ordering. For example:

_____. Law Enforcement Assistance Administration. National Institute of Law Enforcement and Criminal Justice. A Study of Court Reporting Systems. v. 1, Decision Factors. By Ernest H. Short and Miles Ruthberg, National Bureau of Standards. Washington, 1971. 158 p.
Publication No. NBS 10641 (NCJ 2094)
PB 214 280

- Those entries that include a stock number can be purchased from the Superintendent of Documents; Government Printing Office; Washington, D. C. 20402. Be sure to include the stock number on the request. For example, see sample entry for LOAN document (above).

1. BOYKO, EDGAR PAUL. The Case Against Electronic Courtroom Reporting. American Bar Association Journal, v. 57, October, 1971: 1008 - 1011.

(NCJ 34617)

The author disputes the claims of the former Administrative Director of Alaska's court system that electronic reporting is both superior and more economical than the traditional court reporter. Major deficiencies in the recording system itself, as well as in the necessary transcription process, are enumerated to support his stand against replacing live professional court reporters with tape recorders in other jurisdictions. For the article on the Alaskan experiment in electronic courtroom reporting, "Alaska's Ten Years of Electronic Reporting," see entry no. 22.

2. CALIFORNIA COUNCIL ON CRIMINAL JUSTICE. Report and Recommendations Concerning Alternatives to Court Reporters in Municipal Courts. By Judicial Council of California, Administrative Office of the Courts. Sacramento, 1974. 98 p.

MICROFICHE (NCJ 19800)

This municipal court reporting study was undertaken to determine if tape recorders can be used to supplement the present record-keeping procedures in the municipal court. This project evaluated electronic recordings of proceedings that were then used as a reference for judges and as an aid to clerks in preparing court records. Other project objectives were to ascertain the various uses that might be served by the electronic recording of all proceedings and to develop recommendations regarding storage, retrieval, and security. Twenty-five recorders were placed in 25 different courtrooms across the state with a diversity of acoustical conditions. Participating courts submitted monthly and oral interview reports and completed final evaluation questionnaires. Study findings indicated that tape recorders can be relied upon to make court records or to supplement existing court records. The absence of a full-time monitor for the tape recorder was the principal concern noted by 50 percent of the judges participating in the study. Two legal problems foreseen were whether the tape recorded record or the clerk's record should prevail in the event of a discrepancy and the time limit for retention of the recorded tapes. Ten recommendations are made regarding the use of tape recorders in courts, including type of proceedings, equipment specifications, and necessary enabling legislation. The extensive appendix contains, among other things, a survey of the use of recording devices in other states, an inventory of the present use of shorthand reporters in the California municipal courts, and a survey of the use of electronic recording equipment in other states.

3. _____ . A Study of Court Reporting: A Feasibility Study of Alternative Methods of Preparing Court Transcripts. Sacramento, California, 1973. 119 p.
(NCJ 25113)

Electronic court reporting techniques were compared in this study with court reporters on 37 cases to determine whether recordings are a feasible alternative method of court reporting in terms of accuracy, speed, and costs. The study concluded that electronic recordings are definitely a feasible alternative. It determined that the ratio of errors on all transcripts between the court reporters and project personnel was over three to one. On the three monitored "dailies" (daily transcripts), the time expended by the project was comparable to that expended by the court reporters. Furthermore, it was shown that electronic equipment can be installed with all its attendant expenses in the present court system at a yearly cost that is approximately 70 percent of the cost of the court reporter system for the year 1972 (in the Sacramento County Superior Court).

4. Computer Transcription Comes of Age. National Shorthand Reporter, v. 35, no. 2: 42 - 43. November, 1974. (NCJ 34567)

A brief description of computer aided transcription as a method of court reporting is contained in this article. It is suggested that the feasibility of computer assisted transcription has been proved both in theory and practice. The court reporter who is interested in using a computer transcription service must be a machine shorthand reporter. A computer cannot translate manual shorthand. The first step for the reporter is to purchase a modified stenotype machine to which has been added an electronics package connected to a magnetic tape recorder which records stenotype imprints in digital code. Suggestions are offered on tuning, training, editing first run transcripts, and service options.

5. COUNCIL OF STATE GOVERNMENTS. Use of Electronic Reporting Equipment. In its National Conference of Court Administrative Officers. New York, 1971. p. 1 - 2.
(In NCJ 10002)

As reported in these proceedings, delays caused by the problem of getting transcripts to the trial can be resolved by the use of electronic equipment. Chief Justice Boney of Alaska states that such equipment is necessary in his state because of the shortage of court reporters. They have found their use to be superior to reliance on court reporters. In some cases, transcriptions are not made; the reviewing court merely listens to the tape. Chief Justice Boney emphasizes the need for high grade equipment, capable of obtaining a clear record even though several people are talking simultaneously.

6. COVEL, JULIAN J. A Court Reporter's View of Electronic Recorders. Judicature, v. 51, no. 9: 340 - 343. April, 1968. (NCJ 34618)

This is a critique of the use of tape recorders in court to provide a record for appeal. It is suggested that tape recordings are a poor substitute for the court reporter. Tapes must be clearly understood by the typist who transcribes them at a later date. Slurred speech, extraneous noises, and indiscernible words often make this task difficult. The experiences of Alaska and Tennessee with recorders are related to highlight some of the problems with this type of reporting. Another danger present is the possibility that sensitive microphones will intrude on conversations between lawyer and client at counsel tables, thus violating the attorney-client privilege. Finally, it is contended that electronic recordings cost more than shorthand reporting, since highly skilled technical personnel are needed to monitor machinery, and many typist-transcribers must be hired to produce finished transcripts.

7. DUNHAM, MAJOR ROBERT A. A Quantitative Approach to the Management of the Transcription Process. The Air Force Law Review, v. 16, no. 1: 90 - 99. Spring, 1974. (NCJ 34619)

This article describes a model developed by the Air Force Judge Advocate Corps to evaluate court reporter performance and to predict workload in the transcription process. The development of a general work standard for reporters is discussed. The model's input and output variables are explained. Only simple arithmetic is required to utilize the model, so that its use should not consume much time. The model can be used to measure reporter performance. In addition, it shows the estimated number of transcript pages, the estimated number of workdays needed to complete a transcript, and the estimated completion date. This information then can be used to measure the impact and desirability of overtime on a given case. A columnar worksheet is provided to facilitate working with the model.

8. EBERSOLE, J. L. Improving Court Reporting Services. Washington, Federal Judicial Center, 1972. 38 p. MICROFICHE (NCJ 15491)

A number of "non-technological" changes to reduce the time of transcript preparation are suggested in this paper. Included are the use of two-step transcript production processes and standards for court reporter output. Several types of court reporting systems are reviewed. The triplex system, which involves three steps — writing notes, dictating from these notes, and typing from the dictated tape — is seen as a longer and less efficient process than the duplex system, which involves only writing notes and having them typed. Two innovative duplex systems, computer transcription and voice writing, are also reviewed. It is stated that the direct voice recording method used extensively in courts of limited jurisdiction is less accurate but more economical than other systems. The need for standards on qualifications of court reporters, and recording and production standards is discussed. Other topics examined in this report include management, the acceptability of transcripts, and aides, such as partial transcripts, proctoring, early ordering, and elimination of unnecessary transcripts. Future systems, career plans, and transcript fees also are discussed.

9. GREENWOOD, J. MICHAEL. Evaluation of Audio Recording in the Masters and Chancery Courts — Maryland's Seventh Judicial Circuit. Denver, National Center for State Courts, 1974. 18 p. (NCJ 19948)

This document reviews the performance and operation of the Edison audio recording system used by the courts and makes recommendations for the purchase of a new system. The evaluation included examination of existing audio recording procedures and equipment, courtroom facilities, data collection of caseload, and transcript demand. Evaluators concluded that the Edison audio recording system did not provide an adequate and reliable record of proceedings. It was recommended that the court purchase either one of two Akai audio systems — a combination of Akai 1730 D-SS and Akai GX 280 D-SS recorders — or Baird-Atomic MR600-4 audio systems with the necessary accessories. Other suggestions included encouraging judges to properly control court proceedings for recording purposes and establishing procedures and standards for the proper logging and indexing of the audio record of court proceedings by the court clerk.

10. _____ and JERRY R. TOLLAR. Evaluation Guidebook to Computer-Aided Transcription. Denver, National Center for State Courts, 1975. 54 p. Publication No. R0019 (NCJ 19716)

This publication offers guidelines for developing methodology with which to compare computer-aided transcription with traditional stenotype methods. Computer-aided transcription (CAT) is a method to enhance the utilization of stenotype court reporters by reducing reporter immersion in translating and typing transcripts. In the past few years, a number of computer-aided transcription services have become commercially available. As courts begin to display interest in computer-aided transcription, they need to develop methodology with which to compare it with traditional stenotype methods. The purpose of this guidebook is to assist in such evaluations. It outlines the basic steps involved in the CAT process and the types of vendor services that are commercially available. The appendixes contain cost elements and examples of a user-controlled CAT system, a vendor-controlled CAT system, a hybrid CAT system, traditional direct typing, traditional dictation, and the traditional notereader.

11. HALASZ, GILBERT FRANK. CAT at Work, Part I. National Shorthand Reporter, v. 36, no. 8: 26 - 27. May, 1975. (NCJ 34568)

Physical characteristics of the Stentran electronic transcriber and the mechanical aspects of using the machine for court reporting are discussed in this article. The Stentran system provides for an introductory training session during which there is an analysis of the reporter's personal writing style to establish an individual dictionary. The stenotype machine records through a series of cassettes. The information on the cassettes is stored in a mini-computer. A transcript can be obtained through computer translation and a high-speed computer printer. Several of the system's mechanical features — the crib sheet and mechanized notereader — are explained fully. The second part of this discussion is contained in entry no. 12.

12. _____ . CAT at Work, Part II. National Shorthand Reporter, v. 36, no. 10:
14 - 16. July, 1975. (NCJ 34569)

This second article on CAT describes writing techniques for the Stentran system, problems that court reporters encounter using the system; and discusses the Key Word in Context Service. The author's experience in familiarizing himself with Stentran is related. He notes that corrections by a scope editor can solve a number of problems associated with the system. He also explains the KWIC (Key Word in Context) service. When KWIC is used, the computer scans the transcript and selects all the essential words and prints them in alphabetical order with approximately ten words before and ten words after the key word, plus the page and line number on which the reference is found. An attorney reviewing a transcript for appeal can flip through the index and find every reference to Douglas Aircraft, horizontal stabilizer, or whatever he deems material. For Part I of this article, see entry no. 11.

13. HOUSTON, WINFREY D., FOUNT HOLLAND, and WESLEY W. BECK, JR. Instant Replay for Appellate Courts. American Bar Association Journal, v. 59, February, 1973. p. 153 - 156. (NCJ 9096)

The advantages of using closed circuit television and videotape recordings in conjunction with court reporters are reviewed in this paper. Television offers two major improvements: (1) appellate courts can be provided with a more complete record which includes the nonverbal communication missed in a written transcript, and (2) the time needed to furnish attorneys and appellate courts with the record can be reduced.

14. KARLEN, DELMAR. Court Reporting: Lessons from Alaska and Australia. Denver, National Center for State Courts, 1974. 119 p.
Publication No. R0010 (NCJ 14351)

Advantages of electronic court reporting are detailed in this report, using Alaska and Australia as examples. The author states that one of the major causes of appellate court delay is the delay inherent in producing the records of proceedings of the lower court. The author contends that electronic recording would speed this process by eliminating the duties of the court reporter and allowing a more rapid and direct transcription process. The essentials of an electronic court reporting system are briefly outlined, including the microphones, monitors, and typing of the recorded proceedings. Advantages, such as speed, judicial control of records, accuracy, reliability, and lowered expense, are reviewed. Actual procedures, equipment, and use of electronically produced records are then explained for various courts in Alaska and Australia.

15. KOSKY, IRVING. Videotape in Ohio— Take 2. Judicature, v. 59, no. 5: 230 - 238. December, 1975. (NCJ 31527)

This critique of the use of prerecorded videotape trials (PRVTT) and in-court videotape court records details the disadvantages of these applications in terms of expense, court time, and effect on the judicial process. The author first describes the Ohio experiment in which videotapes were used as the sole means of making the record in three of the four criminal courtrooms of the Court of Common Pleas of Franklin County. Several criticisms of this method by members of the Court of Appeals in Franklin County are then presented. In general, the judges stated that the videotape record was unwieldy and time-consuming, compared to a typewritten transcript. Problems in transcribing from videotape records are also noted. Several objections to the use of prerecorded videotape trials are noted. Among these are the high costs of videotape records, the amount of time consumed in filming, viewing, editing, and reprinting the videotape, the limiting effect such videotapes would have on the role of the judge, and the possible detrimental or biasing effects PRVTT would have on the jury. Several criticisms of videotape use in trials by noted scholars, judges, and experts are offered. The author concludes that in light of these facts and criticisms, serious thought should be given to videotape use before it is generally adopted.

16. MCFATE, SANDRA W. Computer Transcription Is on The Brink of Revolutionizing Court Reporting. National Shorthand Reporter, v. 36, no. 6: 16 - 19. March, 1975. (NCJ 34566)

This article records a conversation with a court reporter who uses computer assisted transcription to record judicial proceedings. A tape recorder device transfers stenotype notes into the mini-computer memory system. The data is then transmitted to the host computer, which translates the raw steno into English. The English translation is returned to the mini-computer, which stores it on its memory system. The transcript can then be printed out or be displayed on a television screen. Various parts of the transcription process, e. g., proofing the printout, are discussed in the dialogue. It is suggested that computer aided transcription can be a great help in eliminating the backlog which official reporters have experienced in court work.

17. MARTIN, CARL. Electronic Courtroom Recording. Judicature, v. 50, no. 8: 262 - 264. April, 1967. (NCJ 34614)

This article highlights several advantages of taping court proceedings for the official record. Problems caused by inaccurate transcription and a shortage of court reporters are discussed, and the cost advantages of using the specially designed electronic court recording system are reviewed.

18. NATIONAL SHORTHAND REPORTERS ASSOCIATION. Rebuttal to "A Study of Court Reporting." Arlington, Virginia, 1975. 8 p. (NCJ 34571)

This is a rebuttal which charges that an earlier study (see entry no. 3.) that found that tape recording offered a viable alternative for court reporting was conducted in such a way that the results were inaccurate, misleading, and biased. Items are quoted from the original study report and then refuted. It is asserted that the underlying documents of the project do not support the report's findings on comparative accuracy. The study is also criticized for basing the comparison of speed of transcript preparation on delivery time alone without stating the number of people involved in the process by both sides. Finally, it is said that the time and cost figures relating to preparation of transcript by both systems are based on unverified data, are not truly comparable, and omit important elements of cost and dependability in the use of tape recorders.

19. POLANSKY, LARRY P. Contemporary Automation in the Courts. Law and Computer Technology, v. 6, no. 6: 122 - 140. November/December, 1973. (NCJ 12935)

This is an overview of the uses made of computers in court and jury management, by bail agencies, in prosecutors' offices, by correctional agencies, and in court reporting. Computer aided transcription is discussed, as well as advances in multi-channel audio equipment. Two state court proceedings which used videotape and videophone services for the official court record are also examined. The article includes a 5-page bibliography.

20. RATTERAY, OSWALD M. T. Verbatim Reporting Comes of Age. Judicature, v. 56, no. 9: 368 - 373. April, 1973. (NCJ 11645)

This article contains an overview of the history of the development and expanded use of verbatim court reporting in the United States, paralleling its evolution with that of the legal profession. Verbatim court reporting is described from its earliest use after the Revolution through its official acceptance as a means of producing records of trial proceedings. The rise of professionalism among reporters is compared to the rise of professionalism among attorneys during the latter part of the nineteenth century. The maturation period of the reporting profession through recognition by the Federal government and the expanded use of reporters in administrative hearings is outlined. Inadequacies of alternative methods to manual court reporting are also briefly discussed.

21. REABURN, NORMAN S. Recorders in the Courts - A Defense. Judicature, v. 52, no. 7: 293 - 296. February, 1969. (NCJ 34615)

In addressing the argument of the electronic method of court reporting, the author of this article presents both the criticism and the favorable aspects of its use. A defense of electronic court reporting is exemplified by its lucrative use in the

Supreme Court of Australia. The court has used electronics in its sessions for over a decade and has encountered no major flaws or disadvantages in the system. In describing their recording facilities, the author points out the inherent problems of using recorders particular to the Supreme Court. A rapid succession of cases, the need to record witnesses, and a multiplicity of counsel are some of the problems that must be overcome to obtain a successful recording system. Operation of the recording equipment during trial proceedings is detailed, explaining how the problems are overcome. The author refutes such criticism as indistinct sound problems, postponement of transcript, and intrusive recording with a further explanation of the mechanics of electronic court reporting.

22. REYNOLDS, ROBERT H. Alaska's Ten Years of Electronic Reporting. American Bar Association Journal, v. 56. November, 1970: 1080 - 1083.

(NCJ 34616)

This article enumerates the benefits that have been realized with the use of electronic court reporting in Alaska. The reliability of this method of court reporting is assessed by a comparison of manual court reporting with electronic tape recording. Particular aspects that add to the accuracy of Alaska's system are discussed. One noteworthy activity mentioned is the maintenance of a log identifying the title and number of each case, the names of the judge and attorneys, different speakers, and the nature of the hearing. When related to the tapes, this fail-safe procedure insures the exactness of the transcription. This insurance against error, coupled with a more effective use of equipment and court personnel, has provided Alaska with a more efficient and economical method of court reporting.

23. RODEBAUGH, EVERETT G. The Court Reporter vs. the Recording Machine — A Review of the New York Experiment. The Practical Lawyer, v. 18, no. 8: 69 - 78. December, 1972.

(NCJ 34620)

The procedures and results of a 1970 comparison of the effectiveness of court reporters versus electronic recording machines are summarized in this study. Simultaneous recording of courtroom proceedings by official court reporters and by electronic recording machines were conducted, and the results were assessed by means of a painstaking comparison of the typewritten transcripts produced by both methods. The techniques of transcript production for both methods are outlined. It was found that court reporter's transcripts were more accurate and took less time to produce than those of the electronic recording method. Problems encountered with the recording machines included poor quality of recordings, excess extraneous noise on the recordings, and inability of the machine transcripts to note non-verbal actions of participants. The author offers several concluding comments on the New York experiment.

24. RUTHBERG, MILES N. and ERNEST H. SHORT. Administration of Court Reporting in the State Courts. Denver, National Center for State Courts, 1973. 35 p.
Publication No. NCSC W0001 (NCJ 10006)

Findings and discussion of a survey of state court administration practices related to court reporting are presented in this publication. A chart summarizing responses to selected questions from the survey is included. The chart contains such information as the salary structure for court reporting, the methods of employment and administration, and the courses of action available to ensure timely production of transcripts. Results of the survey are analyzed and various solutions to problem areas are proposed. A copy of the survey itself is appended.

25. SHORT, ERNEST H. and MILES N. RUTHBERG. Technology and Management in Court Reporting Systems. Denver, National Center for State Courts, 1973. 34 p.
Publication No. NCSC W0005 (NCJ 11011)

This document presents a summary of a study that tested the feasibility of using a computerized translation system to produce transcripts from stenotype notes taken in a courtroom environment. It also provides observations on court reporting administrative structures in the state courts. A brief description of court reporting systems currently in use and those available for use is given. The document contains a summary of the National Bureau of Standards' study of representative examples of criminal courtroom reporting techniques and the National Center for State Courts' discussion paper on the administration of court reporting in the state courts. It examines data on existing management practices, discusses perceived administrative problem areas, and suggests approaches to their solutions. The document concludes that the feasibility of computer-aided transcription has been demonstrated; however, until a number of deficiencies have been corrected, its potential cannot be realized.

26. _____ and others. Selection of a Court Recording Method for the District Courts of Oregon. Denver, National Center for State Courts, 1973. 32 p.
Publication No. NCSC R0003 (NCJ 12082)

This report documents an examination of the Oregon district courts and recommends an electronic reporting system which would be reliable, economical, and capable of preparing records for appeal in short periods of time. The report recommends the use of electronic recording, since the possibility of recruiting court reporters to staff all courtrooms is remote and would be costly. The study presents cost comparison data and notes the system's capability for immediate replay, truthful reproduction of nuances of speech, and tonal inflections. Electronic recording also allows review of foreign language testimony. The report evaluates the necessary equipment, courtroom acoustics, support personnel, and courtroom procedures. Cost data is included for machine shorthand, voice writing, audio open reel, high and low quality audio cassette, and video systems.

27. TAYLOR, ARNOLD. To Copy What Is Right and True or The Liability of the Official Court Reporter Who Does Not. Kentucky Law Journal, v. 62, no. 4: 964-997. 1973 - 74. (NCJ 34570)

This article examines the liability of Kentucky court reporters for failure to prepare transcripts of evidence in time for an appeal and responsibility for prejudicial errors in the actual transcript preparation. Considered first are: the functions of the court reporter, his actual position in the judicial structure, and his federal and state statutory responsibilities to litigants. Another topic of discussion is remedial action by the courts, which covers action against the reporter, actions to supply a complete record, and granting of a new trial. Also analyzed is the problem of whether injured parties can actually obtain relief of damages from the reporter. The significant considerations reviewed in this context are whether the reporter is in fact immune from liability, whether the act of the reporter was the proximate cause of the injury, whether damages can be calculated with legally sufficient precision, and whether external factors such as the contributory negligence of the attorney could affect the reporter's ultimate liability. Pertinent federal and state court decisions in these areas are discussed. The federal courts are shown to be firmly committed to the principle that an official court reporter in the discharge of his official responsibilities is protected by judicial immunity. The majority rule in state cases, however, has been that a court reporter is merely an employee, not an officer, of the state with no defense of sovereign immunity. The author recommends that Kentucky enact legislation providing criminal penalties for court reporter failure to perform his duties and requiring reporters to post a bond to protect innocent parties from this failure. Appended are a resolution of the Judicial Conference of the United States on standards of qualifications for official court reporters and an outline of the qualifications and compensation plan for official court reporters, United States district courts.

28. TOMPKINS, DOROTHY CAMPBELL. Court Organization and Administration — A Bibliography. Berkeley, California, University of California, Institute of Governmental Studies, 1973. 207 p. (NCJ 14550)

This bibliography covers organization and reorganization of American courts and aspects of their administration published between 1957 and 1973. This large topic is divided into broad categories, including courts of general and limited jurisdiction — federal courts, appellate courts classified by state, and finally administration of courts. Bibliographic references on judicial councils, court facilities, as well as electronic court reporting and data processing are included in this final category. A subject and author index provides easy reference to the citations.

29. U. S. DEPARTMENT OF COMMERCE. National Bureau of Standards. Potential Uses of Court Related Video Recording. By Nancy Kingsbury and others. Washington, 1972. 201 p. (NCJ 5290)
Publication No. NBS 10869 PB 214 209

This is a survey of the availability and suitability of equipment, video recording experiments underway in local courts, and attitudinal and legal barriers to video applications. Video tape recording is a new technology that is being considered for several possible roles to alleviate congestion in the courts. Several jurisdictions

have adopted video recording as a means of obtaining evidence in various types of cases, particularly traffic cases involving negligent driving. Courts in Michigan, Pennsylvania, and Illinois have permitted and even encouraged the use of video-recorded depositions during trial. Extensive experiments have been undertaken to evaluate the feasibility of providing a video record of trial proceedings as the official court record. Despite the spreading use of this new technology by the courts, there are substantive legal limits to widespread adoption in many jurisdictions. Even in the simplest applications, such as the presentation of evidence or depositions, statutes or court rules restricting electronic equipment in courtrooms may prohibit the use of video systems. For video recorded trial proceedings or presentation of trials to juries by video tapes, the very advantages of the new technique (i.e., removal of the requirement for hardcopy transcript) require major changes to long established mechanisms of trial proceedings and appellate review. The operating characteristics and limitations of representative video recording systems and their components are provided, as well as cost estimates for various system configurations. Detailed court rules and statutes on the issue of video technology in the courts, references, and other supplementary materials are given in the appendices.

30. U. S. DEPARTMENT OF JUSTICE. Law Enforcement Assistance Administration. National Institute of Law Enforcement and Criminal Justice. The Gimelli System of Multi-Track Voice Writing: An Evaluation of a New Court Reporting Technique. By J. Michael Greenwood, Ernest H. Short, and Nancy B. Elkind, National Center for State Courts. Washington, n. d. 115 p.

MICROFICHE (NCJ 25112)

Multi-track voice writing combines the use of electronic recording with a professionally trained voice writer. The voice writer dictates in court the official verbatim record of proceedings on tape, and the voices of participants are simultaneously recorded on the same tape. Twenty applicants completed a 3-month training program, and achieved excellent levels of proficiency on several state and federal court reporter examinations. In addition, these voice writers were evaluated by judges in seven states, and judicial reaction was strongly favorable. Comparison of voice writing to stenotyping indicated several potential advantages to voice writing, including: (1) lower transcript costs; (2) faster production of transcripts; (3) faster training and higher proficiency levels of new reporters; (4) better court control of transcript processes; and (5) independent verification of the record. Included is a syllabus of the training curriculum and recommended revisions for future training programs. This report concludes that multi-track voice writing is a practical alternative offering several unique features to improve court reporting services by eliminating transcript delays while attaining high transcript standards. A summary report is included in entry no. 31.

31. _____ . Law Enforcement Assistance Administration. National Institute of Law Enforcement and Criminal Justice. The Gimelli System of Multi-Track Voice Writing: An Evaluation of a New Court Reporting Technique. A Summary Report. By J. Michael Greenwood, Ernest H. Short, and Nancy B. Elkind, National Center for State Courts. Washington, U. S. Government Printing Office, 1975. 11 p.
(NCJ 17421)
Stock No. 027-000-00299-4

A simultaneous oral and tape recording method and its implementation as a test project is discussed in this summary report. Multi-track voice writing combines the use of electronic recording with a professionally trained voice writer. The voice writer dictates in court the official verbatim record of proceedings on tape, and the voices of participants are simultaneously recorded on the same tape. Included is a brief description of a training curriculum and recommended revisions for future training programs. This report concludes that multi-track voice writing is a practical alternative offering several unique features to improve court reporting services by eliminating transcript delays while attaining high transcript standards. The complete evaluation is contained in entry no. 30.

32. _____ . Law Enforcement Assistance Administration. National Institute of Law Enforcement and Criminal Justice. A Study of Court Reporting Systems. v. I, Decision Factors. By Ernest H. Short and Miles Ruthberg, National Bureau of Standards. Washington, 1971. 158 p.
(NCJ 2094)
Publication No. NBS 10641 PB 214 280

_____. Law Enforcement Assistance Administration. National Institute of Law Enforcement and Criminal Justice. A Study of Court Reporting Systems. v. II, Experimental Phase. By Nancy Kinsbury and Jenny Eldreth, National Bureau of Standards. Washington, 1971. 136 p.
(NCJ 2095)
Publication No. NBS 10642 PB 214 281

_____. Law Enforcement Assistance Administration. National Institute of Law Enforcement and Criminal Justice. A Study of Court Reporting Systems. v. III, Summary of State Laws. By John Rick and Suellen Halpin, National Bureau of Standards. Washington, 1971. 66 p.
(NCJ 2096)
Publication No. NBS 10 643 PB 214 282

_____. Law Enforcement Assistance Administration. National Institute of Law Enforcement and Criminal Justice. A Study of Court Reporting Systems. v. IV, Annotated List of References. By National Bureau of Standards. Washington, 1971. 28 p.
(NCJ 2097)
Publication No. NBS 10 644 PB 214 283

Volume I, the first of a four volume study report, presents a survey of the systems currently used to produce court records, new techniques available, and a procedure for computing comparative costs of various systems. All courts of record use some method of recording testimony and producing the official record, but there is a substantial interest in modifying or replacing their current techniques. This project was designed to test the feasibility of using an existing computerized translation

system for the production of transcripts in a courtroom environment, to develop statistics on the time and cost of transcript preparation for methods now in use or available, and to survey laws applicable to the recording of court proceedings. This volume of the study report summarizes project activities, surveys the available systems, and offers a decision technique to assist court administrators in selecting reporting procedures. All recording methods are described in terms of their operational characteristics, equipment and personnel needs, cost components, and the principal advantages. This volume includes the executive summary.

Volume II shows that the experience gained in the laboratory and in the courtroom has demonstrated that computer-aided transcription for court reporting purposes is feasible. The specific system tested is currently subject to a number of deficiencies and some inefficiency. Although this system may not be readily compatible with the writing styles of all reporters, computer translation offers the potential of a significantly large saving of time in high volume transcript production, provided that some compromise in appearance (but not accuracy) of the record is acceptable. First run computer copy must currently undergo extensive proofreading and a costly, time-consuming editing procedure to achieve traditional standards of typed copy neatness. Based on this study, two recommendations are made — (1) further research and development efforts should be supported to remedy deficiencies of current computer transcript techniques and to enhance the capability for preparing court transcripts and (2) consideration may be given to using a computer system as an interim measure to relieve excessive transcript backlogs.

Volume III provides background on the legal requirements and constraints for court reporting throughout the United States. A survey was made of the laws governing court reporting in the criminal courts of the 50 states and the District of Columbia. The survey was generally limited to laws affecting this reporting in felony trial courts. A description of rules governing format of reporters' transcripts of notes is included wherever specified.

Volume IV presents a bibliography of materials relating to all areas of court reporting. Separate sections list reports, articles, books, and correspondence. Each entry is followed by a brief description of the work. Materials dealing with all aspects of court reporting, from the reporter's own view of his duties to electronic transcription devices are included. Sources for the published results of experimental programs using sound recordings to supplement or replace court stenographers are provided.

33. _____ . Law Enforcement Assistance Administration. National Institute of Law Enforcement and Criminal Justice. Video Support in the Criminal Courts — Executive Summary. By Francis J. Taillefer and others, National Center for State Courts. Washington, U. S. Government Printing Office, 1975. 67 p.
LOAN (NCJ 14350)
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This is a volume-by-volume synopsis of a report that examines video technology for its potential to improve the quality of the adjudicative process for both trial and appellate courts and to help alleviate court delay problems. The two principal objectives of this project are: to extensively analyze the technical feasibility of video technology in the criminal process and to clarify legal and procedural issues

affecting the implementation of video technology. The project identifies video equipment commercially available and recommends performance requirements and standards necessary for implementing video systems in the adjudicative process. The report comprises four volumes: Volume 1, Project Summary, discusses more than 25 videotape applications in eight states, identifies relevant legal and procedural issues concerning court-related video applications, and offers recommendations for video use; Volume 2, Users Guide to Performance Standards and Equipment Costs, summarizes video equipment configurations for specific legal applications and recommends performance requirements and equipment features for potential users; Volume 3, List of Case and Reference Material, summarizes references including case citations relevant to video technology in courts; and Volume 4, Equipment Technical Analysis and User Experience, contains a detailed technical discussion on the operation of video recording for court applications.

APPENDIX
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7171 Bowling Drive
Sacramento, California 95823
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