



Court Reporting Services State of Illinois

Tammy E. Bumgarner
Coordinator

325 West Adams Street
Springfield, IL 62704
Phone (217) 557-0876
Fax (217) 557-0267

January 17, 2012

Dear Court Reporting Services Employee:

The *2012 Court Reporting Services Seminars* will be held in Lisle on Saturday, March 10, in Springfield on Friday, March 30, and in Fairview Heights on Friday, April 13, 2012. An announcement, program agenda and registration form are enclosed. Please note the deadline dates to register for each seminar on these forms. Also, note the deadline for hotel registration in order for the group rate to be honored.

When reviewing the announcement, please note that the Springfield seminar sessions will be housed in the lower level of the Prairie Capital Convention Center which is directly east of the hotel and accessible through an underground tunnel.

We will not be scheduling a Court Reporting Services Information session this year. If you have any questions you would like answered, please have them submitted to our office by February 24, 2012 and they will be included in a Q & A document in the seminar handout materials.

Due to budget restrictions, there will not be a Realtime Exam held during this year's seminars.

If you have questions, please contact your supervisor or Court Reporting Services at (217) 557-0270.

We hope to see you at the seminars this year.

Sincerely,

A handwritten signature in cursive script that reads "Judith Loro".

Judith Loro
Court Reporting Services Program Assistant

Enclosures

COURT REPORTING SERVICES - STATE OF ILLINOIS

2012 COURT REPORTING SERVICES SEMINAR

March 10, 2012

Lisle, IL

Seminar registration deadline:

February 24, 2012

***March 30, 2012**

Springfield, IL

Seminar registration deadline:

March 15, 2012

April 13, 2012

Fairview Heights, IL

Seminar registration deadline:

March 29, 2012

Registration Procedure

Court Reporting Services (CRS) employees should register for the seminar location which is closest to their residence. Due to the seminars being held on a work day in Springfield and Fairview Heights, registration forms to attend these locations **must** be signed by the registrant and his or her supervisor. Forms not signed by a supervisor will be returned to the participant.

Register by completing the attached form and *mail or fax it to:*

Court Reporting Services

Attn: CRS Seminar

325 W. Adams, Rm. 307

Springfield, IL 62704

Fax (217) 557-0267

Questions about registration may be directed to Judy Loro at (217) 557-0270.

Hotel Reservations

Lodging for the night prior to the seminar is reimbursable if you live more than 100 miles from the seminar site. Hotel reservations may be made by calling the hotel and identifying yourself as a seminar participant. A block of rooms will be held for seminar participants until the dates indicated below. Do not delay. ***You are responsible for your own reservations.***

Lisle

Wyndham Lisle-Chicago Hotel **Hotel Reservation Deadline:**

3000 Warrenville Road

Lisle, IL 60532

(630) 505-1000

February 17, 2012

Single Room: \$80.00

Springfield

President Abraham Lincoln Hotel **Hotel Reservation Deadline:**

701 East Adams

Springfield, IL 62701

(217) 544-8800

March 08, 2012

Single Room: \$70.00

*** SEMINAR SESSIONS ARE AT THE PRAIRIE CAPITAL CONV. CENTER THROUGH UNDERGROUND TUNNEL**

Fairview Heights

Four Points by Sheraton

319 Fountains Pkwy

Fairview Heights, IL 62208

(618) 622-9500

Hotel Reservation Deadline:

March 19, 2012

Single Room: \$70.00

Expense Reimbursement

Lodging reimbursement will not exceed the single occupancy room rate negotiated with the hotel. If you do not make your reservation prior to the deadline listed, you will be responsible for any room charges which exceed the negotiated rate. If you have any questions about the distance between your residence and the seminar location, please contact our office prior to the seminar to ensure reimbursement.

Lunch will be provided. Lodging and travel expenses related to attendance at the seminar are the initial ***responsibility of the participant*** and can be reimbursed through a travel voucher. It is the participant's responsibility to see that he or she is charged the correct rate by the hotel. Per diem will be reimbursed for overnight travel minus the meals provided (breakfast and lunch on the day of the seminar). Participants living in the county in which the seminar is held will not be reimbursed for expenses.

Continuing Education Credit

Application for CE points has been made to NCRA. We anticipate the seminar will be awarded .6 CEUs.

Application for CE hours has been made to the Department of Professional Regulation. The seminar will be awarded six hours of continuing education credit pursuant to the CSR license renewal requirements established by the Department. While CRS employees are granted a waiver from the Department of Professional Regulation's continuing education requirements, Court Reporting Services, as a provider of continuing education, is required by law to track the hours earned by all attendees.

To ensure that you receive proper credit for attending the seminar, please sign in upon arriving and sign out upon departing, noting the time on both occasions. All day attendance entitles you to a certificate of attendance which will be mailed to you following the seminar. **CRS employees attending the Lisle seminar on a Saturday must sign in at or before 9:00 a.m. and sign out at or after 4:00 p.m. in order to claim a paid leave day as authorized by the Chief Circuit Judges.**

**COURT REPORTING SERVICES – STATE OF ILLINOIS
2012 COURT REPORTING SERVICES SEMINAR**

PROGRAM AGENDA

	Lisle Wyndham March 10, 2012	Springfield Prairie Cap. Conv. Center March 30, 2012	Fairview Heights Four Points by Sheraton April 13, 2012
8:00 a.m.	Registration and continental breakfast opens		
9:00 - noon	Professional Boot Camp		
9:00-10:30 & 10:30 - noon	USPS Identity Theft ATF Post Blast Investigation		
Noon	All locations: Group Lunch		
1:00 - 4:00	Court Reporting Boot Camp		
1:00 - 2:30 & 2:30 - 4:00	Workings of Meth Labs Internet Crimes from Both Sides of the Computer		
4:00 p.m.	Seminar Concludes		

SESSION DESCRIPTIONS

Professional Boot Camp

This session will cover a half day of roundtable interaction with fellow reporters in problem identifying, solving and growing in your professionalism.

USPS Identity Theft

This session will cover current prevention tips, steps to take if you become a victim, and the ways that law enforcement can address these types of complaints.

ATF Post Blast Investigation

This session will cover the investigation of patterns, materials used and terminology for what takes place after the bomb explosion.

Internet Crimes from Both Sides of the Computer

This session will look at how the internet is used by both the criminal and law enforcement in tracking and preventing internet crimes.

Workings of Meth Labs

This session will display and discuss the inner workings of the methamphetamine lab and the current successes of the Illinois State Police in the war on this increasing problem.

2012 COURT REPORTING SERVICES SEMINAR REGISTRATION FORM

- March 10, 2012 - Lisle Seminar Location
- March 30, 2012 - Springfield Seminar
- April 13, 2012 - Fairview Heights Seminar

MORNING BOOT CAMP

If you choose Morning Boot camp you will be registered for the following in the **afternoon**:

Workings of Meth Labs
Internet Crimes from Both Sides of the Computer

AFTERNOON BOOT CAMP

If you choose Afternoon Boot camp you will be registered for the following in the **morning**:

USPS Identity Theft
ATF Post Blast Investigation

- * Lunch Selection:** **Chicken**
 Vegetarian pasta
 ***No selection will receive chicken**

NAME: _____
ADDRESS: _____
CITY/ZIP: _____ CIRCUIT: _____
PHONE: _____ CSR #: _____
 (AREA CODE) NUMBER EXT.

Please fax OR mail to:
Court Reporting Services
Attn: Seminar Registration
325 W. Adams Street
Springfield, IL 62704
Fax: 217/557-0267

Registrant Signature

Supervisor Signature*

*Required for Springfield and Fairview Heights AND actively working per diem court reporters registering for the Lisle location.

2012 COURT REPORTING SERVICES SEMINAR

Question for:

State Officials Information Q & A Documentation:
(Including questions regarding transcript vouchers)

We commonly need to ask follow up questions because we may not understand exactly what you are asking. This is optional, but we would appreciate your name and phone number OR an email address to contact you if we need to ask for clarification. Your information and question will be kept confidential.

Name: _____

Day time phone: _____

Email address: _____ (your name is not necessary)

Please mail, email or fax to:

**Court Reporting Services
325 W. Adams Street
Springfield, IL 62704**

Email: bumgat@mail.ioc.state.il.us

Fax 217/557-0267