

COURT REPORTING SERVICES - STATE OF ILLINOIS

2017 COURT REPORTING SERVICES SEMINAR

**Hyatt Regency
Lisle**

February 25, 2017

Seminar Registration deadline:

February 10, 2017

**Four Points by Sheraton
Fairview Heights**

March 10, 2017

Seminar Registration deadline:

February 24, 2017

**Northfield Inn
Springfield**

March 24, 2017

Seminar Registration deadline:

March 9, 2017

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

Hyatt Regency
1400 Corporelum Dr.
Lisle, IL 60532
(888) 421-1442
<https://aws.passkey.com/e/16431622>

**Hotel Reservation Deadline:
February 3, 2017**
Single Room: \$105.00

Fairview Heights

Four Points by Sheraton
319 Fountains Pkwy
Fairview Heights, IL 62208
(618) 622-9500

**Hotel Reservation Deadline:
February 7, 2017**
Single Room: \$70.00

Springfield

Northfield Inn & Suites
3280 Northfield Drive
Springfield, IL 62702
(217) 523-7900

**Hotel Reservation Deadline:
March 9, 2017**
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 Oak Brook 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.**

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2017 COURT REPORTING SERVICES SEMINAR**

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February 25, 2017
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February 10, 2017

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Fairview Heights
March 10, 2017
Registration deadline:
February 24, 2017

Northfield Inn
Springfield
March 24, 2017
Registration deadline:
March 3, 2017

PROGRAM AGENDA

	Lisle February 25, 2017	Fairview Heights March 10, 2017	Springfield March 24, 2017
7:30 - 9:00	Registration and continental breakfast opens		
9:00 - 10:30	Official Court Reporter Issues and Q&A		
10:30 - 10:45	Break		
10:45 - noon	Top 10 Reasons My Voucher Was Returned		
Noon - 1:00	Group Lunch		
1:00 - 2:15	Inside the Indigent Appeal		
2:15 - 2:30	Break		
2:30 - 4:00	Healthy Living for Court Reporters		

SESSION DESCRIPTIONS

Official Court Reporter Issues and Q&A - This session will touch on topics of interest to Official Court Reporters including the budget status, benefits, insurance and more. Participants are asked to send questions in advance. If time allows, we will have an open question and answer period.

Presenter: Tammy Bumgarner, Director, Court Reporting Services

Top 10 Reasons My Voucher Was Returned - This session will be a discussion on the different vouchers and the correct entries and techniques to make your transcript or travel voucher move through the process quickly. Discussion on the various codes and what constitutes adequate documentation to submit with your transcript voucher.

Presenter: Judy Loro, Coordinator, Court Reporting Services

Inside the Indigent Appeal - This session will discuss the role of the Office of the State Appellate Defender in the appeal process and the workings of the Appellate Court by representatives from their district office.

Presenter: District Office of the State Appellate Defender

Healthy Living for Court Reporters - This session will touch on stress points of the body, proper postures, nutrition and ways to alleviate stress.

Presenter: Dr. Nathan Thompson, Lisle, Dr. Timothy Peck, Fairview Heights, and Dr. Sean McCaffrey, Springfield.

2017 COURT REPORTING SERVICES SEMINAR COURT REPORTING SERVICES – STATE OF ILLINOIS REGISTRATION FORM

Please check which seminar you will attend (check one):

February 25, 2017
Hyatt Regency
Lisle

March 10, 2017
Four Points
Fairview Heights

March 24, 2017
Northfield Inn
Springfield

* Lunch Selection: **Chicken**

Vegetarian pasta

*No selection will receive chicken

NAME: _____

ADDRESS: _____

CITY/ZIP: _____ Circuit _____

PHONE: _____ CSR# _____
(AREA CODE) NUMBER EXT.

NCRA #. _____
(If applicable, for NCRA credit)

Registrant Signature

Supervisor Signature*

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

<p>Submit form by mail, fax OR email:</p> <p>Court Reporting Services Attn: Seminar Registration 325 W. Adams Street, Rm. 307 Springfield, IL 62704</p>	<p>Fax: 217/557-0267</p> <p>Email: judy.loro@illinoiscomptroller.gov</p> <p><i>Please do not mail originals if faxing or emailing.</i></p>
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2017 COURT REPORTING SERVICES SEMINAR

Question for:

State Officials Information Q & A:

(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: _____

Please mail, email or fax to:

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

Email: tammy.bumgarner@illinoiscomptroller.gov

Fax 217/557-0267