

2017 COURT REPORTING SERVICES SEMINAR

State of Illinois

SEMINAR REGISTRATION

NOTICE: Due to special circumstances this year, our seminar sessions will be primarily topics of interest for Official Court Reporters. Freelance reporters are still welcome to attend at a discounted rate. Register by completing the attached form, include \$100 check/money order **payable to the hotel you wish to attend** and mail to Court Reporting Services at the address on the form.

Registration forms must be **received** by the deadline listed below to be considered. THERE WILL BE NO ONSITE REGISTRATION. Questions about registration may be directed to Judy Loro at (217) 557-0270.

SEMINAR LOCATIONS

A block of rooms is reserved for the night prior to the seminar in each location. Hotel reservations may be made by calling the hotel and identifying yourself as a seminar participant. The block will be held for seminar participants until the dates indicated below. **Seminar registration deadlines may not be the same as the hotel registration deadlines.**

Hyatt Regency (Lisle)

1400 Corporelum Dr.
Lisle, IL 60532
(888) 421-1442
<https://aws.passkey.com/e/16431622>
Single Room: \$105.00

Seminar Registration Deadline: February 10, 2017

Hotel Reservation Deadline: February 3, 2017

Four Points by Sheraton (Fairview Heights)

319 Fountains Pkwy
Fairview Heights, IL 62208
Single Room:\$70.00
(618) 622-9500

Seminar Registration Deadline: February 24, 2017

Hotel Reservation Deadline: March 7, 2017

Northfield Inn and Suites (Springfield)

3280 Northfield Drive
Springfield, IL 62702
Single Room:\$70.00
(217) 523-7900

Seminar Registration Deadline: March 9, 2017

Hotel Reservation Deadline: March 9, 2017

AGENDA

OCR 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. (1.5 hours/a.m.)

Top 10 Reasons Your 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. (1.5 hours/a.m.)

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. (1.5 hours/p.m.)

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. (1.5 hours/p.m.)

CONTINUING EDUCATION CREDITS

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

Application for CE hours has been made to the Department of Financial and Professional Regulation (IDFPR). The seminar will be awarded six hours of continuing education credit pursuant to the CSR license renewal requirements established by the Department.

To ensure that you receive proper credit for attending the seminar, you must have your card punched at the completion of each session. You will be provided a certificate of attendance which will be mailed to you following the seminar.

2017 COURT REPORTING SERVICES – STATE OF ILLINOIS REGISTRATION FORM

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

-
- | | | |
|--|--|--|
| <input type="checkbox"/> February 25, 2017
Hyatt Regency
Lisle | <input type="checkbox"/> March 10, 2017
Four Points
Fairview Heights | <input type="checkbox"/> 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)

Registrant's Signature

Please include a check/money order in the amount of \$100 payable to the **HOTEL YOU WISH TO ATTEND** with your registration form. Must be received on or before the registration deadline listed above.

Mail to:
Court Reporting Services
Attn: Seminar Registration
325 W. Adams Street, Room 307
Springfield, IL 62704

Checks payable to:
Hotel you are attending

Visit us online for vacancies or more information about becoming an official court reporter at:
www.illinoisofficialcourtreporters.com