NORTH
CAROLINA
COURT
REPORTERS
ASSOCIATION

# E/SKREUPT

lune 2016

## NCCRA'S FALL CONFERENCE

- September 24-25, 2016
- DoubleTree by Hilton Hotel Asheville-Biltmore
- · Earn I.I CEU's
- Murder Mystery Dinner
- Fun-filled, educationpacked weekend!
- Member discount

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NCCRA 4 Membership Benefits

2015-16 NCCRA **4** Board

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## IT'S ALL ABOUT ASHEVILLE...

...this fall during the weekend of September 24-25, 2016, for another exciting North Carolina Court Reporters Association Conference.

The two-day conference is guaranteed to educate and entertain on topics specific to the court reporting/CART industry, offering a total of 1.1 CEU's.

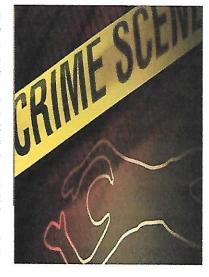
NCRA representative Rick Levy, RPR, FPR, will share current trends in NCRA, in addition to an "Extreme Makeover" presentation.

Kathy DiLorenzo, RDR, CRR, CBC, FAPR, Director of U.S. Court Reporting, Planet Depos, will discuss "How to Lose a Client in Fewer than 10 Days." And Lisa A. DiMonte, RMR, CMRS, Chief Executive Officer for Planet Depos, will present "Ethical Conundrums—You Make the Call!"

Saturday afternoon and evening will take on a Crime Scene Investigator (CSI) theme, to include such speakers as Lindsey Guice Smith, Executive Director, and Sharon Stello, Associate Director, of the North Carolina Innocence Commission; Forensic Scientist Manager/Special Agent with the North Carolina State Crime Laboratory, Jody West; and Buncombe County District Attorney Todd Williams, along with Assistant District Attorney Alex Bass. Cases will be discussed where DNA evidence helped to convict or acquit the accused.

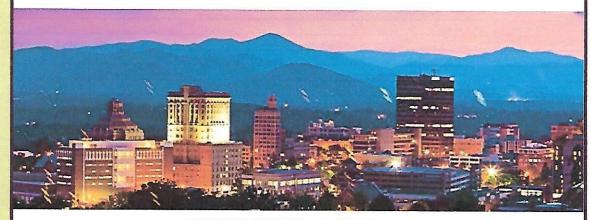
The CSI portion of the conference concludes Saturday evening with a fun and interactive Murder Mystery Dinner included in the cost of registration.

On Sunday morning, the final seminar will be presented



by David Sperling, RDR, CRR, CRC, discussing the differences between CART and captioning, in addition to equipment, software, and the skills required.

Mark your calendar today to attend NCCRA's Fall Conference September 24-25, 2016.



ASHEVILLE SKYLINE AT DUSK

# CLOUD BACKUP, CLOUD STORAGE, CLOUD SYNC ~ Do you understand the difference? ~ Judy Reins ~



In the distant past, we used various storage media to back up, store, and share our computer files, such as: magnetic tapes, floppy disks, CDs, flash drives, and external hard drives. Some of these devices are still used, but today we can also take advantage of cloud services. Let's take a closer look at what types of cloud services are available and specifically what they are designed for.

## **Cloud Backup**

Some popular vendors of

cloud backup services are: Backblaze, Carbonite, Code 42, CrashPlan, and Mozy. There are many others. Cloud backup services make a backup of all the files on a computer. You can also back up an external hard drive. Backup services are meant to restore data after a hard drive crash or a disaster. They will not sync your files across multiple computers or mobile devices, so you cannot share files. Cloud backup is designed solely for backing up files. There is an annual cost to these services

for each device you want to back up.

When would you want to use cloud backup? If you want to save your files for several years, which is required in the court reporting industry, then cloud backup is the right choice. I back up every file on my laptop, including transcript files, .wav files, informational files in Word (like this article), photos, etc. There is unlimited storage. Cloud backup is automatic and continuously updates as long as you are

"I have had two
hard drive
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past two
years..."

connected to the Internet. If you do not want to leave the backup on continuously, you can set it for certain time intervals, such as from midnight to 8:00 a.m. only.

I personally use Carbonite for cloud backup. I back up my laptop and also an external hard drive. Carbonite also allows me to create a mirror image on a separate external hard drive. Files are not automatically backed up on a

mirror image. You must do it yourself manually. I do it A mirror image is weekly. especially helpful if your hard drive crashes because it will have the operating system backed up as well as all your files. The main backup does not copy the operating system. I have had two hard drive crashes in the past two years, and I have been more than thankful that I had all my files backed up in the cloud,

including a mirror image backup with my operating system.

There is one other important note on cloud backup. I know that Carbonite only backs up what is on your computer or other device. If you delete a file, Carbonite will only maintain a copy of it for 30 days. I store my transcript files for seven years, but I keep them on an external hard drive. I pay an annual fee to back



up both my laptop and also the external hard drive (the mirror image is included with the cost of the laptop backup). Any device that is being backed up must be connected to the Internet for continual backup. If I leave home to report an assignment, my laptop is reconnected to the Internet once I return. I also reconnect my external hard drive.

In doing research for this article, it appears to me

that CrashPlan, which is a competitor to Carbonite, will maintain files even after you delete them if you are using their backup file selection. I don't know what every plan offers, but that is a worthy feature that you may want to investigate if you want to use a cloud backup program.

### **Cloud Storage**

Some popular vendors of cloud storage services are:

Apple iCloud, Dropbox, Google Drive, and Microsoft OneDrive. As with cloud backup services, there are many others. Cloud storage programs are commonly used for one person to store files or for two people to store and share synchronized files. Cloud storage services store specific files that you must upload manually. They will not automatically back up files like a cloud backup program does.

(Cont'd page 5)

## My Legislative Boot Camp Experience ~ Deb Covelli

On behalf of NCCRA, I had the opportunity to attend Legislative Boot Camp for three days in March. Wow, what an experience!

The first day was an introduction to politics, grassroots lobbying, effectively communicating with the press, and what to expect on Capitol Hill. At the end of the day, we were broken up into teams, given a mock scenario and told we needed to prepare for seven meetings the next day with various legislators and

reporters, plus a hearing in front of a panel of legislators, in an effort to prepare us for what we might encounter on Capitol Hill.

Our team brainstormed until about 10 p.m. on how we would handle the mock hearings and what role each person would play. And we had also been told if we saw any of the fake senators, etc., walking around the hotel that night, they were already in character and could ask us questions and grill us, which

happened to me. I encountered Rick Levy, who I later found out is going to be a speaker at our Asheville conference in September. I was nervous answering his questions, most likely stuttered a bit, and then immediately went back to my room and pored over my notes for another hour or so in the hopes that I might somehow sound a little more articulate the next day.

Well, the next day was the toughest day of Boot Camp.



I am not very good at mock events and talking off the top of my head, but I managed somehow...barely. (Did I mention I'm terrified of public speaking?) There were so many NCRA people there, and they played all the parts of the mock senators, etc.: Steve Zinone, NCRA's President: Tiva Wood, President Elect: as well as Chris Willette, Sarah Nageotte, Doreen Sutton, Debbie Dibble, and Rick Levy. They were all great, and I came

to like every one of them, but that day they were tough and didn't let you off the hook from talking during the meetings and hearings. I had kind of hoped if I stayed in the back maybe they wouldn't notice me. No such luck. They picked on every one of us. I had a wonderful team, though, and they would jump in whenever they could and try to save the one that was drowning...usually me.

After the torture - I mean,

the hearings — was over, they prepped us for going to the Hill the next day and gave us a schedule of who we were to meet from our state. That's when I realized I would be going to those meetings alone, as I was the only one from our state attending. Several states had two or three people attending. So there was a little bit of nervousness on my part that night as well.

Surprise! Tuesday ended

"...if I stayed in the back maybe they wouldn't notice me: No such luck:"

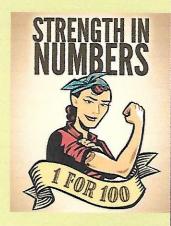
up being my favorite day of Boot Camp. I had three meetings that had been set up for me by our lobbyists with NCRA. I went to Mark Meadows' office, Thom Tillis' office, and Richard Burr's office. Our pitch was to talk with them about the reauthorization of the Training for Realtime Writers Grant. Everyone was great to talk to and I received a positive reception from each one. I enjoyed the real thing much more than the mocks the

day before. There was also a little time in between meetings for a tour of the Capitol.

At the end of the day, we had what they called a debriefing, sort of a little closing party, at the Capitol Hill Club. Winners of the mock meetings and hearings were announced. Two teams won, and ours was one of the two. We all received T-shirts that said "Legislative Boot Camp — Proof of Survival." Wow!

So all in all, it was an intense, stressful, enlightening, energizing, and motivating couple of days. The best part was all the new people I got to meet. I am grateful to NCCRA for giving me this opportunity.











#### NCCRA MEMBERSHIP BENEFITS

We provide continuing education—at a reduced cost for members.

- \* Professional tips and tricks to enhance your skills
- \* Networking opportunities with your peers
- \* Renewed inspiration and enthusiasm for our great profession
- \* Silent auction and free give-aways

Current national court reporting information brought to you locally.

Every member counts—strength in numbers.

Facebook presence to answer your questions and provide information.

Biannual newsletter—E/SKREUPT

Membership list posted on website for referrals.

We provide a voice at NCRA conferences and meetings.

We serve as an affiliated state unit to NCCRA.

## 2015-16 NCCRA BOARD

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#### (Cont'd from page 2)

An advantage of cloud storage is that the files will not get lost or damaged, like they would if you lost a thumb drive or if the thumb drive was corrupted.

Most cloud storage services offer a limited amount of free storage, which could range from as little as 2 gigabytes to as much as 50 gigabytes. You can add more storage for a fee, but in comparison, those fees are more costly than annual cloud backup fees. Cloud storage services are simply **not** designed to store every file on

your computer.

If you experience a hard drive crash, you can still access these files from another computer via the cloud. If you have an account with a cloud storage vendor, just log in with your user name and password from another device and you can access your files. Most services also offer options to sync files, but some require that you put all files to be synchronized into a specific folder set up for that purpose.

When would you want to

use cloud storage? In the court reporting industry, a common use of cloud storage would be uploading a transcript file to share with a scopist. The scopist downloads it on their end. Videographers will often use cloud storage programs to upload audio files for court reporters, which we can then download from that same program.

Another example of using cloud storage might be if a paralegal and attorney are working on the same



document. They may want to share and synchronize the file on both their computers. That way either one of them can access the file on their respective computer through the cloud storage program, and any changes or edits that were made will be retained.

One caution is that if a file is deleted or infected by a virus and it is being synchronized on two or more computers or other devices, it could be lost or infected on all the devices.

I personally use Dropbox as a cloud storage program to upload my Eclipse files to a scopist into a shared folder. I upload spelling lists for the scopist in Word, which are stored in the shared folder. I also have another shared folder with an Eclipse trainer that I work with, and she will upload training files, which I can then download on my end.

If you do not want to pay for additional storage, it is important to keep an eye on your storage limit and delete files when they are no longer needed. As previously mentioned, cloud storage programs are not designed for long-term storage of files. Cloud backup programs are the better choice for that.

# Cloud Synchronization a/k/a Cloud Sync

Cloud syncing is a feature



that is offered with most cloud storage services, but there are a few cloud services that mainly focus on synchronization of files as opposed to just storage and/or sharing. Some popular vendors of cloud syncing are: SpiderOak, SugarSync, Syncplicity, and UbuntuOne. Their objective is to create a seamless flow of updating and syncing personal or business files between desktop computers, laptops, or mobile devices.

When would you want to use cloud synchronization? 1 do not have personal experience with a cloud program that is primarily focused on synchronizing files, but my best understanding would be if you were working business project with multiple co-workers, or perhaps a church project with several contributors. In those situations, you would want shared project files to be continuously synchronized

so everyone on the team had updated files. It appears that these cloud sync programs are more geared for multiple-user projects as opposed to a shared file with two people, which is more akin to what cloud storage programs are designed for.

#### Safety

Are these cloud services safe? This is something you should consider when researching and choosing

any type of cloud service. Here are some questions to ponder: Are the files encrypted? Can the services be hacked? Do employees of these services have access to your files? You might find some answers on the websites of any of the above-mentioned vendors or other competitors, or you may want to call their customer service departments to inquire.

Time Frame for Long-Term Storage of Stenographic Files Although slightly off topic, here is an important related question: How long are reporters required to retain their steno note files? I was taught by my early mentors to retain steno notes for five to seven years for civil cases and forever on criminal cases. Keep in mind that each state may have different requirements, and they may even differ between state and federal court.

This is what NCRA says in the Code of Professional Ethics

(COPE) General Guidelines under Section I - Court Reporter, paragraph 4:

"Preserve the shorthand notes in accordance with statute or court order, or otherwise for a period of no less than five (5) years through storage of the original paper notes or an electronic copy of either the shorthand notes or the English transcript of the notes on computer disks, cassettes, backup tape systems, or optical or laser disk systems"



"How long are reporters required to retain their steno note files?"

Perhaps our NC official reporters could enlighten us with an answer for our state, but I found other interesting information on the Sacramento County, Superior Court of California website, which I think is helpful:

"Per Government Code Section 69955(e), and the policy of this Court, with the exception of death penalty cases, the reporter's shorthand notes for criminal proceedings are only required to be retained for a period of ten (10) years. All other proceedings, including civil, reporter's notes are required to be retained for five (5) years. A transcript may not be available for all proceedings."

https://www.saccourt.ca.gov/ court-reporters/courtreporters.aspx

I hope this article has been useful in clarifying the

difference between cloud backup, cloud storage, and cloud synchronization. These services will continue to evolve as technology changes, and it will be important for us to stay updated in order to make the best choices for both our business and personal needs.

Judy Reins, BA, RMR, CRR Winston-Salem, NC

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## Cloud, Computer, and Social Media Briefs ~ Judy Reins

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