

# How to Save Time as a Court Reporter: A Case Study

## Meet Judy Donovan

Judy Donovan is a long-time court reporter in the state of Indiana. She's worked in both Hamilton County and Hendricks County dealing with criminal and civil cases and most recently within the juvenile division. She's a busy woman with lots to do between her work in the court room, her transcription business, and her life at home with family and friends.

## A Day in the Life

Judy splits her court reporter transcript requests with a colleague. Depending on the day, she'll be in the office either in the morning or in the afternoon while her colleague will tackle the other half. If Judy spends her morning in the courtroom, she'll use the afternoon to type entries, process any paperwork and process orders as requested by the judge. It's not until she gets home in the evenings that Judy is able to spend time on her transcription orders/requests. Her days – and most evenings – revolve around judicial work, which makes it difficult to find time for the people and passions in her life.

## Life After TheRecordXchange

As a court reporter, there are many tedious and time-consuming activities. Whether it's setting up a transcript table of contents, introducing and tracking exhibits, typing the actual transcript or even the transcript review and proofreading, Judy is busy and her time is precious. With TheRecordXchange, Judy has been able to simplify and speed up this process. How, you ask? TheRecordXchange helps Judy to manage the transcription process workflow and streamline customer service communications with attorneys and paralegals who request her transcription services. In addition, TRX provides Appeal and

Non-Appeal templates that match the Supreme Court formatting guidelines and are integrated so each new page or section will be depicted on the table of contents. Within each template, there are a set of macros, shortcuts if you will, so Judy has been

**“ I want to get the other court reporters in Hendricks County to use the templates – super time-saver! ”**

able to streamline the words or phrases used most often. According to Judy, she has shortened her time to complete a simple transcript request by 30%. A short transcript request that used to take two full weekends, now only takes one weekend.

## About TRX

TheRecordXchange is dedicated to helping court reporters and transcript providers produce more transcripts, produce them quickly and be more productive. *Want to learn more about TRX's services?*