Superior Court of California
County of Santa Clara

CONTACT

JESSICA KELLOGG
Communications Program Manager
jkellogg@scscourt.org
(408) 334-9236

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Santa Clara County Superior Court Welcomes Very First Licensed Voice CSR Voice Writer

SAN JOSÉ, California (May 15, 2023): The Superior Court of California, County of Santa Clara champions the inclusion of the first Licensed Voice CSR (Certified Shorthand Reporter) Voice Writer to be integrated into court operations. A Licensed Voice CSR Voice Writer has completed a specialized training and certification program that prepares them to create voice-based transcripts of court proceedings. The addition of this new classification makes the County of Santa Clara the first in the State to use this innovative approach in courtroom proceedings.

"The inclusion of these highly trained professionals ensures that a comprehensive and precise record is maintained, facilitating efficient case management and promoting access to justice," said Presiding Judge, Beth McGowen. "This new role also encourages individuals who are suited for this type of work to pursue a role within the Court. Along with the other key administrative roles within the courtroom, voice writers will be essential in fostering transparency and trust in the judicial system."

The responsibilities of a licensed voice CSR voice writer for the court may include:

1. Voice Writing: Using specialized voice writing technology and techniques to create accurate and transcripts of court proceedings.
2. Terminology and Procedures: Understanding and using legal terminology and court procedures to create transcripts that are accurate and complete.
3. Time Management: Managing time effectively to ensure that transcripts are delivered within the required timeframe.
4. Editing and Proofreading: Reviewing transcripts for accuracy, clarity, and completeness, and making revisions as necessary.
5. Confidentiality and Ethics: Adhering to ethical standards and maintaining confidentiality of court proceedings and related information.
6. Professional Development: Staying up-to-date with changes in court procedures, legal terminology, and voice writing technology through ongoing education and training.

Programs are offered by accredited schools or organizations that specialize in court reporting and transcription services, such as West Valley College. The curriculum typically includes coursework in legal terminology, court procedures, voice writing technology, and grammar and punctuation. Graduates of the program are proficient in voice writing and transcription and have mastered the use of specialized software and equipment.

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For further information about working with the court, including employment opportunities, application processes, and specific requirements, please visit our official website (scscourt.org/jobs) or contact our Human Resources department (hresources@scscourt.org). They will be able to provide comprehensive details and address any inquiries you may have. We are dedicated to fostering a talented and diverse workforce committed to upholding justice and serving our community.