Court Reporting Intern Book



Find a mentor

Your school may already have a list of reporters who have agreed to be mentors. If there isn't a list, check with the State Association. If they don't have a list, go down the yellow pages and start calling reporting firms to ask if a reporter will take you on as an intern.

What pote	ntial mentors did I speak to	and what did they say?

CourtReportingInternBook.com



Repsect the space

Turn off your cell phone or blackberry or pager. No excuses! If you have someone in a hospital situation, you shouldn't be there anyway. Do not slather on perfume or after shave. It is a closed environment during the session and the last thing you want to be remembered for is your scents instead of your sense! Don't chew gum or reek of cigarette smoke either.

CourtReportingInternBook.com



Be ready to explain why you are there

If you arrive before your mentor for the job, check in with the receptionist or the bailiff (freelance vs. official) and explain why you are there (you are an intern and reporter X has agreed to let you sit in). Sometimes the receptionist will be confused if he/she thinks two reporters have been booked for the same job.

w well do I present myself? How would introduce myself?					
	5-11-10 m-12-1				
			-51000		



Ask about remuneration

At some point it is appropriate to ask about the common invoicing practices in your area. Do you send out the invoice or does the firm bill for you? How long will it be before you get paid for a job? Who pays you; does the firm pay you on work billed out or on monies collected? What can you realistically expect to earn in your first six months as a reporter?

		222	
2002 601			avin o
- 040 40-0	 - 10.01		