



E. Beryl MacMillan
OFFICIAL EXAMINER

30 Years
OF COURT REPORTING

30 years of service

CONTINUED FROM / C4

E. Beryl MacMillan performs its services for all lawyers, whether they are representing the defendant or plaintiff. The lawyer's office is responsible for booking and arranging both the court reporter's time and the date. E. Beryl MacMillan's six conference rooms provide a neutral venue for witnesses to provide their evidence, says Masse.

"Our office tries to put witnesses at ease. We're the first people they see when they come in. We offer them refreshments, reading materials, our television lounge, and basically provide information to explain how the process

works."

A court reporter needs to be organized, accurate, excellent at grammar and spelling, and have the endurance to spend long stretches at a time taking and transcribing notes.

The emotional demands of the job can be overwhelming. Five months after her second son was born, Masse took the deposition of a woman whose infant son had been killed in a motor vehicle accident. While she could not betray her own emotions in front of the distraught mother, Masse recalls tears streaming down her face while transcribing her notes later that night at home.

"We are a silent observer. We can't make our opinions known or talk about what we hear."

The office typically handles six cases a day on average but the number can be much higher. "We continue to enjoy a very busy schedule. We're booked into next

September," says Masse.

E. Beryl MacMillan is known as being extremely accommodating, trustworthy, on time and accurate, says Masse, who also credits the firm's success to a dedicated staff and the loyalty of clients who utilize its services: "They have been excellent to deal with and we have a good rapport with them. We want to thank all members of the Bar who have supported us over the past 30 years."

Although three decades have passed since E. Beryl MacMillan founded the firm, what she considered the main purpose of the court reporters has not changed: "to provide an accurate, verbatim, record of the spoken word. 'Verbatim' means 'exactly as spoken' - not the gist of what was said, or a summary of what was said under oath, but what was actually said.

"After all, at the end of the day," MacMillan asserts, "the record is all that remains."



Richard Wheeler, Bonney Anderson and Toronto lawyer Ian D. Kirby participate in an Examination for Discovery.



Nicky Vincent, court reporter using her steno machine.

What Happens During an Examination for Discovery:

As you are called to witness and your lawyer brings you into the room, he/she will introduce you to the opposing counsel and the court reporter.

You will be asked to stand, state your full name and spell it for the record, and swear an oath to answer truthfully to the questions put to you touching your knowledge of the matters in issue.

After you are sworn in, opposing counsel will ask you a series of questions.

If your lawyer thinks there is anything wrong with the way the question is asked, or what is being asked of you, it is his job to speak up and object.

As with other aspects of life, the pace of legal proceedings has picked up over the years. People simply talk faster than they used to. In an average day a court reporter will write anywhere from 30,000 to 50,000 words. It is best for everyone involved that this not occur in the first two hours!!

Throughout the discovery process there may be important (key) documents referred to and counsel may choose to mark these documents as exhibits.

These documents are noted on the record as an exhibit to the proceedings, assigned a number, and entered into evidence by the court reporter. Her job is to keep track of any exhibits and prepares an index of exhibits at the front of the typed transcript of the proceedings.

At the conclusion of the discovery process if your lawyer feels that your case will proceed to court, or he will require a copy, he will order a copy of the transcript of the proceedings. The court reporter produces a typed, plastic covered, coil-bound certified transcript that contains a verbatim account of the examination proceedings. A copy will also be provided to the presiding judge so he can better understand the facts in this case. The finished product is a result of the success obtained by all during the examination. By better understanding and making yourself aware of our needs we may better serve your needs to produce an effective useable record.

Remember, when the last words have been spoken, all that remains is the record....

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James A. Renaud & Matthew R. Todd wish to congratulate **E Beryl MacMillan and Staff** on 30 years of service to the legal community. As you reach this impressive milestone, we start our own path with the formation of our firm effective November 1, 2006:

RENAUD TODD LLP

10 Eugene Street East, Windsor, Ontario, N8X 2X8
(519)-971-9011 Telephone (519)-971-9778 Fax
jrenaud@renaudtodd.com mtodd@renaudtodd.com

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