

CONNECTICUT BAR FOUNDATION

Oral History Projects

Agreement with National Court Reporters Foundation (NCRF) / National Court Reporters
Association (NCRA)

4/5/2021

COOPERATIVE AGREEMENT

Between
CONNECTICUT BAR FOUNDATION
AND
NATIONAL COURT REPORTERS FOUNDATION, NATIONAL COURT REPORTERS
ASSOCIATION
12030 SUNRISE VALLEY DRIVE, SUITE 400
RESTON, VA - 20191

Project Title: James W. Cooper Fellow's projects, preserving the stories of Women in the Legal Profession, Attorneys of Color and Legal Aid in the State of Connecticut.

Period of Performance: Three year from execution

This Cooperative Agreement without transfer of funds is entered into by the Connecticut Bar Foundation (CBF) and National Court Reporters Foundation (NCRF) / National Court Reporters Association (NCRA).

ARTICLE I – BACKGROUND AND OBJECTIVES

The objective of this Agreement is to extend collaboration with NCRF/NCRA in an effort to protect and preserve the rich and extensive history of women in the legal profession, attorneys of color and legal aid in the state of Connecticut. This mutually beneficial cooperation will be accomplished through NCRF coordinating the recording and transcribing of oral histories collected and recorded by the Connecticut Bar Foundation's James W. Cooper Fellow's programs. Transcribed interviews are of value to the Connecticut Bar Foundation as they aid in secondary research analysis and offer an additional avenue for accessibility to the general public. A proposed collaborative agree is attached which includes volunteer letters from NCRF/NCRA, volunteer letters from CBF, a guide to transcribing and editing oral history interviews, a volunteer service agreement, and a CBF Checklist.

ARTICLE II – STATEMENT OF WORK

- A. NCRF/NCRA agrees to:
1. Endorse the Connecticut Bar Foundation's James W. Cooper Fellows Oral History projects.
 2. Include information about the project in publications and broadcasts
 3. Enlist NCRA members and other volunteers to conduct prepare transcriptions
 4. Appoint a project leader to CBF within the NCRF/NCRA organization
 5. Provide all ownership and attribution of transcriptions to CBF
 6. Keep records for three years following completion of the project

- B. CBF agrees to:
1. Work with NCRF / NCRA to develop a process for regular transfers of CBF collections to be transcribed, in the form of links to CBF collections online or audio files through a secure file sharing platform.
 2. CBF will provide NCRF / NCRA with a form to track all transcriptions sent to us. This form will serve as an inventory for all transcriptions sent to CBF from NCRF / NCRA.
 3. Transcriptions submitted by NCRF / NCRA will be evaluated to ensure that the transcripts are complete:
 - a. Transcripts that are found to be incomplete will be retained by CBF, but not put online. NCRF / NCRA will be notified that the transcripts are incomplete
 - b. If the second part of a transcript is submitted at a later date, the transcript will then be put online.
 - c. Blank discs, unreadable files, and other problems will be reported to NCRF / NCRA with no transfer of materials

ARTICLE III – TERM OF AGREEMENT

The Agreement will become effective upon the date of the last signature in Article XIII and will expire three years from that date. The period from the Effective Date to the Expiration Date is the period of performance for the Agreement.

ARTICLE IV – KEY OFFICIALS

- A. Key officials are essential to ensure maximum coordination and communications between the parties and the work being performed. They are:

1. For the CBF:

Day to day technical liaison:
Veatrice Carabine
Program Director
veatrice@cbf-1.org
(860) 937-5491 Ext 203
31 Pratt Street
Hartford, CT 06103

The Liaison Specialist is not empowered to change the terms or scope of this Agreement. For the purposes of interpretation, dispute resolution, or modification of this Cooperative Agreement, the CBF shall be represented by the Executive Director, cbf@cbf-1.org.

2. For the NCRA/NCRF:

Jill Parker Landsman
NCRF Manager
Development Relations Manager

703-584-9052
12030 Sunrise Valley Dr., Suite 400
Reston, VA 20191

ARTICLE V – ATTACHMENTS

The following completed documents are attached to and made a part of this Agreement:

- Attachment A. Volunteer letter from NCRF / NCRA
- Attachment B. Volunteer letter from CBF
- Attachment C. A Guide to Transcribing and Editing Oral History interviews
- Attachment D. Gratuitous Service Agreement
- Attachment E. CBF Checklist

Nothing contained in this Agreement shall create any partnership or joint venture between the parties. Neither party may make binding commitments on the part of the other, except as otherwise superficially agreed hereunder.

ARTICLE VI – SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) set forth below.

FOR NCRA/NCRF:

Dave Wenhold
NCRA/NCRF CEO

3/31/21

Date

FOR CONNECTICUT BAR FOUNDATION

NATALIE WAGNER
Executive Director

4/5/21

Date

Dear NCRFCBF Volunteer,

Thank you for volunteering to transcribe the first-hand recollections of Connecticut's Women in the legal profession, attorneys of color and legal aid attorneys.

Please refer to *A Guide to Transcribing and Editing Oral History Interviews*, a document provided by the Connecticut Bar Foundation that provides a brief overview of CBF and other creation and style guidelines you should follow.

As a measure of our appreciation for your participation, NCRA will award 0.25 (that's "point two five") PDC for each transcription that you complete and you may accumulate a maximum of 1.0 PDC (or four transcriptions) per three-year certification cycle. But, we encourage you to transcribe as many interviews as you like.

Please return a hard copy of your transcript; a CD with the transcript as a .txt file; a signed Voluntary Services Agreement; and the NCRA PDC form to Jill Parker Landsman (NCRF Development Relations Manager) within one month of receipt of this letter and related materials. **If you are transcribing more than one collection, please complete and return a separate two-sided Voluntary Services Agreement with each transcription.**

For more information, visit <https://www.ctbarfdn.org/>.

Again, thank you!

Sincerely,

Jill Parker Landsman
National Court Reporters Foundation
Manager



Dear NCRF Volunteer:

Thank you for joining our efforts to document the stories of pioneers in the Connecticut legal profession whose ingenuity and perseverance contributed to the establishment of legal aid in our state and dismantled barriers preventing women and people of color from pursuing careers in the law. The Connecticut Bar Foundation James W. Cooper Fellows oral history projects are creating a permanent historical audio and video record of their stories and memorable moments in their history of progress. The Fellows are prominent judges, lawyers and law school professors who are dedicated to enhancing understanding and improvement of the law and legal institutions and, like you, volunteer their time to this end.

The recorded interviews you have agreed to transcribe will become part of the permanent collections of these oral history projects, many of which are currently available through our website at www.ctbarfdn.org. The committees tasked with these projects are actively involved in the planning and development of opportunities to feature the oral histories in community events, presentations, and educational materials. They are also exploring opportunities to create accessible and permanent archives for these stories.

Your contribution is invaluable to us, and I thank you on behalf the Connecticut Bar Foundation and the James W. Cooper Fellows Program.

If you have any questions, please do not hesitate to contact Veatrice Carabine, Program Director at (860) 937-5491 Ext 203.

Sincerely,

A handwritten signature in blue ink that reads "Natalie S. Wagner".

Natalie S. Wagner
Executive Director

A Guide to Transcribing and Editing Oral History Interviews

Table of Contents

Section I:	Introduction to the CBF's Oral History Project
Section II:	Creating and Editing Transcripts
Section III:	Style Guidelines
Section IV:	Suggested Reference Guide
Section V:	Forms (Gratuitous Service Agreement, Checklist)

Section I: Introduction to the Connecticut Bar Foundation's James W. Cooper Fellows Oral History projects

A non-profit organization established in 1952, the Connecticut Bar Foundation works to ensure that the state's legal system is available to all, regardless of power or resources. The Foundation seeks to assure a reliable and sufficient flow of funds to support legal services that protect the interests of those who cannot afford private counsel.

In 1994, the Foundation established the **James W. Cooper Fellows** as the result of a generous bequest from James W. Cooper. The Fellows sponsor symposia and projects that enhance understanding of the role of law in society and promote the highest ideals of the legal system.

The Fellows are currently working to document the stories of those in the legal profession whose ingenuity and perseverance contributed to the establishment of legal aid in Connecticut and dismantled barriers preventing women and people of color from pursuing careers in the law. The Connecticut Bar Foundation James W. Cooper Fellows oral history projects are creating a permanent historical audio and video record of these memorable moments.

The recorded interviews will become part of the permanent collections of these oral history projects, many of which are currently available through our website at www.ctbarfdn.org. The committees tasked with these projects are actively involved in the planning and development of opportunities to feature the oral histories in community events, presentations and educational materials. They are also exploring opportunities to create an accessible and permanent archive to preserve these stories.

The History of Women in the Legal Profession

At the turn of the 20th century, women lawyers were virtually unknown in Connecticut. By contrast, at the onset of the 21st century, women comprised 49% of the entering law school classes in the United States. In their time at the bar, women have become leaders in the profession at a pace out of proportion to their brief history and numbers. Connecticut has benefited from the efforts of these "pioneers" as they enriched the legal profession by joining the ranks of their male peers and paved the way for more women to join the profession.

In 1999, the Fellows initiated the Oral History of Connecticut Women in the Legal Profession Project. Through its first two phases, the project worked with award-winning documentarian Karyl Evans and attorney/photographer Isobel Chenoweth to produce 58 oral history interviews with outstanding female jurists and 118 portraits of women in the judiciary. Links to 25 of the interviews are available at the bottom of this page.

Now entering its third phase, the project hopes to grow the number of stories captured in the archive, develop new ways to share these stories, and continue to highlight the achievements of female lawyers and the barriers that persist to their full participation in the legal profession today.

History of Attorneys of Color

On April 13, 2012, the Connecticut Bar Foundation James W Cooper Fellows presented a remarkable symposium entitled "Our History, Our Future: Celebrating Attorneys of Color in Connecticut." The symposium was co-sponsored by four affinity bar associations for attorneys of color (George W.

Crawford Black Bar Association, Connecticut Hispanic Bar Association, Connecticut Asian Pacific American Bar Association, and South Asian Bar Association of Connecticut). It was designed to highlight and preserve the rich history of attorneys of color in Connecticut. A key component of the symposium was the development of a comprehensive historical timeline which was on full display along the wall at the entrance to the moot courtroom at Quinnipiac University Law School where the symposium was held.

Beginning in the fall of 2020, the Fellows organized a committee to begin the process of recording and preserving the oral histories of notable attorneys of color within the state of Connecticut who are included in the timeline developed in 2012.

The History of Legal Aid

In 2014, the Fellows partnered with Connecticut legal aid organizations throughout the state to host the symposium, “Justice for All: The History and Future of Legal Aid in Connecticut.” National leaders in the Access to Justice system, Connecticut’s legal aid pioneers, and the new generation of legal services leaders spoke about the past, present, and future of legal aid in Connecticut.

2014 marked several important milestones in the history of legal aid in our state. The first legal aid office in Connecticut began in Hartford in 1914. The first of the “modern” legal services programs, New Haven Legal Assistance Association, was incorporated 50 years later, in 1964. Those who served in Hartford in 1914 are no longer with us but many of those involved in New Haven and other communities that started legal aid programs soon thereafter still have stories to tell.

Video interviews of 15 of Connecticut's legal aid “pioneers” were recorded as part of a larger project to capture the history and important milestone of the legal aid movement in Connecticut. In early 2021, the Fellows organized a new group to reflect on the lessons learned from these oral histories, how those lessons can inform their work today and into the future.

Section II: Creating and Editing Transcripts

The CBF provides NCRF / NCRA with exact duplicates of its master recordings via internet links or through Drobox. Interviews are conducted by volunteers who may not have professional training, and the audio or video-recorded interviews may contain inherent flaws, such as poor audio/video quality or conversations that end mid-sentence. Please make every effort to transcribe them as-is, and note any problems that arise.

A. Formatting the Transcript

The transcript should consist of two parts, the cover sheet and the body. The cover sheet will be page 1 and will contain the essential identifying information for both the interview subject and the transcriber. **When formatting the transcript, please use one-inch margins, double-space the text and paginate. Do not use ALL CAPS.**

1. Cover Sheet

On the cover sheet, identify:

- Interview Subject's Name
- Interview Date (if known)
- Transcriber
- Transcription date

2. Body

- Identify all speakers at the start of their comments, by typing their name in bolded letters, followed by a colon, e.g., **John Smith:**

Example:

Tom Jones:

Good morning.

Abigail Smith:

Good morning.

Tom Jones:

Judge Smith, tell me about your first day of law school.

Abigail Smith:

I was the only woman in my class.

- **Do NOT include line numbers in the transcript or borders around the text.**
- **Do NOT include headers or footers.**

- **Do NOT include time indicators.**
- **DO ensure formatting is consistent – size, font, etc.**

B. Formatting the CD and Electronic File

- Save file as “Interview Subject’s Last Name”, i.e. Smith.txt.
- Save file in .txt format. If using Microsoft software, such as Word or WordPad, or other proprietary software, please remember to save the transcript as a .txt file, otherwise it may automatically save in another format. Please do not submit a file in PDF.
- After saving the file, re-open the file to ensure it is readable.
- In addition to saving the electronic file on CD, **please save a copy on your hard drive**. This ensures that if the CD is damaged in transit there is a back-up copy available.

C. Interview Web links

- Audio and video files may be accessed directly via the CBF website, or downloaded onto your computer.

Section III: Style Guidelines

All media deteriorates over time; this is one of the reasons transcription is essential to the long-term preservation of the Connecticut Bar Foundations Project collections. To ensure the accuracy of the transcript, please keep the following suggestions in mind:

- Listen to the recording in its entirety once to become familiar with the voices and the questions being asked.
- Create a verbatim transcript, but omit such expressions as "um" or "ah". Include expressions such as "umhum" or "huh-huh" when used to mean "yes" or "no" in response to specific questions.
- Do not revise the narrator's words to force them into standard written prose. Leave untouched any sentence fragments, run-on sentences, and incorrect grammar. Commas and dashes may be used to reflect pauses in the spoken words.

To ensure the consistency of the transcripts, listed below are style guidelines:

- Abbreviations:
In general, spell out words in full. Abbreviations, however, should be used for these common titles: Mr., Ms., Dr., Hon. Spell out names of currency (dollars, cents, pounds), percent, and number, (e.g., number 14, not #14). **Do not use ampersands (&)**. Spell out the words "and", "okay", "etcetera."

Example: A: In October, I began as a first-year law clerk with the Hon. Alan Jones.

- Abrupt sentence shifts or quick thought changes:
Use two dashes (--).

Example: A: Will he--can he--open the door?

- Garbled or inaudible portions of the tape:
If one word is inaudible, indicate the gap with a ____ . When multiple words are inaudible, insert ____ + or estimate the elapsed time using the indicator ____ (____ seconds).
- Interruptions:
Put in brackets explanations about why the interview was interrupted or why the tape recorder was turned off, i.e., [Interview interrupted by a telephone call].
- Motions or gestures:

Only include when a motion or gesture is in place of spoken words or affects the content of the interview. Use brackets.

Example: A: {Coughs}--Excuse me.

- Numbers:
Spell out one through nine and use numerals for 10 and above. Likewise, spell out first through ninth, and use numerals for 10th and above,
- Spelling:
Spell all words accurately to the best of your ability. **Check the spelling of all proper nouns and place names to ensure they are correct. Leave out accents.** For words that are only partially decipherable, spell the word phonetically as best you can. Indicate that it is a phonetic spelling by typing (ph) after the word.
- Uncertainty about a word or phrase:
Place a question mark before and after a word or phrase to indicate any uncertainty about it, e.g., (?destroyed?).

EXAMPLE

INTERVIEW SUBJECT: Hon. Janet Smith

INTERVIEW DATE: July 18, 2020

TRANSCRIBER: Jane Johnson

TRANSCRIPTION DATE: August 3, 2020

Bryan Williams:

Okay. Today is July 18th, 2020. I am the interviewer, Bryan Williams, and I am interviewing the Judge Janet Smith. Her birth date is July 19, 1959. She is a Judge in the Superior Court of Connecticut. I guess the interview will begin.

So, Janet—you moved back to New Haven?

Hon. Janet Smith:

Yes. I moved back to New Haven and looked for a job as a lawyer. One of the interviews that I had was at a large law firm. And the interviewer noted that I had a child and he asked me what my plans were for daycare. I said, that's such an interesting question. Do you ask that to the men you interview? Neither he, nor I, wanted me at that firm.

Bryan Williams:

Tell us what firm you went to and why?

Hon. Janet Smith:

There was a small firm, about four or five years old. I would be there first associate and their first woman. It was such a good choice and such a good fit.

Bryan Williams:

How many years were you there?

Hon. Janet Smith:

I was there 16 years. They were terrific years. People ask me, had you always wanted to be a judge? And actually, it had never occurred to me.

Section IV: Connecticut Bar Foundation Suggested Reference Guide

[Connecticut Bar Foundation Web Site](#)

[Connecticut Cities and Towns](#)

[Connecticut Courts](#)

[Manual of Style for the CT Courts](#)

Voluntary Services Agreement

Connecticut Bar Foundation Oral History Project

Activity: _____

Date(s): _____

By signing this form, you agree that, for the activity indicated above, you will provide voluntary services to the Connecticut Bar Foundation on a gratuitous basis as explained in any instructions that NCRF may separately provide, and you certify that you may lawfully perform such services.

- You waive any compensation for your services and waive any future claims against the Connecticut Bar Foundation for pay for these services.
- You are not an employee of the Connecticut Bar Foundation while providing these services and working in this capacity does not entitle you to benefits available to Connecticut Bar Foundation employees or to a future position with the Foundation.
- The Connecticut Bar Foundation is entitled to use, at no cost, any work product you may produce as a result of your services.

THE VOLUNTEER:

Name _____

Signature _____

Date _____

Connecticut Bar Foundation Oral History Project

Checklist

NOTE: The Connecticut Bar Foundation Oral History Project requires that the following items be returned with your transcription.

- Signed and completed Voluntary Services Agreement:
Email the digital transcript with all info to Jill Parker Landsman, jlandsman@ncra.org
- Digital transcript as a word document or text file. Save a copy in your folder, too.
- Be sure to include the audio or video recording link of the interview along with the transcript.
- Email to jlandsman@ncra.org

Please note any problems you encountered with the recording (background noise, muffled voices, etc.).

Be sure to include the audio or video recording link) of the interview along with the transcript.

Mail your completed packet to:

Jill Parker Landsman
National Court Reporters Foundation Manager
12030 Sunrise Valley Dr. Suite 400
Reston, VA – 20191
jlandsman@ncra.org or Work: 703-584-9052