



COURSE SCHEDULE

Please note that the following is only a tentative course schedule and is subject to change without notice.

WEEK 1 – SEPT 25, 2017

Introduction to Court Transcription

- Outcomes and expectations of the course
- Review course materials
- Accessing LMS and downloading course resources
- Equipment requirements (link for LCP download); MAC/Apple requirements
- Overview of the history of court reporting and transcription
- What is an ACT?
- Introduction to Arkley Professional Services
- ACTO web site
- Overview of a Transcript (Manual s. 1)
- Ontario Court System: Overview of the courts – SCJ, OCJ, Family, Small Claims
- MAG glossary of terms

WEEK 2 – OCT 2, 2017

Liberty Court Player

- Equipment and requirements (PC requirements, Mac Users, MS Word, LCR, LCP, foot pedal)
- Initial set up of LCP: downloading the software, installation, description of three panels
- Foot pedal: set up, use of the pedal, review of settings, and helpful tools
- Navigation of the LCP and foot pedal

SCHOOL CLOSED FOR THANKSGIVING: OCT 9, 2017

WEEK 3 – OCT 16, 2017

Assignment #1: Listening exercise

WEEK 4 – OCT 23, 2017

Preparing a Transcript

- Overview of a transcript: cover page, table of contents, transcript body, certification page
- Sections of a transcript:
 - Elements of a cover page, page layout and margins, lines per page, font
 - Elements of a table of contents
 - Elements of a general transcript page
- Publication bans and warnings
- Warnings on title page and TOC: Child in Need of Protection, Publication Ban, YCJA

WEEK 5 – OCT 30, 2017

Transcript Style

- Grammar and spelling resources
- Page numbers, header, footer, multiple header/footer, line numbers
- Q&A, colloquy, by-line styles
- Exhibits, objections and submissions, *Voir Dire*, play back, audio/video playing



- Interruptions, jury in/out, timestamps, interpreters,
- Use of [Sic] and (ph), [Indiscernible], spelling out words
- Stammering/stuttering, sounds, and false starts
- Inserting quotations

WEEK 6 – NOV 6, 2017

Grammar, Microsoft Word

- Proofreading: grammar, contractions, spelling, punctuation, vocabulary, homonyms
- Legal terminology
- Internet resources
- Transcript completion
- Printing and binding
- Front and back cover colours
- Multiple volumes
- Legal citation format/search: demo using CanLII

WEEK 7 – NOV 13, 2017

Assignment #2: Transcription Exercise

WEEK 8 – NOV 20, 2017

Form 1 and Form 2, Inclusions/Exclusions, Judicial Review

- Inclusions and exclusions: Objections and submissions, oaths, proceeding-specific rules
- Judicial review

Assignment #3: Transcript Template

WEEK 9 – NOV 27, 2017

Overview of the Transcript Ordering Process

- purpose of transcript orders
- description of parties, discussions with ordering party re timelines, expectations, rates
- inclusion/exclusion
- delivery, judicial review/editing, number of copies

Transcript Ordering Process

- how to submit the order form
- individual/self-reps versus law firms
- where to send the form
- acknowledgment

Internal CSD Orders, Automatic Transcripts

- pre-determined terms for CSD orders

Orders for Restricted Transcripts

- turnaround times

WEEK 10 – DEC 4, 2017

Assignment #4: Transcription Exercise

WEEK 11 – DEC 11, 2017

Transcript Orders for the Purpose of Appeals

- Transcript ordering for appeals (Form RR 0384)
- Appeal certificates for ordering and completion
- Appeal numbers
- POA appeals (diagram of appeal routes)
- Appeals to Divisional Court
- Summary conviction appeals to the SCJ (Forms 2C and 2D)
- Appeals to the Court of Appeal for Ontario
- Inmate appeals considered by the Court of Appeal
- Front and back covers for appeal
- Printing and binding appeal transcripts (Print requisition form and Form RR 0551)

WEEK 12 – DEC 18, 2017

Obtaining and Use of Audio Recordings

- Communicating with Recording Management Coordinators
- Transfer of audio on CD, encrypted/EATS download, e-delivery
- Rules regarding sharing of audio recordings for transcription
- Transcript Preparation Package (TPP): receipt, review, etc.
- Confidential storage of audio recordings
- Order re-assignments
- Annotation Standards

***SCHOOL CLOSED FOR CHRISTMAS DAY AND NEW YEARS DAY:
DEC 25, 2017 – JAN 1, 2018***

WEEK 13 – JAN 8, 2018

Managing Your Transcription Business

- Registering with Arkley
- Police check
- Undertaking
- Arkley FAQs
- Fees chart
- Invoicing CSD, Crown offices, self-reps, law firms
- Distribution of transcripts
- RMC generic email boxes (SCJ, OCJ, judicial review)
- Electronic delivery
- PDF encryption, Word file encryption
- Helpful tips regarding payments
- Self-rep ordering parties
- Deposit request
- Payment options: PayPal, e-transfer, cash, cheques
- Meeting with clients
- Helpful tips regarding delivery of transcripts
- Courier set up (Purolator account)
- Personal delivery
- Business cards



WEEK 14 – JAN 15, 2018
FINAL EXAM