



DIGITAL LEGAL MONITOR: SYLLABUS AND POLICIES

Course Description

This course will examine the role and responsibilities of digital legal monitors (a type of court reporter), with a focus on pre-trial proceedings. Students will be provided with a brief overview of the court structure in Canada and the civil litigation process. This will lay the foundation for understanding what is involved in a pre-trial proceeding and the importance of the digital monitor's role in this process. Finally, we will round off the course with a discussion on best practices, ethics, and guidelines for professional conduct.

This course will be delivered online by an industry professional who has worked for several years as a court reporter, an educator, and, more recently, an Authorized Court Transcriptionist for the Ontario courts.

This program does not require approval under the Private Career Colleges Act, 2005.

Course Objectives

Upon successfully completing this course, students will be able to:

- Understand the role of digital legal monitors and the environments in which they work
- Record and monitor a pre-trial proceeding using a digital audio recorder
- Make appropriate annotations during a proceeding and utilize functions in MS Word to make the process more accurate and efficient
- Understand the duties and conduct of a digital monitor before, during, and after a proceeding
- Assess and resolve ethical dilemmas that a digital monitor may encounter
- Recognize and understand the different types of legal documents required for a job

Prerequisites: There are no academic prerequisites for this course; however, students must be 18 years of age or older to take this course. We recommend that students taking this course should be comfortable with the English language and possess good listening and comprehension skills.

Course Duration

This is a self-paced course. While it is designed to be taken in 4 weeks, students will have access to the course for 4 months. Students can write the final exam at any time during these 4 months.

Tuition: CAD \$425 + HST. Please refer to the School's Registration Policies for information regarding tuition payment.



Required software and equipment

As this course is delivered online, students must have a personal computer with access to the internet.

Course Delivery and Materials

This course is delivered online through the School's learning management system (LMS), which will contain all of the readings, resources, and coursework. Students are not required to purchase any other material for the course.

Students can work at their own pace through the course material during the 4-month timeframe.

Method of Evaluation

This is a Pass/Fail course. In order to pass the course, students must achieve a minimum of 70% on the final exam. Note that students have only one opportunity to write the final exam during the 4-month timeframe. If students attempt the exam early (e.g., at two months), they cannot take the exam again during the time remaining.

Students who do not pass the course have the option of rewriting the exam with a \$100 retake fee. This fee can be submitted via the School's online registration system. Once this fee is received and confirmed by the School, students will have one month from the date of payment to rewrite the exam.

Instructor Information

Karen has worked as a court reporter since 2013. She comes to Verbatim Studies with a background in teaching intermediate students in English writing and grammar for four years as well as instructing and overseeing students from the Canadian Centre for Verbatim Studies in the stenography/court reporting program since 2014. Karen holds a B.Sc (Hons) in English and Psychology and a B.Ed from the University of Toronto and a court reporting diploma from CCVS. She recently completed the Authorized Court Transcription program. Her reporting experience has seen assignments completed at the Law Society of Upper Canada, collaborations with fellow transcriptionists to provide daily transcripts at the Hansard for the Legislative Assembly of the Northwest Territories, transcripts for the Department of Indian Affairs and Northern Development Act, as well as numerous civil and litigation cases in Toronto. In her spare time, Karen enjoys travelling, eating at restaurants, and watching movies.