

## COURSE SCHEDULE

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

### **WEEK 1 – Jun 10, 2019**

#### **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 – Jun 17, 2019**

#### **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

### **WEEK 3 – Jun 24, 2019**

#### **Assignment #1 (Self-assessment): Listening exercise**

### **WEEK 4 – Jul 2, 2019 (in lieu of Canada Day)**

#### **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 – Jul 8, 2019**

#### **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 – Jul 15, 2019**

#### **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 – Jul 22, 2019**

#### **Assignment #2: Transcription Exercise**

### **WEEK 8 – Jul 29, 2019**

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

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

### **WEEK 9 – Aug 6, 2019 (in lieu of Civic Holiday)**

#### **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 – Aug 12, 2019**

#### **Assignment #3: Transcription Exercise**

### **WEEK 11 – Aug 19, 2019**

#### **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 – Aug 26, 2019**

##### **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

#### **WEEK 13 – Sep 3, 2019 (in lieu of Labour Day)**

##### **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 – Sep 9, 2019**

**\*FINAL EXAM\***