

COURSE SCHEDULE

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

WEEK 1 – Mon. November 18, 2019

Outcomes and expectations of the course

Introduction to Court Transcription

- Overview of the history of court reporting and transcription
- What is an ACT?
- Introduction to Arkley Professional Services
- ACTO web site

Review course materials/resources

- Accessing LMS and downloading course resources
- Introduction to **Court Transcript Standards and Procedures Manual**
- AG0087 template
- Examples of transcript pages (cover, TOC, body)

Equipment and Software Requirements

- Download LCP player
- Install and setting up a foot pedal
- MS Word requirement
 - LCP e-lessons
 - Navigating LCP panels

WEEK 2 – Mon. November 25, 2019

- Overview of the Ontario Court System
- MAG glossary of terms
- Description of parties in the court proceedings

Overview of a transcript: cover page, table of contents, transcript body, certification page

- Navigating Parts of a transcript (1):
 - Elements of a cover page
 - Elements of a table of contents

Practice Audio : Carte, Holmes v. Tinsley

WEEK 3 – Mon. December 2, 2019

- Navigating Parts of a transcript (2):
 - 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 4 – Mon. December 9, 2019
Assignment #1 (Self-assessment):
Audio File: R. v. Miller

WEEK 5 – Mon. December 16, 2019

- Review of Assignment #1

Page Headers and Headlines

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- page numbers
- Bylines
- Stammering/stuttering, sounds, and false starts

Quotations

WEEK 6 – Mon. January 6, 2020

STYLE GUIDE: Grammar & punctuation

- Proofreading: grammar, contractions, spelling, punctuation, vocabulary, homonyms
- Legal terminology

Transcript completion

- Printing and binding
- Front and back cover colours
- Multiple volumes

Citations: using CanLII

Practice Audio : Carter, Holmes v. Tinsley
(Master transcript with focus on grammar and punctuation)

WEEK 7 – Mon. January 13, 2020

Assignment #2: Transcription Exercise (Self-assessment):
Audio File: CAS v. Samson (Master transcript will be provided)

WEEK 8 – Mon. January 20, 2020

DEMO (on Word) and QA

WEEK 9 – Mon. January 27, 2020

Certifications: Form 1 and Form 2

Inclusions/Exclusions

- Objections, submissions, oaths,

Judicial Review

- Judicial review

Ordering Process

- Communicating information with ordering parties re: rates, timeline, restrictions
- Submitting order forms

Internal CSD Orders/ Automatic Transcripts

Practice Audio : R. v. Jonathan Myers
(Master transcript will be provided)

WEEK 10 – Mon. February 3, 2020

Assignment #3: Transcription Exercise (Mock Exam)

Audio File: R. v. Falconi (Master transcript to be provided)
(Common errors presentation to be provided)

WEEK 11 – Mon. February 10, 2020

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)

Practice Audio : R. v. Lucinda Bridge (Master transcript will be provided)

WEEK 12 – Tue February 18, 2020 (in lieu of Family Day)

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
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Final Exam Preparation

Practice Audio : R. v. Nguyen (Master transcript will be provided)

WEEK 13 – Mon. February 24, 2020

Registering with Arkley Professionals (ACTO website)

- ACTO FAQs
 - Police check
 - Undertaking
 - Transcriptionist Registration and Website Agreement

Managing Your Business

- Helpful Tips on General Business Start Up
- Marketing: Business cards, social media, website
- Meeting with clients: Self-rep ordering parties
- Transcription Fees chart
- Invoicing CSD, Crown offices, self-reps, law firms
- Payment options: PayPal, e-transfer, cash, cheques
- Distribution of transcripts
- RMC generic email boxes (SCJ, OCJ, judicial review)
- Electronic delivery
- PDF encryption, Word file encryption
- Helpful tips regarding delivery of transcripts
- Courier set up (Purolator account)

WEEK 14 – Mon. March 2, 2020

*******FINAL EXAM*******