



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

WEEK 1 – Mon. May 25, 2020

- 1- Outcomes and Expectations of the Course
- 2- 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
- 3- 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)
- 4- 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. June 1, 2020

- 1- Overview of the Ontario court system:
 - OCJ , SCJ , Family , Small Claims Court, COA
- 2- Glossary of some court terminology
 - Online legal resources
- 3- Definition of Parties to the proceedings

Practice Audio : Carte, Holmes v. Tinsley

WEEK 3 – Mon. June 8, 2020

- 1- A quick demo on multi-headers
- 2- Navigating parts of a transcript: Transcript pages:
 - General page layout
 - Paragraph formatting
 - Indicator lines
- 3- Publication Ban warnings

WEEK 4 – Mon. June 15, 2020

Assignment #1 (Self-assessment):

Audio File: R. v. Miller

(assignments must be submitted to the instructors)

WEEK 5 – Mon. June 22, 2020

- 1- Quick review of Assignment #1, R. v. Miller
- 2- Example of page headers
- 3- Pagination
- 4- Examples of Headlines
- 5- Bylines
- 6- Stammering/stuttering, sounds, and false starts

WEEK 6 – Mon. June 29 2020

- 1- Proofreading stage
 - MAG Style Guide: Grammar and Punctuation Tools
 - Spelling, vocabulary, and confusing words
 - Canadian spelling
 - Contractions
 - Casual English
 - Comprehension
- 2- Legal Citations, case law
 - Using CanLII
- 3- Transcription completion
 - Printing and binding
 - Front and back cover colour coding
 - Multiple volumes

Practice Audio : Carter, Holmes v. Tinsley

WEEK 7 – Mon. July 6, 2020

Assignment #2: Transcription Exercise (Self-assessment):

Audio File: CAS v. Samson

(assignments must be submitted to the instructors)

WEEK 8 – Mon. July 13, 2020

- 1- Quick review of common errors of assignment no. 2 CAS v. Samson
- 2- Demonstration on Word features
 - Working with Tables and table properties
 - Section breaks and multi-headers/footers
 - Combining multiple word files into one file
 - Paragraph formatting styles and working with the Style Gallery

WEEK 9 – Mon. July 20 2020

- Inclusions and exclusions
- Ordering process and required information
- Transcript order form
- Orders for restricted transcripts
- Automatic Transcript orders
- Ordering process flowcharts
- Transcript production timetable
- Retention period

Practice Audio : R. v. Jonathan Myers

WEEK 10 – Mon. July 27, 2020

Assignment #3: Transcription Exercise (Mock Exam)

Audio File: R. v. Falconi

(assignments must be submitted to the instructors)

WEEK 11 – Tue. August 4, 2020 (in lieu of Civic Holiday)

Transcript Orders for the Purpose of Appeals

- Appeal process flow chart
- Order form for appeal transcripts
- Certificate/proof of ordering Transcript
- Inmate appeals
- Printing and binding appeal transcripts
- Front and back cover for appeal transcripts and Form 2
- Certificate of Completion

Practice Audio : R. v. Lucinda Bridge

WEEK 12 – Mon. August 10, 2020

- Judicial Review
- Obtaining and use of Audio Recordings
- Communicating with Recording Management Coordinators
- RMC generic email boxes (SCJ, OCJ, judicial review)
- Audio file delivery modes (EATS or e-delivery)
- Confidential storage of audio recordings
- Transcript preparation package
- Order re-assignment/ cancellation
- Sharing transcription jobs
- Form 1 Certification

Practice Audio : R. v. Nguyen

WEEK 13 – August 17, 2020

1. Indictment, arraignment and plea
2. Fees and invoicing
3. Distribution of transcripts
4. Encrypting Transcript files (Word/pdf)
5. General Business conduct:
 - Building relationship with clients
 - Invoicing CSD, Crown offices, self-reps, law firms
 - Payment options: PayPal, e-transfer, cash, cheques
 - Electronic delivery
6. Tips and discussions about final exam

WEEK 14 – Mon. August 24, 2020 (date subject to change)

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

Results to be released by Mon. September 21, 2020 (date subject to change)