

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

WEEK 1 – Mon. September 14, 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. September 21, 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. September 28, 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. October 5, 2020

Assignment #1 (Self-assessment):

Audio File: R. v. Miller

(assignments must be submitted to the instructors)

WEEK 5 – Tue . October 13, 2020 (* in lieu of Thanksgiving)

- 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. October 19, 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. October 26, 2020

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

Audio File: CAS v. Samson

(assignments must be submitted to the instructors)

WEEK 8 – Mon. November 2, 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. November 9, 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. November 16, 2020

Assignment #3: Transcription Exercise (Mock Exam)

Audio File: R. v. Falconi

(assignments must be submitted to the instructors)

WEEK 11 – Mon. November 23, 2020

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. November 30, 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 – Mon. December 7, 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 – SAT. December 19, 2020 (date subject to change)

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

This is a Pass/Fail course. In order to pass the course, students must achieve a minimum of **98%** accuracy on the final exam.

FINAL EXAM MODE

COVID-19 Advisory

Amid the COVID-19 pandemic and the resulting local self-isolation requirements, subject to the Ministry of the Attorney General's guidance and approval, the delivering mode of the final exam may be offered in one or both of the following versions:

- a) **In-person writing from two of our office locations: Toronto and Ottawa**
- b) **Online for those meeting the equipment requirements**

Your instructors will inform you of the final exam mode as soon as they have been approved by the Ministry.

(Last updated 24-August-2020)

Results to be released by Saturday, January 9th, 2020 (date subject to change)