



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

**ACTO 14 / October-2021  
COHORT 14 SCHEDULE**

**WEEK 1 – Mon. October 18, 2021**

- 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. October 25, 2021**

- 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. November 1, 2021**

- 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. November 8, 2021**

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

**Audio File:** R. v. Miller

(assignments must be submitted to the instructors)

## **WEEK 5 – Mon. November 15, 2021**

- 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. November 22, 2021**

- 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. November 29, 2021**

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

**Audio File:** CAS v. Samson

(assignments must be submitted to the instructors)

## **WEEK 8 – Mon. December 6, 2021**

- 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. December 13, 2021**

- 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. December 20, 2021**

**Assignment #3: Transcription Exercise (Mock Exam)**

**Audio File:** R. v. Falconi

(assignments must be submitted to the instructors)

## **WEEK 11 – Mon. January 4, 2022**

### **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. January 10, 2022**

- 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. January 17, 2022

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. January 29, 2022 (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.

#### IMPORTANT NOTICE REGARDING FINAL EXAM MODE

Amid the COVID-19 pandemic and the resulting local self-isolation requirements, the final exam will be held online through Zoom until further notice. All participants **MUST** appear by audio and video for the duration of the exam to be qualified. It's the responsibility of the participants to assure their equipment and Internet speed are up for the task.

(Last updated 11-Sep-2021)

**Results to be released by February 27<sup>th</sup>, 2022** (date subject to change)