

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
FALL 2007

Course number & Name: CR210 Judicial Reporting Procedures
Credit hours: 4 quarter hours **Method of Delivery:** On Campus

Course Description: Course is designed to stimulate the thinking of judicial reporting students to provide them with practical applications that will help them in their chosen profession. The following applications will be covered: role of the reporter in trials, depositions and administrative hearings; marking and handling of exhibits; indexing and storage of notes; reporting techniques, researching citations; transcript preparation and production; reporting and transcription of jury selection; proofreading; interpreted proceedings; computer-aided transcription, and videotape technology.

Prerequisite: CR120 Machine Shorthand IV or demonstrated skill

Text(s) & Manual(s): Court Reporter's and CART Services Handbook (Fourth Edition, 2003)

Author(s): Mary H. Knapp & Robert W. McCormick

Publisher: Prentice-Hall, Inc.

Materials needed for this course: Stentura 400 SRT or better; paper; pen; textbooks; Case CATalyst

Learning Objectives: Upon completion of this course, the student will be able to:

1. assume the role of the realtime reporter through simulated trials and depositions in performing the following functions: administering an oath/affirmation, marking and handling exhibits; exercising responsibility for reporting the proceeding in a timely and professional manner; indexing and storing notes; interrupting a speaker; obtaining spellings of proper names; identifying speakers in a multi-speaker situation; handling discussions off the record and sidebar; indicating nonverbal actions; certifying questions; reporting interpreted proceedings; handling, reading, and signing of depositions.
2. apply the NCRA Code of Professional Ethics in simulated situations and case studies.
3. identify the appropriate reference sources used in transcript production.
4. prepare for evaluation a salable record, including title page, index, certification page, direct and cross-examination, parentheticals and such other entries as may appear in a given case.
5. produce a complete and accurate transcript of at least ten pages on a computer-aided transcription system from the student's own stenographic notes including title page, index, jury charge/opening and/or closing statements, direct and cross-examination, parentheticals, colloquy, certification page, and such other entries as may appear in a given case, i.e., signature page, all in two hours or less.
6. prepare and produce salable transcripts.
7. have a basic knowledge of the court reporting profession and related job opportunities.
8. report and transcribe jury selection.
9. rapidly and accurately proofread.
10. have a basic knowledge of the professional responsibilities of a judicial reporter and the benefits of joining and participating in professional associations; namely the National Court Reporters Association (NCRA) and the Illinois Court Reporters Association (ILCRA).
11. receive instruction on hearings and arbitration proceedings; reporting for individuals who are deaf or hard of hearing (CART); captioning; freelance and official reporting.
12. demonstrate knowledge of the use of video equipment in trials and depositions.
13. demonstrate knowledge of NCRA's Certified Legal Video Specialist program.

Midstate Grading scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Midstate Plagiarism Policy:

Matters related to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for that academic effort and also recommending the student be given a failing grade for the course and/or be subject to dismissal.

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If you use the author's words in your papers or assignments, you must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college.

Assessment Portfolio Reminder:

Each student is required to prepare an assessment portfolio for graduation. Keep a copy of this syllabus in the portfolio. Use the "Evidence for Success" list for your program, which is already in the portfolio, and instructions from the instructor to determine the assignment(s) that should be in the assessment portfolio.

08/07

-2-

Instructor Information: Teresa Ozuna, CSR, CRI
Room 228
Phone: (309)692-4092, Ext. 2281
E-mail: tozuna@midstate.edu

Participation Requirements:

Judicial Reporting Procedures shall include instruction in:

1. the role of the reporter in trials, depositions (i.e., telephonic, discovery, perpetuation/evidentiary, and in aid of execution), administrative hearings, and other judicial proceedings.
2. marking and handling of exhibits.
3. indexing and archiving of steno notes, paper and electronic.
4. reporting techniques, which shall include but not be limited to, when and/or how to: interrupt a speaker, obtain spellings of proper names, identify speakers in a multi-speaker situation, swear or affirm witnesses and interpreters, handle discussions off the record, indicate nonverbal actions, certify questions, report with an interpreter, report sidebar discussions, handle reading and signing of depositions.
5. transcript preparation and production.
6. library and reference materials which includes software and Internet search engines used in transcript production.
7. the profession and related job opportunities, which include steno interpreting for individuals who are deaf or hard-of-hearing (CART), convention or conference reporting, and broadcast captioning.
8. how to report and transcribe voir dire of the jury and witnesses and the polling of the jury.
9. proofreading skills.
10. ethics, including the distribution of the NCRA Code of Professional Ethics.
11. knowledge of and involvement in professional associations.
12. the importance of continuing education and life-long learning.
13. professional image and dress.
14. development of portfolios and/or resumes.
15. research projects and written reports and/or oral presentations.

Policies and Procedures:

1. Student must be present at the time a quiz or exam is given or accept an "F" for the exam. No makeup tests will be allowed without a VALID excuse.
2. All students must participate in group or individual assignments as instructed.

Methods of evaluating student performance:

1. Quizzes will be given at the conclusion of all chapters.
2. There will be a quiz after each chapter.
3. The final exam will be comprehensive and given according to the all-school final schedule.
4. Student will prepare a form book and simulated briefcase that will contain items necessary to properly perform the function(s) of a professional court reporter.
5. The two-hour, ten-page transcription assignment will be dictated the Week 5 of the quarter. This transcript will be completed in two hours Week 6 (April 5th) and turned in for grading. Any student that does not meet this deadline will receive a grade no higher than a "C" for this project.
6. Role playing to simulate various proceedings will be conducted.
7. Research projects will be assigned utilizing the various references available to court reporters, including Internet research, NCRA's Verbatim Reporters web site, research paper and oral report on the NCRA Code of Professional Ethics.
8. Various transcriptions (or portions thereof) will be assigned and dictated approximately at the instructor's discretion. The only acceptable grade for such assignments is an "A"; therefore, revisions will be made until the student achieves an "A."

Examination Information:

See Methods of Evaluating Student Performance for examination information.

Instructor's Grading Scale:	Attendance	10%
	Quizzes	30%
	Assignments	20%
	Two-Hour Project	20%
	Final Exam	<u>20%</u>
		100%

Revised 08/07

This outline is subject to change at the discretion of the instructor.

COURSE OUTLINE

WEEK 1	DAY	ASSIGNMENTS
Aug 21	1	Review syllabus thoroughly; Discuss special assignments, 2-hour project, court reporter of the day, etc. Assigned Reading: Section A – General Information Chapter 1 – Considering Reporting as a Career Chapter 2 – A Self-Test to Determine Your Interest in Reporting Chapter 3 – The Reporting Profession Defined
Aug 23	2	Discuss Chapters 1 – 3 PBS – Spotlight on Reporting & Captioning Assigned Reading for March 1 Section B – Official Court Reporting Chapter 4 – The Working Environment of the Official CR Chapter 5 – Terminology of the Official CR Chapter 6 – A Typical Criminal Jury Trial Chapter 7 – A Typical Civil Jury Trial
WEEK 2	DAY	
Aug 28	1	Quizzes over Chapters 1 – 3 Lecture and Discussion Chapters 4 & 5
Aug 30	2	Lecture and Discussion Chapters 6 & 7 Assigned Reading for March 8 Chapter 8 – Things to Consider before a Trial Begins Chapter 9 – How to Administer the Oath, Witness Setup/Speaker & Examination Identification Chapter 10 – How to Report Parentheticals Chapter 11 – How to Report Motions
WEEK 3	DAY	
Sept 4	1	Quizzes over Chapters 4 – 7 Lecture and Discussion Chapters 8 & 9
Sept 6	2	Lecture and Discussion Chapters 10 & 11 Assigned Reading for March 15 Chapter 12 – How to Report Objections Chapter 13 – How to Mark Exhibits Chapter 14 – How to Read Back & Testify Chapter 15 – How to Produce the Transcript Chapter 16 – How to Invoice and Deliver the Transcript Chapter 17 – How a Trial Transcript Looks
WEEK 4	DAY	
Sept 11	1	Quizzes over Chapters 8 - 11 Lecture and Discussion Chapters 12 – 15
Sept 13	2	Lecture and Discussion Chapters 16 & 17 Assigned Reading for March 29 – two-hour project assigned Section C – Freelance Reporting Chapter 18 – The Working Environment of the Freelance CR Chapter 19 – Terminology of the Freelance Reporter Chapter 20 – Reporting a Typical Deposition: General Info

WEEK 5	DAY	
Sept 18	1	Two-hour project dictated. Quizzes over Chapters 12 – 17
Sept 20	2	Lecture & Discussion Chapters 18 – 20 Assigned Reading for April 5 Chapter 21 - Deposition Reporting: Things to Consider Chapter 22 – The Deposition Transcript: Transcribing, Invoicing, and Delivery Chapter 23 – How the Deposition Transcript Looks
WEEK 6	DAY	
Sept 25	1	Two-hour project day.
Sept 27	2	Lecture & Discussion of Chapters 21 – 23 Quizzes over Chapters 21 – 23 Assign Court Reporter of the Day Dates & Prep Assign Briefcase Project
WEEK 7	DAY	
Oct 2	1	Court Reporter of the Day
Oct 4	2	Court Reporter of the Day Assigned Reading for April 19 Section D - Captioning Reporting & CART Chapters 24 – The Working Environment of the Captioner Chapter 25 – Terminology and Legislation Chapter 26 – A Day in the Life of a Captioning Reporter Chapter 27 – How the Captioned Job Looks Captioning Demo
WEEK 8	DAY	
Oct 9	1	Lecture & Discussion of Chapters 24 & 25 Briefcase Project Due
Oct 11	2	Lecture & Discussion of Chapters 26 & 27 Reading Assignment for April 26 Section E - Helpful Info for the Reporting Profession Chapter 28 – Ethics of the Reporting Profession Chapter 29 – Professionalism, Associations, Testing, and Continuing Education Chapter 30 – Research for the Record, Internet Research, Citations of Authority
WEEK 9	DAY	
Oct 16	1	Lecture & Discussion of Chapters 28 – 30 Assign Legal Research Project
Oct 18	2	Quizzes over Chapters 28 – 30 Assign NCRA Code of Professional Ethics article and oral presentation

WEEK 10	DAY	
Oct 23	1	Oral Presentations
Oct 25	2	Oral Presentations Assigned Reading for May 10 Chapter 31 – Finding Employment Chapter 32 – The Office Environment Chapter 33 – The Court System in America Section F – The Technology of the Reporter Chapter 34 – Hardware and Software Considerations, CAT, and Litigation Support Chapter 35 – The Technology of Transcript Production Chapter 36 – Tomorrow’s Technology: Computer Integrated Courtrooms and Beyond
WEEK 11	DAY	
Oct 30	1	Lecture & Discussion on Chapters 31 – 36 Legal Research Project Due
Nov 1	2	Quizzes over Chapters 31 – 36 Final Review
WEEK 12	DAY	
Nov 6	1 ONLY	FINAL EXAM