

Spring 2018

COURSE: RR290 Judicial Reporting Procedures

METHOD OF DELIVERY: eLearning

CREDIT HOURS: 4 quarter credit hours

COURSE DESCRIPTION:

RR290 Judicial Reporting Procedures – 4 hours

This 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 with special emphasis on the NCRA Code of Professional Ethics. 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.

PREREQUISITES: RR280 Realtime Reporting Machine Shorthand IV, and RR206 Computer Transcription and Technology

TEXT: *Court Reporter's and CART Services Handbook* (Fifth Edition, 2010)

AUTHOR: Mary H. Knapp & Robert W. McCormick

PUBLISHER: Prentice-Hall, Inc.

MATERIALS NEEDED FOR THIS COURSE:

- Laptop computer (PC preferred)
- CATalyst computer-aided transcription software installed
- Internet access
- Headphones
- Stenograph machine with charger and tripod (see notes below)
- Realtime cable
- USB flash drive
- Highlighter
- Note cards with binder (ring or rubber bands)
- Paper
- pen

TOPICS

The reporting profession, the working environment, court reporter terminology, typical trials, preparing for jobs, administering oaths, speaker identification, parentheticals, marking exhibits, reporting objections, producing transcripts.

LEARNING OBJECTIVES

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 preparation.
4. 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 if applicable, direct and cross-examination, parentheticals, colloquy, certification page, and such other entries as may appear in a given case, i.e., signature page.
5. demonstrate knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.
6. report and transcribe voir dire of the jury and witnesses and the polling of the jury.
7. demonstrate 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).
8. discuss the basic role of the CART-provider and broadcast captioner.
9. knowledge of the use of video equipment in trials and depositions.
10. 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

REQUIREMENTS FOR COMPLETING THE COURSE

All courses in the Realtime Reporting Program must be passed with a “C” (70%) or better.

MIDSTATE PLAGIARISM POLICY

Plagiarism is using another person’s words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student’s writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

STUDENT SUCCESS

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

TEACHER INFORMATION

Kathryn Dittmeier, CRI
Office Number: 220
Office Hours: Mondays 2:30 – 4:00 p.m. or by appointment
Office Phone Number: 309-692-4092, Ext. 2200
Cell Number: 309-634-9374 (8 am – 8 pm, Mon – Sat Central Time)
E-mail: kadittmeier@midstate.edu

POLICIES AND PROCEDURES

1. Students must complete significant gradable work in order to be considered present for the course each week.
2. All students must participate in group or individual assignments as instructed.
3. Students must participate in discussion each week. Each discussion post must consist of a minimum of two well-developed paragraphs. Open-ended “Related Questions or Statements” and/or “Miscellaneous Thought Provokers” at the end of each chapter may be used as discussion questions.

4. Students must submit answers to all assigned text book Exercises at the end of each chapter. This generally includes “Related Questions or Statements, Miscellaneous True or False Statements,” and “Miscellaneous Legal Terminology.”

CLASS ATTENDANCE

eLearning: to be considered in attendance for an eLearning or course, the student must participate each week by submitting substantial, gradable work.

EXAMINATION INFORMATION

The final exam will be comprehensive and given during Week 12.

ASSESSMENT OF LEARNING/METHODS OF EVALUATING STUDENT PERFORMANCE

1. Quizzes will be given at the conclusion of all chapters.
2. The final exam will be comprehensive and given according to the all-school final schedule.
3. 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.
4. The ten-page Transcript Project will be dictated Week 6 (date and time to be announced). Corrected pages will be added, and the transcript will be edited and due at the conclusion of Week 6 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. Students receiving lower than a “C” after the transcript is graded may edit for a grade no better than a “B,” two letter grades above the initial grade. The student must meet individually with the instructor. Students **MUST** attend project days. This course is designed to simulate the “real reporting world.” Deposition or court proceedings happen “once” and when scheduled. If you absolutely cannot make a transcription day, you must let the instructor know prior to the transcription date and must have a valid or doctor’s excuse. Transcriptions will only be dictated live once. Whether or not a student will be allowed to make arrangements for another time will be at the discretion of the instructor.
5. Role playing to simulate various proceedings will be conducted. Court Reporter of the Day will be held Week 7. The date and time are to be announced. (If applicable, turns will be drawn by lot.)
6. Research projects will be assigned utilizing the various references available to court reporters,
7. including Internet research (i.e., Lexus/Nexus), NCRA’s web site, research paper and oral report on the NCRA Code of Professional Ethics.
8. Various transcriptions (or portions thereof) may be assigned and dictated at the instructor’s discretion.

TEACHER'S GRADING SCALE

Participation/Discussion	10%
Quizzes	30%
Assignments	20%
Transcript Project	20%
Final Exam	<u>20%</u>
	100%

COURSE OUTLINE

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

WEEK 1

Topics:

Course Introduction, Syllabus Review, General Information for Anyone Interested in Court and Realtime Reporting

Objectives:

6. have a basic knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.

- Review syllabus thoroughly (print).
- Take the Pretest (prior to reading any material or completing any assignments)
- Read Week 1 Overview
- Read and print Week 1 Lecture.
- Read the following:

Section A: General Information for Anyone Interested in Court and Realtime

Reporting

Chapter 1 – Considering Reporting as a Career

Chapter 2 – A Self-Test to Determine Your Interest in Reporting

Chapter 3 – The Reporting Profession Defined

- Complete and be ready to discuss the Chapter 2 Self-Test
- Submit answers to Exercises A, C, and D for Chapters 1 – 3 to Week 1 Exercises Drop Box
- Complete Chapters 1 – 3 Quizzes
- Post twice to the Week 1 Discussion Forum by Sunday at midnight.

WEEK 2

Topics:

Official Court Reporting

Objectives:

6. have a basic knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.
7. report and transcribe voir dire of the jury and witnesses and the polling of the jury.

- Read Week 2 Overview
- Read and print Week 2 Lecture.
- Read the following:
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
- Submit answers to Exercises A, C, and D for Chapters 4 – 7 to Week 2 Exercises Drop Box
- Complete Chapters 4 – 7 Quizzes
- **Write Voir Dire material** on pages 50 and 51 in realtime and turn in to corresponding Drop Box
- Post twice to the Week 2 Discussion Forum by Sunday at midnight

WEEK 3

Topics:

Pretrial Matters, Administering the Oath, Witness Setup/Speaker & Examination Identification, Parentheticals, and Motions

Objectives:

6. have a basic knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.

- Read Week 3 Overview
- Read and print Week 3 Lecture.
- Read the following:
• 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
- Submit answers to Exercises A, C, and D for Chapters 8 – 11 to Week 3 Exercises Drop Box

- Complete Chapters 8 – 11 Quizzes
- Post twice to the Week 3 Discussion Forum by Sunday at midnight

WEEK 4

Topics:

Objections, How to Mark Exhibits, How to Read Back and Testify

Objectives:

6. have a basic knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.

- Read Week 4 Overview
- Read and print Week 4 Lecture.
- Read the following:
Chapter 12 – How to Report Objections
Chapter 13 – How to Mark Exhibits
Chapter 14 – How to Read Back & Testify
- Submit answers to Exercises A, C, and D for Chapters 12 – 14 to Week 4 Exercises Drop Box
- Complete Chapters 12 – 14 Quizzes
- Post twice to the Week 4 Discussion Forum by Sunday at midnight

WEEK 5

Topics:

Transcript Production, How to Invoice and Deliver the Transcript, How a Trial Transcript Looks

Objectives:

6. have a basic knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.

- Read Week 5 Overview
- Read and print Week 5 Lecture.
- Read the following:
Chapter 15 – How to Produce the Transcript
Chapter 16 – How to Invoice and Deliver the Transcript
Chapter 17 – How a Trial Transcript Looks
- Submit answers to Exercises A, C, and D for Chapters 15 – 17 to Week 5 Exercises Drop Box
- Complete Chapters 15 – 17 Quizzes
- **Complete Objections Practice Assignment (DVD)** and submit to Week 5 Objections Drop Box

- **Turn in D Pages, O Pages (State and Fed), and CERT to the Pages Drop Box for grading (checked for formatting)**
- Post twice to the Week 5 Discussion Forum by Sunday at midnight

WEEK 6

Topics:

Freelance Reporting and transcript production

Objectives:

3. identify the appropriate reference sources used in transcript preparation.
4. 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 if applicable, direct and cross-examination, parentheticals, colloquy, certification page, and such other entries as may appear in a given case, i.e., signature page.
5. prepare and produce a complete and accurate transcript.
6. have a basic knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.
8. rapidly and accurately proofread.

- Read Week 6 Overview
- Read and print Week 6 Lecture.
- Read the following:

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

Submit answers to Exercises A, C, and D for Chapters 18 – 20 to Week 6 Exercises Drop Box

- Complete Chapters 18 – 20 Quizzes
- Complete Objections Practice Assignment (DVD) and submit to Week 6 Objections Drop Box
- **Transcript Project Dictated (Residency Requirement)**
- **Briefcase Project Assigned (See Week 6 Lecture)**
- Post twice to the Week 6 Discussion Forum by Sunday at midnight

WEEK 7

Topics:

Freelance Reporting and assuming the role of the court reporter

Objectives:

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.
6. have a basic knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.

- Read Week 7 Overview
- Read and print Week 7 Lecture.
- Read the following:
 - Chapter 21 - Deposition Reporting: Things to Consider
 - Chapter 22 – The Deposition Transcript: Transcribing, Invoicing, and Delivery
 - Chapter 23 – How the Deposition Transcript Looks
- Submit answers to Exercises A, C, and D for Chapters 21 – 23 to Week 7 Exercises Drop Box
- Complete Chapters 21 – 23 Quizzes
- **Court Reporter of the Day (Possible Residency appointment – date and time to be announced) Otherwise, SKYPE sessions will be scheduled.**
- **Briefcase Project Due (Bring to Residency Requirement, if applicable)**
- Post twice to the Week 7 Discussion Forum by Sunday at midnight

WEEK 8

Topics:

Broadcast Captioning

Objectives:

10. understand the basic role of the CART-provider and broadcast captioner.

- Read Week 8 Overview
- Read and print Week 8 Lecture.
- Read the following:
Section D: Captioning
Chapters 24 – The Working Environment of the Captioner
Chapter 25 – Terminology and Legislation
Chapter 26 – A Day in the Life of a Captioning Reporter
- Submit answers to Exercises A, C, and D for Chapters 24 – 26 to Week 8 Exercises Drop Box
- Complete Chapters 24 – 26 Quizzes
- **Captioning Activity (TBA)**
- Post twice to the Week 8 Discussion Forum by Sunday at midnight

WEEK 9

Topics:

CART (Communication Access Realtime Translation) Reporting

Objectives:

6. have a basic knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.

10. understand the basic role of the CART-provider and broadcast captioner.

- Read Week 9 Overview
- Read and print Week 9 Lecture.
- Read the following:
Section E: Communication Access Realtime Translation
Chapter 27 – What is CART?
Chapter 28 – Terminology for the CART Provider and CART Legislation
Chapter 29 –CART– Up Close and Personal
- Submit answers to Exercises A, C, and D for Chapters 27 – 29 to Week 9 Exercises Drop Box
- Complete Chapters 27 – 29 Quizzes
- **Courthouse Activity**
- Turn in Courthouse Activity Reflection to the corresponding drop box
- Post twice to the Week 9 Discussion Forum by Sunday at midnight

WEEK 10

Topics:

Ethics of the Reporting Profession, NCRA Code of Professional Ethics, Professionalism, Associations, Testing, Continuing Education, Legal Research, Internet Research, Citations of Authority, Finding Employment

Objectives:

2. apply the NCRA Code of Professional Ethics in simulated situations and case studies.
3. identify the appropriate reference sources used in transcript preparation.
6. have a basic knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.
9. 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).

- Read Week 10 Overview
- Read and print Week 10 Lecture.
- Read the following:
 - **Section F: Helpful Information for the Reporting Profession**
 - Chapter 30 – Ethics of the Reporting Profession
 - Chapter 31 – Professionalism, Associations, Testing, and Continuing Education
 - Chapter 32 - Research for the Record, Internet Research, Citations of Authority
 - Chapter 33 – Finding Employment
- Submit answers to Exercises A, C, and D for Chapters 30 – 33 to Week 10 Exercises Drop Box
- Complete Chapters 30 – 33 Quizzes
- **Turn in NCRA Code of Professional Ethics essay to the corresponding drop box**
- Post twice to the Week 10 Discussion Forum by Sunday at midnight

WEEK 11

Topics:

Office Environment, Court System in America, Technology of the Reporter: Hardware and Software Considerations, CAT, and Litigation Support; Technology of Transcript Production: CLVS and Videography

Objectives:

3. identify the appropriate reference sources used in transcript preparation.
6. have a basic knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.
11. demonstrate knowledge of the use of video equipment in trials and depositions.

12. demonstrate knowledge of NCRA's Certified Legal Video Specialist program.

- Read Week 11 Overview
- Read and print Week 11 Lecture.
- Read the following:
- Chapter 34 – The Office Environment
- Chapter 35 – The Court System in America
- **Section G: The Technology of the Reporter**
- Chapter 36 – Hardware and Software Considerations, CAT, and Litigation Support
- Chapter 37 – The Technology of Transcript Production
- Chapter 38 - Tomorrow's Technology: Computer Integrated Courtrooms and Beyond
- Submit answers to Exercises A, C, and D for Chapters 34 – 38 to Week 11 Exercises Drop Box
- Complete Chapters 34 – 38 Quizzes
- Complete and turn in **Legal Research Project** to the corresponding drop box
- Post twice to the Week 11 Discussion Forum by Sunday at midnight

WEEK 12

Topics:

Alternative Reporting Careers and Entrepreneurship

Objectives:

6. have a basic knowledge of the court reporting profession, including freelance and official reporting, and related job opportunities.

- Read Week 12 Overview
- Read and print Week 12 Lecture.
- Read the following:
- **Section H: Alternative Reporting Careers**
- Chapter 39 – Alternative Careers Using Reporting Skills
- **Section I: Entrepreneurship**
- Chapter 40 – Starting a Business
- Submit answers to Exercises A, C, and D for Chapters 39 – 40 to Week 12 Exercises Drop Box
- Complete Chapters 39 – 40 Quizzes
- **Take Final**
- Post **once** to the Week 12 Discussion Forum by Sunday at midnight