

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
WINTER 2010

Course number & Name: RR210 Judicial Reporting Procedures

Credit hours: 4 quarter hours

Method of Delivery: On Campus

Course Description: 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.

Prerequisite: JR120 Machine Shorthand IV or RR280 Realtime Reporting Machine Shorthand IV, and RR206 Computer Transcription and Technology

Text(s) & Manual(s): Court Reporter's and CART Services Handbook (Fifth Edition, 2010)

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

Publisher: Prentice-Hall, Inc.

Additional Materials needed for this course: Stentura 400 SRT, Protégé, or better; realtime cables, transcript pages from RR 206 (D Pages, O Pages, and CERT), highlighter, note cards with binder (ring or rubber bands), paper, and pen.

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 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.
7. report and transcribe voir dire of the jury and witnesses and the polling of the jury.
8. rapidly and accurately proofread.
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).
10. understand the basic role of the CART-provider and broadcast captioner.
11. demonstrate knowledge of the use of video equipment in trials and depositions.
12. 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.

Instructor Information: Teresa Ozuna, CSR, CRI
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Office Hours: Monday & Wednesday 10:00 p.m. – 1:00 p.m.; 2:00 p.m. – 3:30 p.m.;
 Tuesday & Thursday 9:30 a.m. – 10:00 a.m.; 12:00 - 1:00 p.m.; 2:00 – 4:00 p.m.;
 or by appointment (suggested).

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. 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 5 Day 2 (December 9) of the quarter. This transcript will be edited and due at the conclusion of Transcription Project Day Week 6 Day 2 (December 16) 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" may edit for a grade no better than a "B." The student must meet individually with the instructor.
5. Role playing to simulate various proceedings will be conducted. Court Reporter of the Day will be January 6, 2011.
6. Research projects will be assigned utilizing the various references available to court reporters, including Internet research, NCRA's web site, research paper and oral report on the NCRA Code of Professional Ethics.
7. Various transcriptions (or portions thereof) may be assigned and dictated at the instructor's discretion.

Examination Information:

See Methods of Evaluating Student Performance for examination information.

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

Revised 11/10

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

COURSE OUTLINE

WEEK 1	DAY	ASSIGNMENTS
	1	Review syllabus thoroughly; Discuss special assignments, Transcript project, court reporter of the day, etc. (Textbook) Reading Assignment: 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
	2	Discuss Chapters 1 – 3 PBS – Spotlight on Reporting & Captioning Reading Assignment: Section B: Official Court Reporting Chapter 4 – The Working Environment of the Official CR Chapter 5 – Terminology of the Official CR

WEEK 2	DAY	
	1	<p>Quizzes over Chapters 1 – 3 Lecture and Discussion Chapters 4 & 5 Quizzes over Chapters 4 & 5 Reading Assignment: Chapter 6 – A Typical Criminal Jury Trial Chapter 7 – A Typical Civil Jury Trial</p>
	2	<p>Lecture and Discussion Chapters 6 & 7 Quizzes over Chapters 6 & 7 Reading Assignment: Chapter 8 – Things to Consider before a Trial Begins Chapter 9 – How to Administer the Oath, Witness Setup/Speaker & Examination Identification</p>
WEEK 3	DAY	
	1	<p>Lecture and Discussion Chapters 8 & 9 Quizzes over Chapters 8 & 9 Reading Assignment: Chapter 10 – How to Report Parentheticals Chapter 11 – How to Report Motions</p>

Class will not be held Thursday, November 25th in observance of Thanksgiving Day. Midstate College will be closed Thursday, November 25th through Saturday, November 27th for Thanksgiving break.

WEEK 4	DAY	
	1	<p>Lecture and Discussion Chapters 10 & 11 Quizzes over Chapters 10 & 11 Reading Assignment: 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</p>
	2	<p>Lecture and Discussion Chapters 12 – 15 Quizzes over Chapters 12 – 15 Objections Practice (DVD) Reading Assignment: Chapter 16 – How to Invoice and Deliver the Transcript Chapter 17 – How a Trial Transcript Looks</p>
WEEK 5	DAY	
	1	<p>Lecture and Discussion Chapters 16 & 17 Quizzes over Chapters 16 & 17 Two-hour project assigned Turn in D Pages, O Pages, and Cert for grading Reading Assignment: 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</p>
	2	<p>Transcript Project dictated (Transcript Project Pages)</p>

Midstate College will be closed December 20, 2010, through January 2, 2011 for the Holiday and New Years break. Classes will resume Monday, January 3, 2011. Merry Christmas, Happy Hanukah, and Happy New Year!

WEEK 6	DAY	
	1	Lecture & Discussion Chapters 18 – 20 Quizzes over Chapters 18 – 20 Reading Assignment: Chapter 21 - Deposition Reporting: Things to Consider Chapter 22 – The Deposition Transcript: Transcribing, Invoicing, and Delivery Chapter 23 – How the Deposition Transcript Looks
	2	Transcript Project Day
WEEK 7	DAY	
	1	Lecture & Discussion of Chapters 21 – 23 Quizzes over Chapters 21 – 23 Assign Court Reporter of the Day Date and Prep Briefcase Project Reading Assignment: 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
	2	Court Reporter of the Day (January 6, 2011) Briefcase Project Due
WEEK 8	DAY	
	1	Lecture & Discussion of Chapters 24 – 26 Quizzes over Chapters 24 – 26 Captioning Activity Reading Assignment: 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
	2	(Speaker or other Activity – January 13)
WEEK 9	DAY	
	1	Lecture & Discussion of Chapters 27 – 29 Quizzes over Chapters 27 – 29 Reading Assignment: Section F: Helpful Information for the Reporting Profession Chapter 30 – Ethics of the Reporting Profession Chapter 31 – Professionalism, Associations, Testing, and Continuing Education
	2	Assign NCRA Code of Professional Ethics article Lecture & Discussion of Chapters 30 & 31 Quizzes over Chapters 30 & 31 Reading Assignment: (continued)

Chapter 32 - Research for the Record, Internet Research,
Citations of Authority
Chapter 33 – Finding Employment

WEEK 10 **DAY**
1

Assign Legal Research Project
Lecture & Discussion on Chapters 32 & 33
Quizzes over Chapters 32 & 33
Reading Assignment:
Chapter 34 – The Office Environment
Chapter 35 – The Court System in America
(Constitution Handout) (Court System Handout)

2

Lecture & Discussion on Chapters 34 & 35
Quizzes over Chapters 34 & 35
Professional Ethics Article Due
Reading Assignment:
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

WEEK 11 **DAY**
1

Lecture and Discussion Chapters 36 – 38
Quizzes over Chapters 36 – 38
Legal Research Project Due
Reading Assignment:
Section H: Alternative Reporting Careers
Chapter 39 – Alternative Careers Using Reporting Skills
Section I: Entrepreneurship
Chapter 40 – Starting a Business

2

Lecture and Discussion Chapters 39 and 40
Quizzes over Chapters 39 & 40
Final Review

WEEK 12 **DAY**
1 ONLY

FINAL EXAM