

CCR-1360: COURT PROCEDURES

Cuyahoga Community College

Viewing: CCR-1360 : Court Procedures

Board of Trustees:

January 2021

Academic Term:

Fall 2021

Subject Code

CCR - Captioning and Court Reporting

Course Number:

1360

Title:

Court Procedures

Catalog Description:

Emphasizes role of official and freelance reporter including communications skills, professional image and business etiquette. Preparation of deposition/court transcripts, marking and handling of exhibits, indexing and storing notes, reporting techniques and ethics, including National Court Reporter Association (NCRA) Code of Ethics.

Credit Hour(s):

3

Lecture Hour(s):

3

Requisites

Prerequisite and Corequisite

None.

Outcomes

Course Outcome(s):

Demonstrate knowledge of courtroom procedures.

Objective(s):

1. Define the role and responsibilities of the official reporter.
2. Define and apply reporting techniques.
3. Demonstrate how to administer the oath.

Course Outcome(s):

Demonstrate ability to perform court reporting responsibilities and process information.

Objective(s):

1. Prepare deposition/court transcripts.
2. Demonstrate proper marking and handling of exhibits.
3. Demonstrate indexing and storing of notes.
4. Demonstrate how to interrupt a speaker.
5. Exercise responsibility for reporting the proceeding.

Course Outcome(s):

Define and demonstrate professional behaviors and ethics.

Objective(s):

1. Describe and demonstrate basic office and professional etiquette.
 2. Demonstrate professional communication skills.
 3. Discuss privacy issues.
 4. Apply the NCRA Code of Ethics and make a decision.
 5. Discuss how to work effectively with superiors.
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Methods of Evaluation:

1. Quizzes and examinations
2. Projects
3. Video worksheets
4. Four court visits and reports
5. Moot court participation
6. Role-playing activities
7. Short reports
8. Reporter interviews

Course Content Outline:

1. Oral communications skills
 - a. Testifying
 - b. Telephone techniques
 - c. Interrupting a speaker
2. Role of the official reporter
 - a. Marking and handling exhibits
 - b. Handling parentheticals
 - c. Reporting and transcription of Voir-Dire
 - d. Handling objections
 - e. Pretrial matters
 - f. Handling discussions off the record
 - g. Motions
 - h. Opening statements and closing arguments
 - i. Jury charge
 - j. Sidebar discussions
 - k. Polling the jury
3. Reporting techniques
 - a. Obtaining spellings of proper names
 - b. Identifying speakers in a multi-speaker situation
 - c. Swearing or affirming witness
 - d. Discussions held off the record
 - e. Indication of nonverbal actions
 - f. When and how to interrupt a speaker
 - g. Certifying questions
 - h. Reporting interpreted proceedings
4. Transcript preparation and production
 - a. Title page
 - b. Appearance page
 - c. Stipulations page
 - d. Reading and signing
 - e. Deposition corrections
 - f. Index and storage of notes
 - g. Billing the deposition
 - h. Business records
 - i. Proofreading
 - j. Identification of appropriate library and reference materials and researching citations
5. The profession

- a. Related job opportunities
 - b. Ethics and NCRA Code of Ethics
 - c. Professional associations
 - d. Life skills relating to employment
 - e. Health concerns and risk factors
6. Manners at work
- a. Basics of office etiquette
 - b. Privacy issues
 - c. Appropriate dress
 - d. Introductions
 - e. Business dining and travel
 - f. Awkward situations
7. Interpersonal skills
- a. Body language
 - b. First impressions
 - c. Facts vs. opinions
 - d. Effective listening
 - e. Clarifying questions
 - f. Constructive criticism
 - g. Problem solving
8. Multi-voice
- a. Methods used for identification of speakers
 - b. Colloquy transcript format
 - c. Briefs used to identify court and counsel personnel
 - d. Realtime application

Resources

Seligson, Susan Berk. *The Bilingual Courtroom: Court Interpreters in the Judicial Process*. 2. Chicago, IL: University of Chicago Press, 2017. May, 2017.

Mauet, Thomas. *Pretrial*. 10. Philadelphia, PA: Wolters Kluwer, 2019. March, 2019.

McCormick, R., Knapp, M., Blake, M. *Complete Court Reporter's Handbook and Guide for Realtime Writers*. 5th. NY: Prentice Hall, 2009.

Stone, L., Leas, P. *Court Reporting Survival Secrets or Tips to Avoid Deposition Potholes*. 1st. Stone, 2009.

Glannon, Joseph. *Examples and Explanations: Civil Procedure*. 8. Philadelphia, PA: Wolters Kluwer, 2018. January, 2018.

Resources Other

1. The Basics of Office Etiquette and Manner at Work. Insight Media, 1994. Video Presentation.
2. Interpersonal Communication Skills and Body Language. Insite Media, 1993. Video Presentation.
3. www.ncraonline.org (<http://www.ncraonline.org>)
4. NCRA Teachers Listserv

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