

# CCR-1470: TRANSCRIPT PRODUCTION FOR COURT REPORTING AND CAPTIONING

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## Cuyahoga Community College

**Viewing:** CCR-1470 : Transcript Production for Court Reporting and Captioning

**Board of Trustees:**

June 2023

**Academic Term:**

Fall 2023

**Subject Code**

CCR - Captioning and Court Reporting

**Course Number:**

1470

**Title:**

Transcript Production for Court Reporting and Captioning

**Catalog Description:**

Students will gain knowledge regarding various transcript components for different levels of court proceedings (depositions, statements, arbitrations and so on at municipal, common pleas, and federal levels); demonstrate ability to create title pages, appearance pages, certificate pages as found within a variety of transcripts.

**Credit Hour(s):**

3

**Lecture Hour(s):**

3

## Requisites

**Prerequisite and Corequisite**

None.

## Outcomes

**Course Outcome(s):**

Demonstrate transcript production skills.

**Essential Learning Outcome Mapping:**

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

**Objective(s):**

- a. Define terms related to transcripts including the following: title, appearance, parenthetical, certificate, by lines, exhibits.
- b. Demonstrate organization of transcripts.
- c. Discuss the differences in municipal, common pleas, and federal court transcript pages.
- d. Demonstrate proofreading skills of transcript components.
- e. Produce multi-page transcripts.

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**Methods of Evaluation:**

- a. Discussion
- b. Homework
- c. Tests
- d. Written Projects

- e. Transcript production
- f. Proofreading transcript components

**Course Content Outline:**

- a. Introduction of Transcript Components
  - i. Title Pages
  - ii. Appearance Pages
  - iii. Index Pages
  - iv. Body of Transcript
  - v. Side bar
  - vi. Certificate Page
- b. Transcript Production Formatting
  - i. Federal District Court Standards
  - ii. Common Pleas Court Standards
  - iii. Municipal Court Standards
  - iv. Depositions, trials, hearings
  - v. Templates
  - vi. Margin or Border Lines
  - vii. Text Margins
  - viii. Page number placement
  - ix. Widow/Orphan Control
  - x. Tabs
  - xi. Index page
    - 1. single-volume
    - 2. multiple-volume
  - xii. Call to the Order of the Court
  - xiii. Certificate of Transcriptionists page
  - xiv. Creating Headers in WordPerfect
  - xv. Broken Headers
  - xvi. Using Hidden Menus in MS Word
  - xvii. Quoted Material
- c. Introduction of Parentheticals
  - i. Placement
  - ii. Exhibit marked
  - iii. Interruptions
  - iv. Non-verbal communication
  - v. Recess
  - vi. Off the Record
- d. By lines
- e. Voir dire
- f. Jury Charge
- g. Opening and Closing Statements
- h. Verdict
  - i. Victim Impact Statements
- j. Sentencing
- k. Estimating transcript pages
  - l. Proofreading of transcripts
- m. Creation of a full transcript

**Resources**

Hampton, Ashan R. *Proofreading Power: Skills & Drills*. 1st ed. Morrisville: lulu.com , 2018.

Ashton Hampton. (2020) (August 27, 2020) *Proofreading & Grammar Drills Workbook*, Independently published. Lulu.com.

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Kenneth Wick. *The Essential 99 Punctuation Rules for Court Reporters Reference edition*. 1st. Kindle, 2019. January 3, 2019.

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Marijane Stomberg. (2022) (May 4, 2022) *COURT REPORTING: Everything you want to know about Court Reporting (and a few secrets too)*, Kindle Amazon.

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Kevin Clermont. *The Judicial Code and Rules of Procedure in the Federal Courts*. 2022nd. West Conshocken, Templeton Foundation Press, 2022. March 28, 2022.

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Alex Khaghan. (July 13, 2022) 5 Reasons Why Legal Transcription is Important in Court Procedures. *Scribie*, <https://scribie.com/blog/2022/07/5-reasons-why-legal-transcription-is-important-in-court-proceedings/>

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Zach Jacobson. (2022) (October 7, 2022) How Outsourcing Transcription can Help Every Law Firm. *Attorney at Law Magazine*, <https://attorneyatlawmagazine.com/latest-articles/how-outsourcing-transcription-can-help-every-law-firm>

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#### **Resources Other**

- a. Actual Court Proceedings
- b. Transcript Production Guides from Actual Judicial Systems
- c. Faculty created materials

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