STANDARDS FOR COURSEWORK IN COURT REPORTING
(CERTIFIED ELECTRONIC REPORTER)

Students are expected to enter the program with proficiency in basic computer skills, including but not limited to:

- *Downloading and uploading files,*

- *Saving and retrieving files,*

- *Use of function keys.*

Upon successful completion of the Court Reporting skills curriculum, the student will have the knowledge and skills to capture accurate, verifiable recorded proceedings as required to create a verbatim record of all types of legal proceedings, including court proceedings, depositions, administrative hearings, civic hearings, and similar proceedings using the digital recording method.

Equipment

Upon completion of the program, students can:

1. Identify and explain function/use of digital recording software and hardware requirements, including microphones, mixers, headphones, and cables.
   a. Familiarity with computer and hardware components and how they function,
   b. Familiarity with minimum requirements of hardware to ensure adequate quality recording and monitoring,
   c. Familiarity with equipment manuals and troubleshooting guides,
   d. Ability to set up/connect components to accurately record any type of court proceeding, deposition, or administrative hearing,
   e. Consider microphone placement, pick-up patterns, and channel separation,
   f. Evaluate the environment for optimal recording,
   g. Equipment pre-check procedures,
   h. Ability to handle equipment malfunction or failure.
2. Understand the concept of digital recording software.
3. Activate basic features of digital recording software programs, including opening and saving annotations, searching for and replaying recorded audio.
4. Save audio in multiple formats for backup purposes (network, server, flip drives, CDs).
5. Use secondary recording devices as backups.
6. Understand the importance of confidence monitoring and how to conduct it.
7. Set up and tear down equipment in any setting.
8. Implement proper maintenance and storage of equipment.
9. Troubleshoot recording/playback issues.

10. Interpret file-naming conventions of various recording software programs and understand why they're used.
11. Understand how to organize audio files, including:
    a. Storing downloaded audio files,
    b. Naming conventions to facilitate access and minimize error.
12. Set up annotation files.
13. Edit and add additional notes to the annotations.
14. Set up shortcut keys.
15. Explain the importance of recording a test audio.
16. Playback audio recording when requested

Hardware and Software Requirements

Upon completion of the program, students can:

For Court Environment

17. Identify Hardware Recording Options
18. Identify Software Recording Options
19. Identify Backup Recording Options
20. Identify Microphone Options
21. Identify Cables, Connectors and Mixer Options
22. Be able to open Digital Recording Equipment
23. Be able to set Audio Preferences
24. Be able to troubleshoot recording/playback issues in Windows 7/8
25. Be able to create a new file in Digital Recording Equipment
26. Be able to setup Log Note File
27. Be able to setup Function Key Markers
28. Be able to manage computer desktop screen space
29. Be able to record a test audio
30. Be able to record audio
31. Be able to understand microphone directional properties
32. Be able to pause audio recording
33. Be able to stop audio recording

34. Be able to troubleshoot low audio level warning
35. Be able to back up Digital Recording Equipment files
36. Be able to take Log Notes of multiple voices
37. Be able to keep track of Direct, Cross, Redirect and Recross examinations
38. Be able to use Q and A Markers in examinations
39. Be able to playback audio recording when requested (READBACKS)
40. Be able to describe the basic audio and equipment setup for courtroom trial and hearing environments
41. Be able to identify the key locations in the various courts at all levels, i.e., Circuit Court, General District Court, Juvenile and Domestic Relations Court, Superior Court, etc. for microphones and equipment
42. Be able to setup a courtroom for audio recording using a setup checklist
43. Be able to tear-down a courtroom audio setup using a checklist
44. Be able to create a temporary directory on the Windows laptop for assignment files
45. Be able to upload audio files from backup audio devices into the temporary directory
46. Be able to move the Digital Recording Equipment audio file and Log Notes into the temporary directory
47. Be able to rename all files according to the file naming convention
48. Be able to edit and add additional transcriber notes to the Log Notes in a text editor

For Deposition/Freelance Environment

49. Be able to identify Hardware Recording Options
50. Be able to identify Software Recording Options
51. Be able to identify Backup Recording Options
52. Be able to identify Microphone Options
53. Be able to identify Cables, Connectors and Mixer Options
54. Be able to open Digital Recording Software

55. Be able to set Audio Preferences
56. Be able to troubleshoot recording/playback issues in Windows 7/8.
57. Be able to create a new file in Digital Recording Software
58. Be able to setup Log notes file
59. Be able to setup Function Key Markers
60. Be able to manage computer desktop screen space
61. Be able to record a test audio
62. Be able to record audio
63. Be able to understand microphone directional properties
64. Be able to pause audio recording
65. Be able to stop audio recording
66. Be able to troubleshoot low audio level warning
67. Be able to back up Digital Recording Software files
68. Be able to take Log Notes of multiple voices
69. Be able to keep track of Direct, Cross, Redirect and Recross examinations
70. Be able to use Q and A Markers in examinations
71. Be able to playback audio recording when requested (READBACKS)
72. Be able to describe the basic audio and equipment setup for deposition and statement environments
73. Be able to identify the key locations in the various conference rooms at all levels for microphones and equipment
74. Be able to identify the key locations in various conference rooms for microphones and equipment
75. Be able to setup a conference room for audio recording using a setup checklist
76. Be able to tear-down a conference room audio setup using a checklist
77. Be able to create a temporary directory on the Windows laptop for assignment files
78. Be able to upload audio files from backup audio devices into the temporary directory

79. Be able to move the Digital Recording Software audio file and Log Notes into the temporary directory
80. Be able to rename all files according to the file naming convention
81. Be able to edit and add additional transcriber notes to the Log Notes in a text editor

Responsibilities for the Court Reporter

Upon completion of the program, students can:

In Court Environment

82. Record all verbal communication.
83. Create detailed annotated notes, including:
    a. case information,
    b. date and time stamps,
    c. speaker identification,
    d. verbal communication (e.g., key words),
    e. nonverbal communication (e.g., nodding),
    f. unique names, words, and phrases to increase searchability of notes,
    g. marking and identifying exhibits,
    h. jury present/not present, entering/exiting,
    i. opening statements,
    j. off-record discussions,
    k. objections,
    l. bench/sidebar conferences,
    m. chamber conferences,
    n. motions and rulings,
    o. witness sworn,
    p. start point of each stage/type of testimony,
    q. witness excused,
    r. closing arguments,
    s. jury instructions,

    t.   verdicts,

    u.   rulings,

    v.   sentencing (criminal trials),

    w.   clear, recognizable abbreviations,

    x.   numbers cited (e.g., dates, dollar figures),

    y.   passing/recalling a case,

    z.   recesses/adjournments.

84. Explain the importance of creating a list of terms and phrases to assist the transcriber, within annotations or separately.

85. Understand the requirement of being a notary public in good standing.

86. Recite common language used for administering oaths/affirmations to:

    a.   Witnesses,

    b.   Jury,

    c.   Bailiff,

    d.   Interpreter.

87. Interrupt a proceeding when something occurs that impacts the recording, such as simultaneous speech, microphone placement, request verbal response, equipment malfunction.

88. Clarify with parties for on or off-the-record discussions.

89. Follow confidentiality requirements of employees of judicial officers.

90. Facilitate the use of interpreters for a clean, audible record.

91. Use and format case citations and references properly.

92. Handle exhibits, including:

    a.   marking exhibits,

    b.   taking custody of exhibits,

    c.   binding and organizing the exhibits.

93. Understand that timelines, filing, and delivery requirements vary by court/jurisdiction/agencies.

In Deposition/Freelance Environment

Upon completion of the program, students can:

94. Differentiate between types of depositions (a/k/a "statements" or "examinations under oath" by some administrative agencies) including:
    a. de bene esse,
    b. discovery.
95. Explain the Rules of Civil Procedures as they pertain to depositions.
96. Use common reporter's statements (standard in some jurisdictions):
    a. standard deposition (e.g., deposition taken pursuant to notice; pursuant to stipulation)
    b. going on/off record,
    c. signature of deponent,
    d. determining transcript orders,
    e. concludes a deposition.
97. Understand, generally, evidence discovery.
98. Understand what information is required to maintain administrative paperwork for a deposition.
99. Create and use errata sheets.
100. Identify the best place to set up the equipment, based on safety and successful monitoring of participants.
101. Certify a question for later review by a judge.

Understanding Proceedings

Upon completion of the program, students can:

In the Court Environment

102. Understand the different types of jurisdictions:
    a. Subject matter,
    b. Territorial.
103. Identify the courts:
    a. Federal,
    b. State,
    c. Administrative.
104. Understand, generally, the categories of law:
    a. Statutory Law,

b.   Common law.
105.   Describe basic court protocol, including:
    a.   Role of the court officer/bailiff/clerk,
    b.   Courtroom etiquette, e.g.:
        i.   Rising when the judge and jury enter
        ii.   Speak directly to the judge, not between lawyers
        iii.   Respect for all (including referring to judge as Your Honor)
    c.   Sanctions for inappropriate behavior,
    d.   Bar dividing participants in the proceedings from observers.
106.   Identify various differences between civil and criminal matters, including:
    a.   Plaintiff,
    b.   Burden of proof.
107.   Explain what preliminary hearings are.
108.   Explain what pre-trial motions are.
109.   Explain what hearings are, generally.
110.   Explain what grand jury proceedings are.
111.   Understand, generally, evidence discovery.
112.   Explain what jury and non-jury trials are and the differences between them.
113.   Identify common objections and how they're used.
114.   Recognize and understand select legal and Latin terminology.
115.   Explain what opening statements are.
116.   Explain what colloquy is.
117.   Identify direct, cross, redirect and recross-examinations.
118.   Identify voir dire examinations:
    a.   Of jury,
    b.   Of expert witnesses (re: qualifications),
    c.   Of witnesses (re: exhibits).
119.   Explain the purpose and procedures of bench conferences/sidebars.
120.   Explain what closing arguments are.
121.   Explain what verdicts are.

In the Deposition/Freelance Environment

122. Be able to differentiate the types of depositions / statements, i.e., de bene esse, examination under oath, discovery, noticed video deposition, etc.
123. Be able to identify the Courts where depositions are filed
124. Be able to identify the Rules of Civil Procedures pertaining to depositions
125. Be able to understand basic deposition / statement procedures
126. Be able to identify the difference between Civil and Criminal depositions / statements matters
127. Be able to understand deposition / statement procedures
128. Be able to understand the procedures of discovery
129. Know and understand objections
130. Know and understand Q., A., Colloquy, Examinations, i.e., direct, cross, redirect, recross, etc.
131. Learn the Reporter's Statement for a Standard Deposition
132. Learn the Reporter's Statement for going ON/OFF RECORD
133. Learn the Reporter's Statement Regarding the Signature of the Deponent
134. Learn the Reporter's Statement for Determining Transcript Orders
135. Learn the Reporter's Statement that Concludes a Deposition / Statement
136. Learn the Reporter's Statement for going OFF/ON the Record During a Noticed Video Deposition
137. Learn the Reporter's Concluding Statement During a Noticed Video Deposition
138. Be able to describe and conduct an audio/video and equipment setup for standard Discovery depositions using a checklist
139. Be able to describe and conduct an audio/video and equipment setup for Noticed Video depositions using a checklist with videographer
140. Be able to properly fill out exhibit markers

141. Be able to properly label exhibits mentioned in deposition

142. Be able to take custody of exhibits after the deposition

143. Be able to fill out all required information on the deposition
      assignment worksheet properly

144. Know and understand objections

145. Know and understand select legal and Latin terms

Assignment Information

Upon completion of the program, students can:

146. Identify all key aspects of client's paperwork, including:
      a.   case assignment/file number,
      b.   case caption,
      c.   assignment type,
      d.   client/court name and address,
      e.   assignment address,
      f.   estimated length of assignment,
      g.   reporter's expected arrival/set-up time.

147. Explain the importance of verifying the assignment date and time.

Pre-Assignment Checklist

148. Create and complete a reporter's checklist prior to assignment,
      including items such as:
      a.   Equipment and supplies needed,
      b.   Location confirmed,
      c.   Turnaround time for completed file.

149. Research case information in advance, online, where possible.

Finalizing the Assignment On Site

Upon completion of the program, students can:

150. Fully complete all paperwork required immediately upon completion of the assignment.
151. Login to the FTP server using the various FTP software formats.
152. Transfer files digitally.

Ethics and Decorum

Upon completion of the program, students can:

153. Demonstrate proper ethical behavior, including:
    a. Conflict of interest,
    b. Do not accept gifts,
    c. Do not offer advice or personal opinions,
    d. Confidentiality.
154. Demonstrate proper decorum in the courtroom, including:
    a. Be impartial,
    b. Be respectful of those in the courtroom,
    c. Proper attire in the courtroom,
    d. Refrain from drinking, eating, or gum chewing in the courtroom.

Miscellaneous

Upon completion of the program, students can:

155. Complete and submit billing invoices.
156. Track expenses for tax purposes.
157. Understand requirements and methods for maintaining and/or disposal of audio files.