



# Court Procedures: A Guide for All Realtime Reporters, Captioners and CART Providers

## Student Course Site Contents

Getting Started Information

Multimedia Course Seminars

- \* Considering Reporting as a Career
- \* A Self-Test to Determine Your Interest in Reporting
- \* The Reporting Profession Defined
- \* The Working Environment of the Official Court Reporter
- \* Terminology of the Official Court Reporter
- \* A Typical Criminal Jury Trial
- \* A Typical Civil Jury Trial
- \* Things to Consider before a Trial Begins
- \* How to Administer the Oath, Witness Setup, and Speaker and Examination Identification
- \* How to Report Parentheticals
- \* How to Report Motions
- \* How to Report Objections
- \* How to Mark Exhibits
- \* How to Read Back and Testify
- \* How to Produce the Transcript
- \* How to Invoice and Deliver the Transcript
- \* How a Trial Transcript Looks
- \* The Working Environment of the Freelance Reporter
- \* Terminology of the Freelance Reporter
- \* Reporting a Typical Deposition: General Information
- \* Deposition Reporting: Things to Consider
- \* The Deposition Transcript: Transcribing, Invoicing and Delivery

- \* How the Deposition Transcript Looks
- \* The Working Environment of the Captioner
- \* Terminology and Legislation
- \* A Day in the Life of a Captioning Reporter
- \* How the Captioned Job Looks
- \* Ethics of the Reporting Profession
- \* Professionalism, Associations, Testing and Continuing Education
- \* Research for the Record, Internet, Research, Citations of Authority
- \* Finding Employment
- \* The Office Environment
- \* The Court System in America
- \* Hardware and Software Considerations, CAT and Litigation Support
- \* The Technology of Transcript Production
- \* Tomorrow's Technology Today: Computer Integrated Courtrooms

Pre-graded Test Pools for Each Seminar

Assignments

Web Activities

Student Projects

Document Samples and Templates

Communication Tools

- \* Discussion Board
- \* Virtual Classroom
- \* File Exchange Digital Drop Box
- \* Group Tools
- \* E-mail Utilities

## **Instructor Course Site Contents**

Sample Syllabus

Sample Course Schedules

Correlating Assignments

- \* Chapter-to-Seminar References
- \* "How-to-Use" Suggestions for Additional  
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Correlating Links to Web sites Containing Additional  
Activities and Instructional Content

35 Discussion Board Topics for Each Course Section

Virtual Classroom Topics for Each Course Section

Suggested Assignments, Web Activities and Projects

## **Correlating Textbook**

- \* Court Reporter's and CART Services Handbook,  
Fourth Edition, by Mary Knapp and Robert W.  
McCormick, published by Prentiss Hall, 2003.

