

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Court Reporting</u>
COURSE RUBRIC AND NUMBER	<u>CRTR 2312</u>
COURSE TITLE	<u>Court Reporting Procedures</u>
COURSE CREDIT HOURS	<u>3 3 : 0</u> Credits Lec Lab

I. **Catalog Description**

Provides instruction in the role of the court reporter in court proceedings and/or depositions, profession-related opportunities, reporting and transcription of voir dire, proofreading skills, and ethics.

Prerequisites: CRTR 1202 and CRTR 2401. (3:0).

II. **Course Objectives**

Upon satisfactory completion of the course, the student will be able to:

- A. Conduct oneself properly in all situations where a record may be requested, including communication with judges, attorneys, juries, courtroom personnel, and the general public, recognizing one's reporting limitations; maintain appropriate discretion in dealing with media/community; display professional appearance and demeanor; and represent court in a professional manner.
- B. Identify the legal responsibilities of the court reporter, including honoring transcript deadlines in accordance to appellate timetable, certifying transcripts, handling exhibits, filing monthly status reports, practicing professional ethics, and preparing any and all disclosure notices; develop archive system and archive completed transcripts; file reporter's certificate with appropriate clerk; and file appellate transcript with appropriate clerk.
- C. Identify all phases of a trial and other court proceedings and the reporter's role to include pretrial, grand jury, and preliminary examinations; pretrial motions, pleas, and bench conferences with and without Whisper 2000; sentencings; coroner's inquests; and daily copy when needed; adhere to rules regarding criminal record keeping; comply with retention policy regarding stenographic record/notes; prepare excerpts as requested by Court; and recognize rules pertaining to indigence.
- D. Represent firm in a professional manner; maintain good communication with firm; identify the phases of reporting various depositions, including telephone depositions, and the reporter's role, such as swearing or affirming witnesses, maintaining control of the proceedings, handling discussions off the record, indicating nonverbal actions, maintaining confidentiality and neutrality, maintaining timekeeping, and preparing transcript to include any and all litigation support; adhere to rules regarding civil record keeping; establish good rapport with attorneys; identify employer expectations and protocol; demonstrate willingness to work at a moment's notice; and adapt to particular reporting environment.
- E. Identify other duties that may be requested of the court reporter, such as providing general office support, operating general office equipment, and following directions of superiors; maintain record of communications and maintain duplicative invoices; and demonstrate flexibility in work schedule.

- F. Identify the phases of transcript production, from clarifying spellings of proper names, research, and consulting colleagues to binding and delivering transcripts, billing, and collecting transcript fees.
- G. Identify the professional obligations of the court reporter, such as attaining and maintaining certification through approved seminars, seeking national and advanced certifications, becoming a member of and participating in professional organizations and community service activities, identifying tax status, and acquiring pertinent professional insurances; respond appropriately to grievances; and maintain current resume.
- H. Identify the organizational skills needed by the court reporter, such as prioritizing workload, maintaining a daily job log, archiving stenographic notes, practicing time management and stress management, maintaining an inventory of supplies, and identifying accounting procedures that may be needed.
- I. Inventory exhibits and log exhibits, photocopy/scan exhibits and convert exhibits to proper electronic format, file exhibits with clerk's office, and secure copy of proof of filing; keep abreast of changes in rules and regulations; and keep informed about current events.

III. THECB Learning Outcomes (WECM)

Describe the role of the court reporter in court proceedings and/or depositions.

IV. Evaluation

Class Participation	50%
Tests	25%
Final Exam	<u>25%</u>
Total	100%

Grading Scale	90 - 100	=A
	80 - 89	=B
	70 - 79	=C
	60 - 69	=D
	Below 60	=F
	Incomplete	=I
	Withdrawn	=W

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.