

Fanshawe College

## FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

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Documentation (Approval etc...)

Court Support Services

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2019

### FANS01370 Court Support Services CVS Application

Fanshawe College

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Ontario College Quality Assurance Service

Service de l'assurance de la qualité des  
collèges de l'Ontario

## Court Support Services

Fanshawe College | APS # FANS01370 | MTCU # 42305  
Ontario College Certificate | Funding requested - full-time

### Purpose

This program is designed to provide graduates with the specialized knowledge and skills required to work in various court support and court and client service positions for the Ontario Courts, as well as providing specialized evidence recording and interactive learning activities focused on courtroom staff roles with an emphasis on professionalism and decorum.

### Admission

Ontario Secondary School Diploma (OSSD), or equivalent, mature student status.

### Occupational Areas

Graduates from this program will generally gravitate towards two particular NOC Codes: NOC 1416 (Court Clerks) and NOC 1251 (Court Reporters, Medical Transcriptionists and Related Occupations).

Emsi Data shows a general upward trend in employment projection for Court Clerks (NOC 1416). Across Ontario, there is expected to be approximately a 12% increase in the jobs within this NOC in the 2019-2026 period. Job growth appears to be steady and sustainable. 83% of job openings in the period of 2017-2021 are expected to occur via attrition (replacement jobs from retirement or turnover).

Court Reporters, Medical Transcriptionists and Related Occupations (NOC 1251) have stable employment projections. Few net new jobs are projected, but vacancies due to retirements will occur, and many Ontario Courts in the Fanshawe catchment area are already hiring workers without the necessary knowledge of Ontario law or the understanding of the roles and responsibilities of court officers. These individuals are then provided with in-house training; however, there remains high turnover and little employment stability for the Ministry of the Attorney General. 81% of job openings in the period of 2017-2021 is expected to occur via attrition (replacement jobs from retirement or turnover).

### Laddering Opportunities

Fanshawe College will be looking for pathways opportunities for both incoming and outgoing students.

Students transferring into the program from high-affinity fields such as the Public Safety

Fundamentals OCC (MTCU 43012) may have some credit recognition for general courses like "Canadian Law." Students transferring in from Law Clerk OCD (MTCU 52611) are likely to receive some credit recognition for general courses like "Canadian Law" and "Computer Applications."

Students may wish to ladder out of this program into high-affinity programs in the legal field: the Law Clerk OCD and ultimately the Paralegal OCGC are particularly strong programs for further education. Some introductory courses may be granted as credit recognition; in other cases the strong fundamental knowledge gained in the Court Support Services OCC would be an asset to students who wished to pursue further education in legal studies.

There will also be some laddering opportunities for graduates who may have pursued BAs in Justice Studies and/or Political Science and/or English programs at Ontario universities. Graduates of these programs often want to work within the legal field and are looking for short-duration practical programs to enhance the vocational skills needed to succeed in the Ontario courts system.

## Program VLOs

1. Maintain a professional attitude in adherence to courtroom decorum.
2. Interact with judiciary, counsel, stakeholders, the public and court staff in a respectful manner and using a customer service oriented approach.
3. Create and format court services documents using computer software in accordance with municipal and provincial directives and governing legislation.
4. Record and annotate court proceedings using digital court technology adhering to proper restrictions and flagging of cases.
5. Examine, compare and complete various forms accurately and legibly according to court service requirements and proceedings.
6. Maintain and manage critical details of all court files (including court minute books and exhibits) ensuring their secure storage at all times in accordance with municipal and provincial directives.
7. Develop strategies for ongoing personal and professional development to enhance work in court support service settings.

## Curriculum

- **LAWS-1XX1 - Court Clerk -- OCJ Criminal** (Semester 1 - 45.00 hours)  
Students will study the role of Ontario Court clerks with respect to assisting the judiciary in a criminal bail, plea, and trial court. The course will focus on principles, courtroom procedures, and operations using Ministry of the Attorney General-approved guidelines specific to the Ontario Court of Justice.
- **LAWS-1XX2 - Professional Communication and Courtroom Decorum 1** (Semester 1 - 75.00 hours)  
Students will examine and apply the principles of good written and oral communication including the use of proper grammar, spelling, and proofreading skills. Students will also study the various roles of participants in the courtroom, appropriate courtroom dress, and decorum. The course will address the importance of confidentiality and sensitivity in a courtroom environment.
- **LAWS-1XX3 - Computers and Courtroom Technology** (Semester 1 - 45.00 hours)  
In this course students will be introduced to Microsoft Office to create and format court services

and other legal-based documents using correct formatting, spelling, and grammar. In addition, students will be introduced to various court technologies used in the courtroom. Students will have opportunities to practice these skills throughout the term.

- **LAWS-1XX4 - Court Clerk/Registrar -- Family Court 1** (Semester 1 - 60.00 hours)  
This course will focus on the principles, courtroom procedures, and operations using Ministry of the Attorney General-approved guidelines specific to the Ontario Court of Justice, Superior Court of Justice, and the Family Court. Students will be introduced to Family Law legislation and rules, proceedings, case management, child protection timetables, and case tracking technology.
- **LAWS-1XX5 - Introduction to the Canadian Legal System** (Semester 1 - 45.00 hours)  
This course introduces students to the Canadian legal system. Students will examine the parties involved in the legal system in Canada, sources of law, the Constitution, and the Charter of Rights and Freedoms. Through this course, students will gain a general understanding of how laws are defined, created, and interpreted as well as the history, structure, and jurisdiction of Canadian courts.
- **LAWS-1XX6 - Court Reporter 1** (Semester 1 - 60.00 hours)  
In this course, students examine the role of a court reporter, including how the reporter should interact with other members of the court in a professional and respectful manner. In accordance with Ministry of the Attorney General-approved guidelines, students will learn to record and annotate court proceedings using current digital recording equipment and systems.
- **LAWS-1XX7 - Court Registrar -- SCJ Civil and Criminal** (Semester 2 - 60.00 hours)  
This course enables students to study the role of a courtroom Registrar for civil, small claims, and criminal court cases in the Superior Court of Justice. Participants will learn pre-, post-, and in-court responsibilities in accordance with Ministry of the Attorney General-approved procedures, practices, and guidelines. Students will also gain an understanding of the jury selection process as it relates to civil and criminal proceedings.
- **LAWS-1XX8 - Transcription** (Semester 2 - 45.00 hours)  
In this course students will learn the necessary transcription procedures and techniques required to create and format certified transcripts from all court jurisdictions according to the standards set by the Ministry of the Attorney General. Upon successful completion of this course, students will have met the Ministry's transcript qualification standards and will be eligible to become authorized transcriptionists.
- **LAWS-1XX9 - Court Clerk/Registrar -- Family Court 2** (Semester 2 - 60.00 hours)  
This course builds upon the knowledge and skills gained in the Court Clerk/Registrar -- Family Court 1. In this course, emphasis is placed on practical applications such as reading and understanding Minutes of Settlement, Consents, and Judges' orders. Students will learn how to prepare forms and orders resulting from Judges' endorsements in accordance with municipal and provincial directives.
- **LAWS-1X10 - Clerk/Reporter -- Provincial Offences** (Semester 2 - 60.00 hours)  
In this course students will gain an understanding of the administrative, clerical, support, and Clerk/Reporter roles in the municipally-operated Provincial Offences Court. Students will learn, pre-, post-, and in-court responsibilities in accordance with Ministry of the Attorney General-approved procedures, practices, and guidelines. In addition, students will gain an understanding of Provincial Offences legislation.
- **LAWS-1X11 - Court Reporter 2** (Semester 2 - 45.00 hours)  
This course builds upon the student's knowledge and skills gained in Court Reporter 1. Using specialized court reporting tools, students will enhance their ability to oversee audio recording systems and properly annotate audio recordings in accordance with Ministry of the Attorney General-approved procedures, practices, and guidelines.

- **LAWS-1X12 - Professional Communication and Courtroom Decorum 2** (Semester 2 - 60.00 hours)

This course is a culmination of skills and knowledge acquired by students throughout the program. Students will actively execute all pre-, post-, and in-court procedures in accordance with Ministry of the Attorney General standards and guidelines. Interactions with all of the court's stakeholders will be practiced through extensive experiential learning activities including, but not limited to, mock trials, courtroom scenarios, customer-service counter conversations, and transcriptionist duties.

- **FLDP-1XX1 - Court Support Field Placement** (Semester 2 - 120.00 hours)

Court Support Services students will complete a field placement component in a work setting for a minimum of 120 hours, scheduled for four weeks at the end of Semester 2. A student's work experience and the scheduling of field placement will reflect the employer's needs. This course provides students with an opportunity to apply academic skills and knowledge in a workplace environment rather than inside the classroom. While on placement, students will have an opportunity to gain experience by working with the judiciary, counsel, the public, and other court staff. This experience will impact on the student's understanding of the demands of the courtroom and will serve to reinforce the importance of professionalism and decorum in court support service settings.

## VLO Mapping

Code	1	2	3	4	5	6	7
LAWS-1XX1	X	X	X		X	X	
LAWS-1XX2	X	X	X				X
LAWS-1XX3			X		X		
LAWS-1XX4	X	X			X	X	
LAWS-1XX5	X		X				
LAWS-1XX6	X	X	X	X	X	X	
LAWS-1XX7	X	X			X	X	
LAWS-1XX8			X		X	X	
LAWS-1XX9	X	X	X		X	X	
LAWS-1X10	X	X			X	X	
LAWS-1X11	X	X	X	X	X	X	
LAWS-1X12	X	X	X	X	X	X	X
FLDP-1XX1	X	X	X	X	X	X	X

## EES Mapping

Code	1	2	3	4	5	6	7	8	9	10	11	12	13
LAWS-1XX1	X	X		X				X					
LAWS-1XX2	X	X		X				X	X	X	X		
LAWS-1XX3	X	X			X	X	X						
LAWS-1XX4	X	X	X			X	X	X					
LAWS-1XX5				X		X	X						
LAWS-1XX6	X	X	X	X		X	X						
LAWS-1XX7	X	X	X										
LAWS-1XX8	X	X		X		X	X			X	X		
LAWS-1XX9	X	X	X		X	X	X						
LAWS-1X10	X	X	X	X	X	X	X	X			X		
LAWS-1X11	X	X	X	X	X	X	X						
LAWS-1X12	X	X		X	X	X	X	X	X	X	X		
FLDP-1XX1	X	X	X	X	X	X	X	X	X	X	X		

## Certification/Accreditation

### Certification type:

There is no recognition (None exist)

### Attachments

None

## Contact Information

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