

CCR-2751: ANNOTATION FOR DIGITAL REPORTING

Cuyahoga Community College

Viewing: CCR-2751 : Annotation for Digital Reporting

Board of Trustees:

December 2025

Academic Term:

Fall 2026

Subject Code

CCR - Captioning and Court Reporting

Course Number:

2751

Title:

Annotation for Digital Reporting

Catalog Description:

Focuses on the skills necessary to annotate digitally reported transcripts. Students will utilize digital reporting audio files and software to properly annotate a proceeding according to professional standards.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

3

Requisites

Prerequisite and Corequisite

CCR-1150 Introduction to Digital Reporting, and CCR-1470 Transcript Production, and CCR-1550 Research and Transcription or concurrent enrollment, and CCR-1650 Terminology for the Transcriber, and CCR-2741 Digital Reporting and Transcription or concurrent enrollment.

Outcomes

Course Outcome(s):

Utilize digital reporting audio files and software to properly annotate a proceeding according to professional standards.

Objective(s):

1. Explain annotation in the digital reporting field.
2. Explain timestamping as related to annotation in digital reporting field.
3. Describe the process of annotation in a variety of legal environments, such as depositions, hearings, arbitrations, trials.
4. Create annotations and timestamps correlated to a variety of transcripts from depositions, hearings, arbitrations, and trials including microphone check, proceedings beginning and ending, change in speaker identification, court's rulings, sidebar begin and end, notation of unusual language or jargon, jury activity, Voire dire, Recesses, Q&A begins, exhibits marked, identified, and admitted, non-verbal events, type of examination, witness called, sworn, and excused, request for playback, and adjournment.
5. Create Appearance Sheet for digitally reported events.
6. Describe "Order of Importance" in digitally reported events.
7. Explain speaker identification procedures.
8. Describe case notes.
9. Explain the importance of creating a list of terms and phrases to assist the transcriber, within annotations or separately.
10. Explain the requirement of being a notary public in good standing.
11. Use and format case citations and references properly.
12. Explain how timelines, filing, and delivery requirements vary by court/jurisdiction/agencies.
13. Use common reporter's statements (standard in some jurisdictions) for depositions.

14. Create and use errata sheets for depositions.
 15. Certify a deposition question for later review by a judge.
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Methods of Evaluation:

1. Discussion
2. Homework
3. Tests
4. Projects

Course Content Outline:

1. Discussion
 - a. Explanation of annotation
 - b. Examples of annotation
 - c. Demonstration of annotation
2. Detailed annotation instruction and practice for a variety of transcripts from different legal events
 - a. Date and time timestamp/annotation
 - b. Record capture
 - c. Artificial intelligence
 - d. Microphone check
 - e. Case Information
 - f. Proceedings beginning and ending
 - g. Change in speaker identification
 - h. Voir dire
 - i. Opening
 - j. Witnesses called, sworn, and excused
 - k. Question and Answer dialogue
 - l. Type of examination
 - m. Jury activity
 - i. Entering courtroom
 - ii. Leaving courtroom
 - iii. Jury present within courtroom
 - iv. Jury excused or activity outside of hearing of jury
 - n. Recesses
 - o. Exhibits marked, identified, and admitted
 - p. Discussions off the record
 - q. Objections
 - r. Court's rulings
 - s. Sidebar begin and end
 - t. Closing statements
 - u. Jury instructions
 - v. Verdict
 - w. Sentencing
 - x. In-chambers discussions
 - y. Adjournment
 - z. Request for playback
 - aa. Notation of unusual language or jargon, key\words
 - bb. Non-verbal events
 - i. Nodding
 - ii. Indicating
 - iii. Pointing
 - cc. Unique names, words and phrases to increase searchability of notes
3. Analysis
 - a. Analyze transcripts with and without annotation
 - b. Recognize placement of annotations for creation of transcripts

Religious Accommodation

Before reviewing the course schedule, students should carefully review the following religious accommodation policy and other required instructional policies:

Religious Accommodation:

Students seeking an accommodation for absences permitted under Ohio's Testing Your Faith Act must provide the instructor with written notice of the specific dates for which the student requires an accommodation and must do so not later than fourteen (14) days after the first day of instruction. Please submit requests for accommodations at this link: [https://portal2.tri-c.edu/ReligiousAccommodation/Religious Accommodation Form](https://portal2.tri-c.edu/ReligiousAccommodation/ReligiousAccommodationForm). Students with questions about their religious accommodations under Ohio's Testing Your Faith Act may contact the College's Office of General Counsel and Legal Services by phone at 216.987.4856 or via email at legal@tri-c.edu.

Other Required Instructional Policies:

<https://www.tri-c.edu/student-resources/curriculum/documents/syllabus-part-b.pdf>

Weekly Schedule

	Topics
Week 1	Explanation and demonstration of annotations
Week 2	Detailed annotation instruction and practice - annotation placement
Week 3	Detailed annotation instruction and practice - analyze transcripts
Week 4	Detailed annotation instruction and practice - record capture
Week 5	Detailed annotation instruction and practice - objections and exhibits
Week 6	Detailed annotation instruction and practice - change in speaker identification
Week 7	Detailed annotation instruction and practice - Q&A dialogue
Week 8	Detailed annotation instruction and practice - Voir Dire
Week 9	Detailed annotation instruction and practice - jury activity
Week 10	Detailed annotation instruction and practice - Recesses
Week 11	Detailed annotation instruction and practice - opening and closing arguments
Week 12	Detailed annotation instruction and practice - jury instruction, verdict, sentencing, sidebar, and exhibit
Week 13	Detailed annotation instruction and practice - witnesses called, sworn, and excused
Week 14	Nonverbal events
Week 15	Role of Artificial Intelligence (AI)
Week 16	Review and Final

The Course Schedule is subject to change due to pedagogical needs, instructor discretion, parts of term, and unexpected events.

Required/Recommended Readings

Annotation for Digital Reporting course guides – Authored by Kelly Moranz

Resources for the Instructor

Wick, Kenneth. (2023) (August 13, 2023) *Wick's Punctuation Rules for Court Reporters*, Independently Published.

Wick, Kenneth. *Wick's Punctuation Rules for Court Reporters: Workbook*. Independently Published, 2023. October 7, 2023.

Broda-Bahm, Kenneth and Gabriel, Richard. *The Online Courtroom: Leveraging Remote Technology in Litigation*. 1st. ABA Book Publishing, 2022. January 1, 2022.

Additional Resources for the Instructor

Faculty-created materials

Legal transcripts from various courts

www.AAERT.org

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