Overview

The Justice Training Institute (JTI) was established by an Act of Parliament in 1997 as a Training Agency of the Ministry of Justice. The main objective of the Institute is to design, develop and coordinate training programmes for persons within the Justice System.

Vision Statement

The vision of the Institute is *to be the premier training institution within the Caribbean, offering training for the entire Justice System, thus contributing to improvements in the quality of justice that is administrated to the various stakeholders*.

Mission Statement

The mission is *to contribute to more efficient and effective job performance of employees within the Justice System through the implementation of relevant training programmes that will equip employees with the requisite knowledge, skill and attitudes thus resulting in greater customer satisfaction*.

The History of Court Reporting

Stenotype is the process of making a complete and accurate record of legal proceedings. Prior to 1962, the verbatim record of court proceedings in Jamaica was created by the use of pencil shorthand.

In 1962 when Machine Shorthand was introduced to the Supreme Court of Jamaica, the trained court reporter created the verbatim record by writing the spoken word in shorthand symbols on a stenotype machine. The shorthand symbols were recorded on a narrow paper tape from which the reporter would type the transcript directly from the paper notes

Computer Aided Transcription (Cat)/Real-Time Technology

CAT/Real-time Technology was introduced to Jamaica in January 2000. This Technology facilitates the process of translating machine shorthand into English by allowing the speed of the computer to undertake the most time-consuming aspect of transcription that is, reading the shorthand symbols and translating them into English. This is done through the medium of a dictionary that informs the computer software what each shorthand outline means in English.

About the Court Reporting Programme

This two-year full-time Diploma programme is designed to train individuals to record and transcribe verbatim notes of legal and other proceedings.

It is geared towards providing trained Court Reporters for the various Courts, Office of the Director of Public Prosecutions and Office of the Services Commission, Houses of Parliament and other Public and Private Sector organizations.

The course utilizes CAT/Real-time Software, Total Eclipse Software and Sten-Ed Theory. It also covers a wide range of supporting subject matters

Upon successful completion of the Court Reporting Programme, students should be able to write machine shorthand at speeds ranging from 180 – 225 words per minute with a minimum accuracy of 95% and demonstrate competency in the mastery of the CAT software

Course Content

- Theory of Machine Shorthand (40 wpm)
- Theory of Machine Shorthand 11 (60/80/100 wpm)
- Intermediate Speed Building (80/100/120 wpm)
- Advanced Speed Building High (100/120/140)
- High Speed Building I (140/160/180 wpm)
- Speed Building II (180/225 wpm)
- Keyboarding
- Dictionary Building
- Transcription
- Fundamentals of English
- English Punctuation and Usage
- Vocabulary Development
- Current Affairs
- Medical Terminology
- Legal Terminology
- Forensic Terminology
- Orientation to Civil Service
- Practice and Procedures in the Courts
- Self Awareness & Personal Development
- Career Development
- Practicum

Entry Requirements

Applicants must possess at least four (4) C.X.C. or G.C.E. subjects including English Language and should be computer literate. They should be highly self-motivated, goal-oriented persons who are capable of working under pressure and independently.

Career Opportunities

Steno Writer
A certified steno typist who captures procedures including tribunals and reproduces a verbatim transcript

Hansard Writer
A certified steno typist who reproduces verbatim transcripts in the Houses of Parliament

Court Reporter
A certified steno typist who makes a verbatim transcript of a Court proceeding

Steno-captioner
A conflict-free steno typist who captions television programmes, etc.

Scopist
One who edits a reporter's translation on the computer to create the final transcript

How to Apply

- Application forms are available on our website: jti.edu.jm or at the Institute on 4 Camp Road, Kingston 4.
- There is a non-refundable processing fee of $500 (applicable for all courses)
- Forms must be fully completed and returned to the Institute along with proof of qualification and a recent passport size photograph.
- Applicants will be required to undergo a medical assessment.
- Only short listed applicants will be interview.

For further information contact:

Justice Training Institute
4 Camp Road
Kingston 4
Tel: (876) 928-4624, 928-8687, 938-0285
Fax: (876) 928-5866

Apply today to the Justice Training Institute and be a part of change and development within the Jamaican Justice and Legal Systems!

MINISTRY OF JUSTICE
JUSTICE TRAINING INSTITUTE
...Training for Improved Performance

DIPLOMA IN
COURT REPORTING