

CHAPTER 1

Introduction

I. OVERVIEW OF TEXTBOOK

This student textbook is divided by chapter into areas of legal practice and provides exercises to build strength in transcription while honing your citation and grammar skills. In order to understand the transcriptions, a brief introduction and terminology exercise is built into each chapter for general knowledge. All chapters contain the following structure:

A. Introduction

Each chapter's introduction provides general overviews of the 11 areas of practice contained in this textbook.

B. Terminology Exercises

Exercises are based on the introduction of each area of practice and the vocabulary found in the voice files.

C. Citation Exercises

Exercises are based on statutes, regulations, and case law for federal, provincial, and territorial legal citations.

D. Grammar Rules

Each unit focuses on a different area of grammar or punctuation.

E. Grammar Exercises

Exercises are based on the grammar or punctuation rule that is the focus of the chapter.

F. Beginner Voice Files

Voice files consist of letters, memos, and voice messages with basic vocabulary.

G. Intermediate Voice Files

Voice files consist of letters, memos, and voice messages with more advanced vocabulary and word-processing techniques, and are longer in length.

H. Advanced Voice Files

Voice files consist of letters, memos, voice messages, legal documents, statements of account, and legal citations.

II. OVERVIEW OF LEGAL TRANSCRIPTION

Transcription is one of the most common ways that lawyers communicate with their assistants. Lawyers dictate letters, memos, instructions to their assistants, and changes or paragraphs in legal documents. The lawyers can dictate at any time and in any location using hand-held devices. They dictate in their offices, cars, homes, airports, courthouses, or wherever it is convenient. For this reason, the quality of the dictation will vary due to background noises.

It takes some time to learn the dictators' accents and practices in terms of punctuation, acronyms, and abbreviations. Some lawyers will provide the paragraph breaks, spelling, and punctuation, while others will leave it for you to do. Lawyers will dictate material and then tell you to delete it because they have changed their minds. They will also make changes at the end of the dictation because they have thought of something else they wanted to say. You will have to insert these changes into the keyed text. No dictation will be perfect from start to finish!

Transcription is a skill. It takes time to develop in order to work effectively. Transcription will strengthen your listening, grammar, proofreading, punctuation, and vocabulary skills.

Transcription voice files are created by lawyers using various devices such as voice recorders, or the voice recording function on an MP3 player, iPod, or other personal device. The voice files are then downloaded from the device to the assistant's computer using a USB connection.

Transcribing these downloaded voice files can be done using desk transcribers or computer software. You will be using a computer software program to transcribe voice files in this textbook.

When transcribing, listen to a phrase or meaningful group of words and key it. When you become more experienced at transcription, you will be listening to the next group of words while you are keying the previous one. Listen to the dictator's voice to guide you for pauses, which will assist you in correct punctuation. If you don't understand a word, listen to it again. Listen to the words before and after it for context. Avoid introducing errors by using words that change the meaning of the dictation - do not key text that does not make sense! Once you have finished the transcription, you should listen to the voice file again and compare it with your keyed document for accuracy.

You have to use your resources, these being a dictionary, client files, a thesaurus, Internet sites for postal codes and addresses, specialized reference books, and your own common sense.

III. COMPANY OVERVIEW

The company we will be using throughout this textbook will be Berry & Asselin LLP. It is a full-service law firm that practises in the following areas of law:

- A. Wills and Powers of Attorney
- B. Estates
- C. Real Estate
- D. Corporations
- E. Family Law
- F. Civil Litigation
- G. Criminal Law
- H. Intellectual Property
- I. Landlord and Tenant
- J. Small Claims

When the transcriptions in this textbook refer to correspondence, memos, statements of account, voice messages, or documentation from lawyers or staff of our firm, you will use an address of one of our satellite offices based upon where you are located. Your professor may also create a customized address for the firm. The choices are:

- A. Eastern Satellite Office:

Berry & Asselin LLP
1 Justice Circle
Halifax, NS B3J 1H8

- B. Central Satellite Office:

Berry & Asselin LLP
1 Justice Circle
Toronto, ON M3J 1H8

- C. Western Satellite Office:

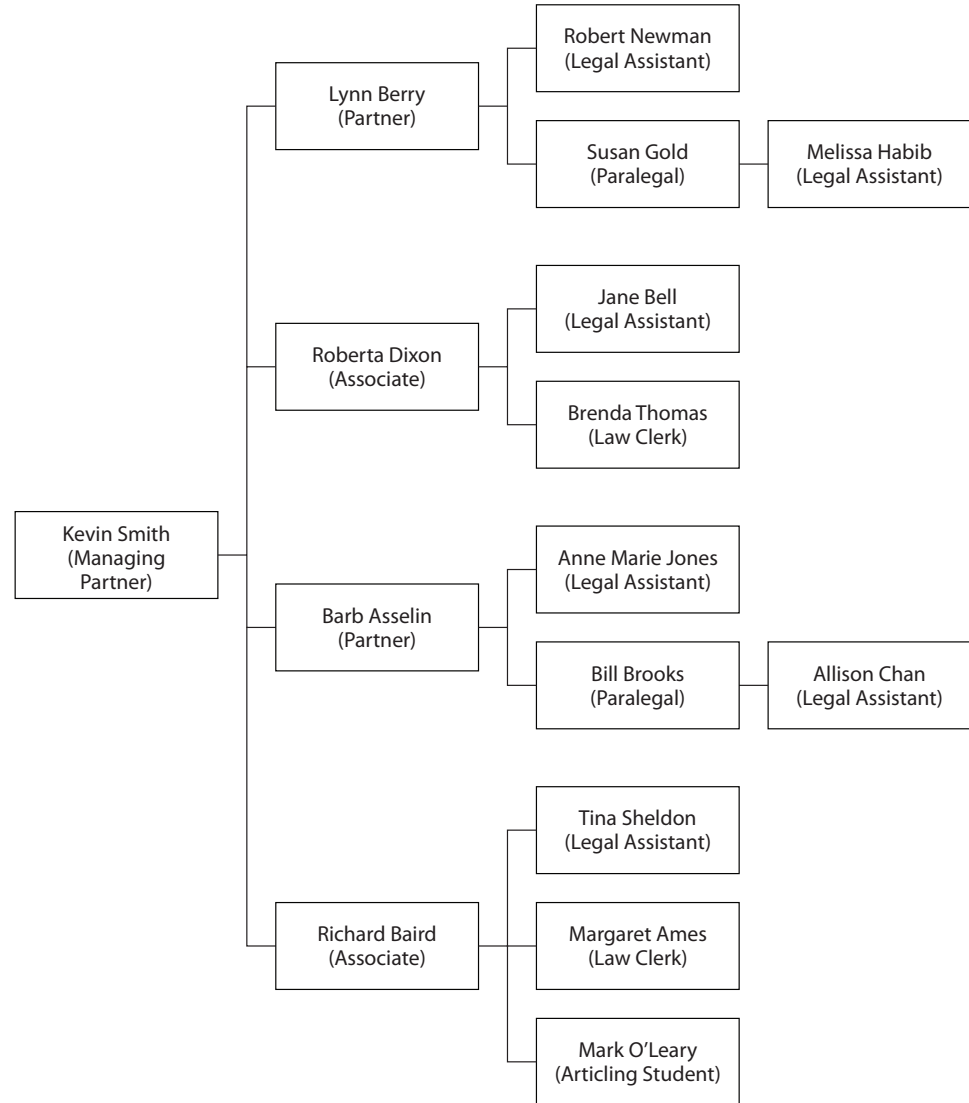
Berry & Asselin LLP
1 Justice Circle
Vancouver, BC V3J 1H8

- D. Customized Satellite Office:

Alternatively, you can replace the city and province with your resident city and province. Using the customized option, please change the first letter of the postal code to the one used in your municipality.

Our law firm comprises lawyers (both partners and associates), paralegals, law clerks, legal assistants, and other administrative staff. Please refer to the organizational chart at Figure 1.1 for the hierarchy of the legal personnel of the firm.

Figure 1.1 Hierarchy of Legal Personnel of Berry & Asselin LLP



Please refer to Figure 1.2 for a complete list of the administrative staff of the firm.

Figure 1.2 Administrative Personnel of Berry & Asselin LLP



You work at Berry & Asselin LLP as a **floater**. A floater is an administrative assistant who works on a variety of files for a variety of lawyers, instead of working for only one lawyer. A floater usually fills in for other administrative staff when they are sick or on holidays. Floaters also do overflow work when other administrative staff members are very busy and have more work than can be done by one person.

IV. TEMPLATES

Files have been created for your use as follows:

- A. Letterhead
- B. Interoffice memorandum
- C. Voice message
- D. Statement of account
- E. Will
- F. Undertaking

V. TRANSCRIPTION INSTRUCTIONS

You will need the following equipment in order to install and use the transcription software referred to in this textbook:

- A. Computer
- B. Internet connection
- C. Headphones

The software we will be using for the transcriptions in this textbook is called **Express Scribe**. Follow these steps to install the software:

- A. Plug your headphones into the headphone jack on your computer or your computer's speakers.
- B. Open your Internet browser and navigate to the following website:

www.nch.com.au/scribe/index.html

If this URL does not work, simply open your Internet browser, go to www.google.com and enter the words “express scribe” or “express scribe free transcription software” into the search box. Then click on the resulting link to the new www.nch.com website.

- C. Click the “Get it now” button.
- D. Click “Run” on the following pop-up screen (Figure 1.3).

Figure 1.3 Dialogue Box Upon Download of Express Scribe Software



- E. Click “Run” again on the following pop-up screen (Figure 1.4).

Figure 1.4 Confirmation to Run Express Scribe Software



- F. Click “Run” a third time on the following pop-up screen (Figure 1.5).

Figure 1.5 Confirmation to Run Set-up File for Express Scribe Software



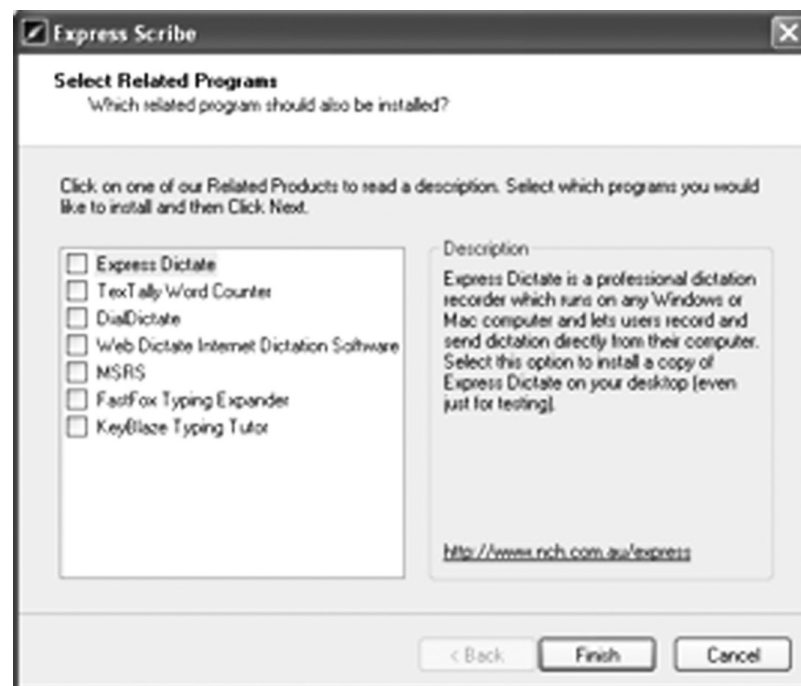
- G. The next screen (Figure 1.6) will be the Express Scribe License Agreement. Click “I agree with these terms” and then click “Next.”

Figure 1.6 Confirmation of Agreement With Terms of License Agreement



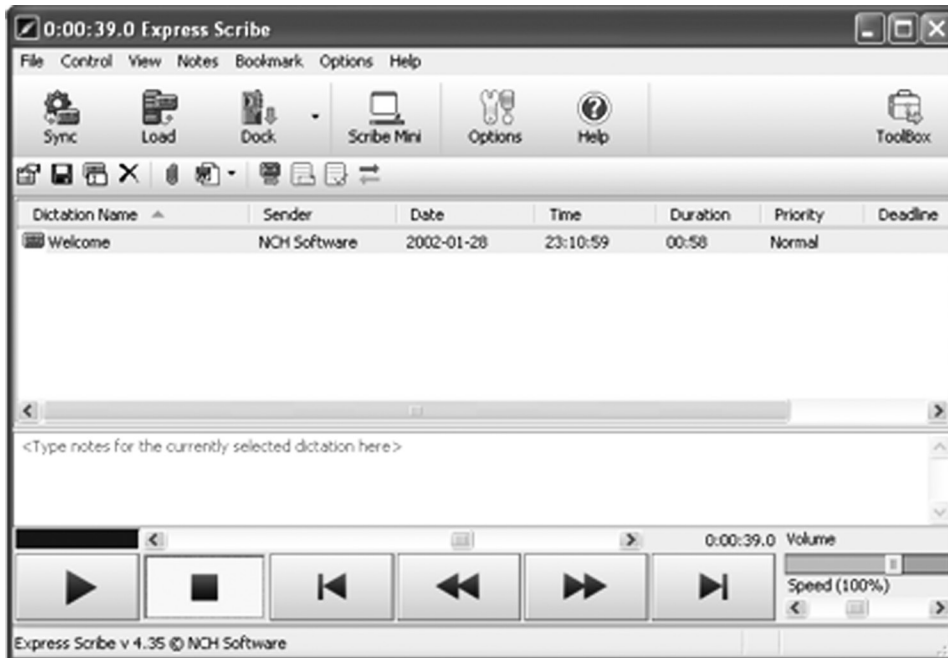
H. The program will install. Click "Finish" on the final pop-up screen (Figure 1.7).

Figure 1.7 Finish Express Scribe Installation



- I. The program will launch automatically, along with a recording of how to use the program (Figure 1.8).

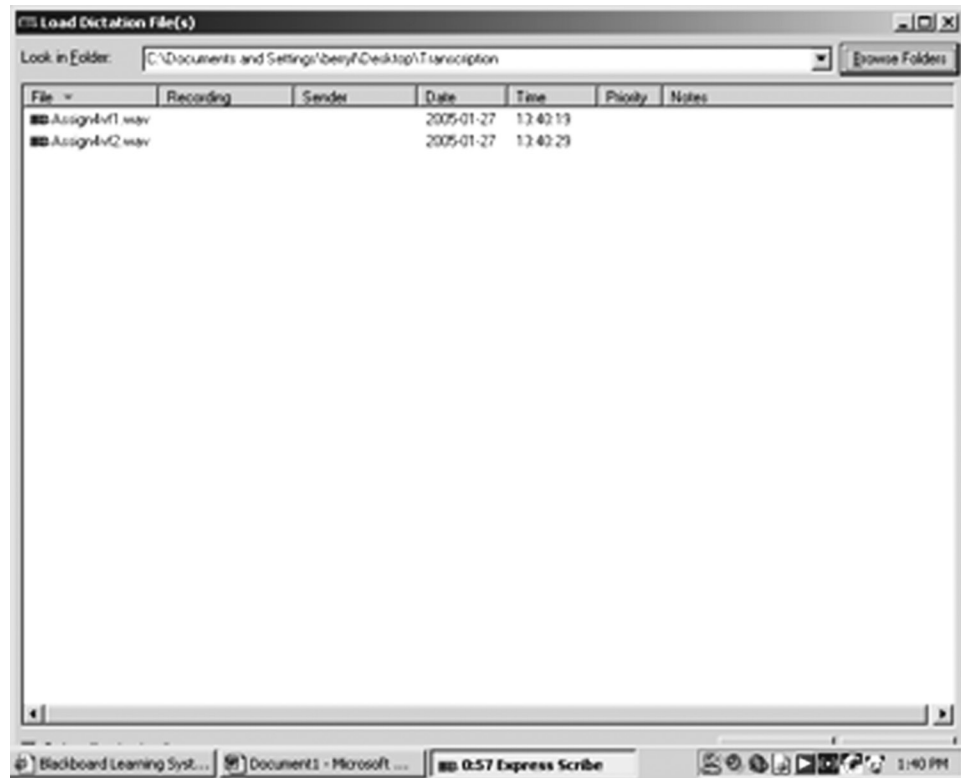
Figure 1.8 Initial View of Express Scribe Software



- J. You can use the following **hot keys** to control the program:
 1. F9 Play
 2. F4 Stop
 3. F7 Rewind
 4. F8 Fast Forward
 5. Ctrl + Home = Go to the beginning of the transcription
 6. Ctrl + End = Go to the end of the transcription

Now that you have installed the required software, you need to create a folder on your computer's C:\ drive, or a drive specified by your professor, and call it "Transcription." Save all your transcription files in this directory.

To load voice files into the transcription software, click on the "Load" button. Navigate to the newly created Transcription folder on your computer. Click "OK," and you will see any voice files that are in your folder (Figure 1.9).

Figure 1.9 How to Save Voice Files for Use in Express Scribe

Click on a voice file to begin listening. Use the above keyboard shortcuts or hot keys to stop and start as necessary. You may have your word-processing software open for keying and minimize the Express Scribe software. You can still use the keyboard shortcuts while the program is minimized.

VI. LEGAL CITATIONS

Legal citations are written references to published or unpublished sources, and there are specific rules that must be followed when presenting a citation. The most common method of citing in Canada is the McGill Guide (*Canadian Guide to Uniform Legal Citation*, 6th ed. [Toronto: Carswell, 2006]). There are also resources on the Internet that demonstrate this method.

Lawyers require citations to be listed in trial briefs, factums, memorandums of law, trial records, and other legal correspondence and documents.

An example of a citation is:

Thomson v. Thomson, [1994] 3 S.C.R. 551.

It is your responsibility, as the legal assistant, to be able to accurately present the citations.

A. Textbook Citations

Each chapter has three primary sources of citations: statutes, regulations, and case law. Citations are from federal, provincial, and territorial jurisdictions.

B. Chapter Citation Exercises

Each chapter has two exercises in writing citations. The first exercise has citations as units in a mixed order and you must rewrite each citation in the proper order. The second exercise has the citations in the correct order; however, each citation has spacing, formatting, or punctuation errors, and you must rewrite the citations accurately.

C. Resources for Verifying Citations

If you are unfamiliar with citation rules, it is good practice to look up the citations for verification once you have keyed them. The best references to use are Quicklaw and Westlaw Canada; however, you may not have access to the software, as there is a charge for using it unless you have an education account.

The two most popular free sites for verifying citations are:

1. Supreme Court of Canada decisions found at

<http://scc.lexum.umontreal.ca/en/index.html>.

Use the advanced search feature and search by case name or key words (Figures 1.10–1.12).

Figure 1.10 Supreme Court of Canada Website

The screenshot shows the Supreme Court of Canada website in Internet Explorer. The browser address bar displays <http://scc.lexum.umontreal.ca/en/index.html>. The page features a header with the text "JUDGMENTS OF THE SUPREME COURT OF CANADA" and a search box. Below the header, there are navigation links: Home, Contact Us, Important Notices, Mailing Lists, and Advanced Search. A paragraph of text explains that the service is provided through a collaborative effort of the Supreme Court of Canada and the LexUM laboratory at the University of Montreal's Faculty of Law. It notes that the collection includes decisions from 1948 to the present, with some earlier decisions available. A section titled "SUPREME COURT JUDGMENTS" offers navigation by volume (1999-2008) and by date (1876-1927). On the right side, there are two sections: "RECENT JUDGMENTS" listing cases like *Nolan v. Kerry (Canada) Inc.* and *R. v. Ejeifand*, and "RECENT NEWS RELEASES" listing announcements about leave applications.

Figure 1.11 Supreme Court Judgments Advanced Search Page



Figure 1.12 Advanced Search Results Page



2. CanLII found at

www.canlii.org.

There are databases for federal decisions as well as for each province and territory. You can search by inserting the citation, statute name, regulation name, or case name under full text or under statute name/case name. You can also insert the decision date to narrow the search (Figure 1.13).

Figure 1.13 CanLII Search All Databases Page



You must keep in mind that citation rules must be applied; however, the above sites are a good start for cross-referencing. Neutral citations should appear first when citing; however, on the sites, you may see them written last. You must correct this in your citing. An example of a neutral citation is 2007 ABQB 60. You can identify them by their lack of punctuation. Neutral citations are explained in greater detail under F. Case Law.

D. Statutes

Statutes are laws that have been passed by the legislative bodies at the federal, provincial, and territorial levels. They are referred to as acts.

Every year, Canada and each province and territory publish volumes containing all new acts passed during the previous legislative year, as well as amendments to existing acts. These volumes of statutes (S.) are identified by the year, such as Statutes of Canada 1989 (S.C. 1989) and Statutes of Ontario 1991 (S.O. 1991).

At stated intervals, every ten years in Ontario, for example, all existing acts of Canada or the provinces and territories are published. Each act includes all amendments made to it since the last publication. The volumes are published and are known as revised statutes (R.S.); and they are also identified by year, such as Revised Statutes of Canada 1985 (R.S.C. 1985) and revised Statutes of Ontario 1990 (R.S.O. 1990).

Citations consist of units, and there is a comma between each unit.

Each statute citation:

1. Starts with the name of the act (italicized):

Family Law Act

2. Is followed by a comma:

Family Law Act,

3. Lists the statute volume and the jurisdiction:

R.S.O. (Revised Statutes of Ontario)

4. Lists the year of the act:

1990

5. Is followed by a comma:

1990,

6. Lists any supplements or editions in brackets:

(5th Supp.)

Note: Do not use superscripts.

Note: Instead of using “nd” or “rd,” as in 2nd or 3rd, use just “d” for either, such as 2d or 3d.

7. Is followed by a comma:

(5th Supp.),

8. Lists the chapter:

c. F.3

Note: Chapters in Ontario use a period between the letter and number rather than a hyphen.

9. Is followed by a comma:

c. F.3,

10. Lists any sections or subsections, known as pinpoints:

s. 21

11. Ends in a period:

Family Law Act, R.S.O. 1990, c. F.3, s. 21.

Figure 1.14 Statute Citations

Title	Volume	Jurisdiction	Year	Chapter	Supplement	Pinpoint
<i>Family Law Act</i> ,	R.S.	O.	1990,	c. F.3,		s. 21.
Cited: <i>Family Law Act</i> , R.S.O. 1990, c. F.3, s. 21.						
<i>Criminal Code</i> ,	R.S.	C.	1985,	c. C-46,		s. 745.
Cited: <i>Criminal Code</i> , R.S.C. 1985, c. C-46, s. 745.						
<i>Animal Pedigree Act</i> ,	R.S.	C.	1985,	c. 8	(5th Supp.).	
Cited: <i>Animal Pedigree Act</i> , R.S.C. 1985, c. 8 (5th Supp.).						

E. Regulations

Regulations are referred to as subordinate legislation since they are made under the authority of a statute; however, they are not created by Parliament or a legislature. They are created by departmental or ministry officials who have power to make regulations under the statute. They are the procedure or rules for administering that statute.

Regulations require, prohibit, or permit certain actions and set out a method of doing what is required or permitted. They also create penalties for not doing what is required or for doing what is prohibited.

Regulations, like statutes, are written in units with a comma between each unit.

Federal regulations are divided into two categories: revised (or re-enacted) and unrevised.

1. Revised or re-enacted regulations are listed as C.R.C. (Consolidated Regulations of Canada), following the name of the regulation. The year of the revision is optional, but it is usually not included:

Defence Clothing and Equipment Loan Order, C.R.C., c. 686.

2. Unrevised regulations are listed as S.O.R. (Statutory Orders and Regulations), following the name of the regulation. The year is listed first before the regulation number:

Private Buoy Regulations, S.O.R./99-335.

After the year 2000, four digits are used - e.g., 2010-336.

Provincial and territorial regulations are cited by name of regulation, jurisdiction, regulation number, and year.

As with federal regulations, there are two categories: revised and unrevised.

1. For revised regulations, the year is not repeated after the regulation number:

Licences to Sell Liquor, R.R.O. 1990, Reg. 719.

2. For unrevised regulations, the regulation number is followed by the year. If the year is 2000 or later, four digits are used rather than two in most provinces. In Ontario, two digits are used.

Licences to Sell Liquor, O. Reg. 354/07.

Figure 1.15 Regulation Citations

Jurisdiction	Unrevised	Revised or Re-enacted
Canada	S.O.R.	C.R.C.
Provincial	O. Reg.	R.R.O.
Cited: <i>Aircraft Objects Regulations, S.O.R./2008-109.</i> <i>Air Cushion Vehicle Regulations, C.R.C., c. 4.</i> <i>Bare Land Strata Regulations, B.C. Reg. 75/78.</i>		

F. Case Law

Case law is also referred to as jurisprudence, and comprises the decisions made by judges at various levels in the court system.

Cases can be published or unpublished. When they are published, they appear in reporters, periodicals, and yearbooks.

Citing methods become more complicated at this point, as there are neutral citations without punctuation, and parallel citations with punctuation. Also, there is the use of round and square brackets.

1. NEUTRAL CITATIONS

Neutral citations are assigned to each case as decisions are made. You should not create one if one is not available. Neutral citations are a new naming method to identify a case, and they are not dependent upon a case being published in a report.

Neutral citations are unique in that there is no punctuation within the citation except for a comma before and after the neutral citation if it is followed by another citation (or parallel citation - discussed below) where the case has been reported.

You can differentiate a neutral citation from a published one in that it refers to the court and not the reporter where the case was published.

Example of Neutral Citation:

MacLellan v. MacLellan, 2001 NBCA 82.

- a. Title of proceeding:

MacLellan v. MacLellan

- b. Year of decision:

2001

c. Name of court:

New Brunswick Court of Appeal

d. Decision number:

82

Figure 1.16 Neutral Citation Rules

First Citation with Neutral Citation	Parallel Citation
<i>R. v. Sharpe</i> , 2001 SCC 2, [2001] 1 S.C.R. 45	194 D.L.R. (4th) 1
Cited: <i>R. v. Sharpe</i> , 2001 SCC 2, [2001] 1 S.C.R. 45, 194 D.L.R. (4th) 1.	

2. PARALLEL CITATION

Parallel citations are additional citations for an opinion that is published in more than one place, such as the Supreme Court cases and the Ontario Reports.

Court names are required if it is not obvious which court heard the case. Court names are not required for Supreme Court cases because it is obvious that it is the Supreme Court of Canada. They are also not required when neutral citations are used.

When the jurisdiction is obvious, the province or territory does not need to be included in the court name. For example, if the citation is reported in the Ontario Reports (O.R.), then the court can be (C.A.) for Court of Appeal, rather than (Ont. C.A.) for Ontario Court of Appeal.

Never just include a neutral citation; always search for a published citation, perhaps using Quicklaw or Westlaw. Also, you are not required to cite all parallel citations. Your employer may direct you to select the official reporters such as the Federal Court Reports and Supreme Court Reports, semi-official reporters such as Ontario Reports, or perhaps Dominion Law Reports, which is an unofficial reporter.

Your professor will provide you with instructions for the preferred method. Be consistent when keying your citations. In a law firm, you will also be instructed on the method of presentation.

Case citations appear in the following order:

Figure 1.17 Case Citations

1.	Titles of proceedings, legislation, and regulations are italicized	<i>Dhillon v. Dhillon</i> <i>R. v. Latimer</i> <i>Family Law Act</i> <i>Criminal Records Regulations</i>
2.	Square brackets [] Year is essential: indicates the year the decision was reported and is necessary to locate case	

3.	Round brackets () Year is not essential: indicates the year the decision was made but is not necessary to locate case	
4.	Comma after title of proceeding and before square brackets	<i>R. v. Jackson</i> , [1993]
5.	Comma after title of proceeding and round brackets	<i>R. v. Westergard</i> (2004),
6.	Reporters: no spaces after periods within the reporter	O.R. S.C.R.
7.	Court names are in round brackets	(C.A.) (S.C.)
8.	Series or Supplements Series: ordinal numeral (no superscript) in round brackets Supplements: abbreviation capitalized in round brackets	(1st) (2d) (3d) (4th) (Supp.)
9.	Additional Abbreviations Chapter Section, subsection Sections, subsections Paragraph(s) And others (Latin) Schedule	c. s. ss. para(s). et al. Sch.
10.	Sequence of Case Law (see citation below) Title of proceeding (Year of decision) [Year of reporter] Volume Reporter Series (if any) Page Jurisdiction or court (if required)	<i>Hemingway v. Smith</i> (1983), 1 Dominion Law Reports (4th) 205 (British Columbia Court of Appeal)
	<i>Hemingway v. Smith</i> (1983), 1 D.L.R. (4th) 205 (B.C.C.A.).	
11.	Sequence of Legislation (see citation below) Title Statute volume Jurisdiction Year (Session or supplement) Chapter Pinpoint	<i>Criminal Code</i> Revised Statutes Canada 1985 C-45 section 745, subsection 1
	<i>Criminal Code</i> , R.S.C. 1985, c. C-45, s. 745(1).	

12.	Pinpoint Citation with Parallel Citation with Name of Judge	
	Title of proceeding (Year of decision) [Year of reporter] Volume Reporter Series (if any) Page Pinpoint Jurisdiction or court (if required)	<i>R. v. Sharpe</i> , [2001] 1 Supreme Court Reports 45 at 97 Supreme Court of Canada (S.C.C.)
	(year of decision) [year of reporter] Volume Reporter Series (if any) Page Judge	194 Dominion Law Reports (4th) 1 , McLachlin (Chief Justice of Canada)
	<i>R. v. Sharpe</i> , [2001] 1 S.C.R. 45 at 97, 194 D.L.R. (4th) 1, McLachlin C.J.C.	
13.	Neutral citation: appears after title of proceeding with no punctuation	2001 SCC 2
	<i>R. v. Sharpe</i> , 2001 SCC 2, [2001] 1 S.C.R. 45 at 97, 194 D.L.R. (4th) 1, McLachlin C.J.C.	

Figure 1.18 Case Law Citation Order

<i>Title of proceeding</i> ,
Neutral citation,
[Year of reporter]
Volume
Reporter
(Series)
Page
(Court).
or
<i>Title of proceeding</i> ,
[Year of reporter]
Volume
Reporter
(Series)
Page
(Court).

or

<i>Title of proceeding</i>
(Year of decision),
Volume
Reporter
(Series)
Page
(Court).

or

<i>Title of proceeding,</i>
Neutral citation,
Volume
Reporter
(Series)
Page
(Court).

or

<i>Title of proceeding,</i>
Neutral citation,
First citation,
Parallel citation.
(Judge optional)

Figure 1.19 Case Law Citation Order

Title of Proceeding	(Year of Decision)	Neutral Citation	[Year of Reporter]	Volume	Reporter	(Series)	Page	(Court)
<i>Hickey v. Hickey,</i>			[1999]	2	S.C.R.		518.	
<i>R. v. Barr</i>	(1982),			16	Man. R.	(2d)	1	(Co. Ct.).
<i>R. v. Nette,</i>		2001 SCC 78,	[2001]	3	S.C.R.		488.	

3. CANLII CITATIONS

CanLII citations are electronic and complement the neutral citation for the case. The citation has the following components:

- a. *Title of proceeding*
- b. The year of decision
- c. CanLII identifier
- d. Case number
- e. Name of court

No punctuation is used, as in a neutral citation.

Example:

Malamas v. Stanoulis, 2009 CanLII 2321

If there is a neutral citation, it is used and CanLII is in brackets.

Example:

317326 *Alberta Ltd. v. Competition Chevrolet Oldsmobile Ltd.*,
2004 ABCA 38 (CanLII).

Note: You should avoid citing with CanLII unless the case is not available through any other publisher.

G. Abbreviations

Citations use abbreviations. The following abbreviations are based on the McGill method of citation. The tables are not complete and contain the abbreviations required for completing the assigned exercises.

1. PROVINCIAL AND TERRITORIAL

Figure 1.20 Provincial and Territorial Abbreviations

Province/Territory	Statutes	Regulations	Courts	Neutral Citations	Law Reporters
Alberta	A.	Alta.	Alta.	AB	A. or Alta.
British Columbia	B.C.	B.C.	B.C.	BC	B.C.
Manitoba	M.	Man.	Man.	MB	Man.
New Brunswick	N.B.	N.B.	N.B.	NB	N.B.
Newfoundland and Labrador	N.L.	N.L.	Nfld.	NL	Nfld.
Northwest Territories	N.W.T.	N.W.T.	N.W.T.	NWT	N.W.T.
Nova Scotia	N.S.	N.S.	N.S.	NS	N.S.
Nunavut	Nu.	Nu.	Nu.	NU	Nu.

Province/Territory	Statutes	Regulations	Courts	Neutral Citations	Law Reporters
Ontario	O.	O.	Ont.	ON	O.
Prince Edward Island	P.E.I.	P.E.I.	P.E.I.	PE	P.E.I.
Quebec	Q.	Q.	Qc.	QC	Q.
Saskatchewan	S.	S.	Sask.	SK	Sask.
Yukon	Y.	Y.	Y.	YK	Y.

2. COURT NAMES

Figure 1.21 Court Name Abbreviations

(Gen. Div.)	General Division
(Prov. Div.)	Provincial Division
C.A.	Court of Appeal
Ct. J.	Court of Justice
F.C.	Federal Court
F.C.A.	Federal Court of Appeal
H.C.	High Court
Prov. Ct.	Provincial Court
Q.B.	Court of Queen's Bench
S.C.C.	Supreme Court of Canada
Sup. Ct.	Superior Court
T.C.C.	Tax Court of Canada

3. JUDICIAL NAMES

Figure 1.22 Judicial Name Abbreviations

C.J.	Chief Justice
C.J.A.	Chief Justice of Appeal
C.J.C.	Chief Justice of Canada
J.	Judge/Justice
J.A.	Judge/Justice of Appeal
JJ.	Judges/Justices
JJ.A.	Judges/Justices of Appeal
Mag.	Magistrate

4. STATUTES

Figure 1.23 Statute Abbreviations

C.R.C.	Consolidated Regulations of Canada
R.R. + Provincial regulation abbreviation (R.R.O.)	Revised Regulations
R.S. + Provincial statute abbreviation (R.S.O.)	Revised Statutes
R.S.C.	Revised Statutes of Canada
S. + Provincial statute abbreviation (S.O.)	Statute
S.C.	Statutes of Canada

5. REPORTERS/PERIODICALS/YEARBOOKS

Figure 1.24 Reporter, Periodical, and Yearbook Abbreviations

Provincial reporter abbreviation + A.C. (O.A.C.)	Appeal Cases
A.C.W.S	All Canada Weekly Summaries
B.L.R.	Business Law Reports
C.B.R.	Canadian Bankruptcy Reports
C.C.C.	Canadian Criminal Cases
C.C.E.L.	Canadian Cases on Employment Law
C.H.R.R.	Canadian Human Rights Reporter
C.P.R.	Canadian Patent Reporter
C.R.	Criminal Reports
C.T.C.	Canadian Tax Cases
D.L.R.	Dominion Law Reports
F.C.	Federal Court Reports
L.A.C.	Labour Arbitration Cases
Provincial reporter abbreviation + L.R. (O.L.R.)	Law Report
N.R.	National Reporter
Provincial reporter abbreviation + R. (O.R.)	Reports
R.F.L.	Reports of Family Law
S.C.R.	Supreme Court Reports
W.N.	Weekly Notes
W.W.R.	Western Weekly Reports

Glossary Term Definitions

Express Scribe	free, downloadable software used to listen to voice files while transcribing them in a separate word-processing software
floater	an administrative staff member who “floats” around the firm in different administrative positions, usually to fill in for staff that are sick or on vacation; also works on overflow duties when a particular staff member has more work than can be done by one person
hot keys	keystrokes or keystroke combinations that cause specific reactions for a specific software
keyboard shortcuts	see “hot keys” above