

Court Support Services

School of Public Safety, Law and Administration

COS1 - Court Support Services

This program has been permanently suspended.

Program Description

The Court Support Services program is designed to provide you 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. Upon graduating, you can pursue a wide range of careers in Ontario Courts, or choose to continue your education through other law-focused programs in the School of Public Safety, Law and Administration. Employment opportunities are excellent in this growing sector.

Document of Recognition

Court Support Services Ontario College Certificate

Program Type/Credential

Ontario College Certificate Program

Learning Outcomes

The graduate has reliably demonstrated the ability to:

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.

Career Opportunities

Graduates of Fanshawe's Court Support Services program can utilize the specialized knowledge and skills learned through the program to pursue various court support and court client service positions. Graduates will be prepared for a range of careers within the courtroom and various other areas with Ontario Courts.

Here are some examples of career opportunities for graduates of Fanshawe's Court Support Services program:

- **Court Clerk**
Perform support functions in courts of law, such as calling court to order, preparing court dockets and maintaining exhibits.
- **Court Reporter**
Record and transcribe verbatim proceedings of courts, legislative assemblies and committees and prepare judges, tribunals and quasi-judicial panels.
- **Court Services Officer**
Be responsible for keeping records of court processes served and enforcing court decisions by executing court orders.

Admission Requirements

Ontario Secondary School Diploma (OSSD), or equivalent, or [mature applicant](#) with the following courses:

- Grade 12 English (U or C) - minimum grade of 65 is required for C level
- Grade 11 or 12 Math (C, U or M) - minimum grade of 65 is required for MAP4C or MBF3C

Approximate Costs

Fee details are available at www.fanshawec.ca/fees

Contact

School of Public Safety, Law and Administration - 519-452-4222

Campus Codes and Intakes

- Program Code: COS1
- Campus Code: LC (LC - London)
- Intakes: Fall
- COS1 - 30 weeks
- Academic Calendars available at www.fanshawec.ca/academicdates

Applicant Selection Criteria

Where the number of eligible applicants exceeds the available spaces in the program, the Applicant Selection Criteria will be:

1. Preference for Permanent Residents of Ontario
2. Receipt of Application by February 1st (After this date, Fanshawe College will consider applicants on a first-come, first-served basis until the program is full)
3. Achievement in the Admission Requirements

English Language Requirements

- TOEFL iBT - 79
- IELTS Academic - Overall score of 6.0 with no score less than 5.5 in any of the four bands
- CAEL - Overall score of 60 with no score less than 50 in any of the four bands. Score of 80 in listening
- PTE Academic - 53
- Cambridge English - Overall score of 169 with no language skill less than 162
- ESL4/GAP5 - Minimum grade of 80% in Level 8, 75% in Level 9, or 70% in Level 10
- Duolingo - Overall score of 105, with no score lower than 95
- LANGUAGECERT - Overall score of 65 with no score less than 60 in any of the four skills

Program Pathways

For information about Program Pathways visit www.fanshawec.ca/programpathways.

Program Curriculum

Level 1

Take all of the following Mandatory Courses:

- LAWS-1091 Court Clerk-OCJ Criminal - credits 3
- COMM-1146 Professional Communication & Courtroom 1 - credits 5
- COMP-1551 Computers & Courtroom Technology - credits 3
- LAWS-1092 Court Clerk/Registrar-Family Court 1 - credits 4
- LAWS-1093 Canadian Legal System-Intro - credits 3
- LAWS-1094 Court Reporter 1 - credits 4

Level 2

Take all of the following Mandatory Courses:

- LAWS-1095 Court Registrar-SCJ Civil & Criminal - credits 4
- LAWS-1096 Transcription - credits 3
- LAWS-3064 Court Clerk/Registrar-Family Court 2 - credits 4
- LAWS-1097 Clerk/Reporter-Provincial Offences - credits 4
- LAWS-3065 Court Reporter 2 - credits 3
- COMM-3088 Professional Communication & Courtroom 2- credits 4
- FLDP-1045 Court Support Field Placement-Intro - credit 0

Level 3

Take the following Mandatory Course:

- FLDP-5023 Court Support Services Field Placement - credits 3.2

Program Residency

Students Must Complete a Minimum of 12 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program