

LINDA LEE / LML COMMUNICATIONS
ECLIPSE FULL-AUDIO SCOPING & IN-SOFTWARE PROOFREADING RATES - 2023

Rates are for **full-audio scoping** of audiosynced deposition transcripts with 25 lines per page of intelligent verbatim. While still verbatim, reporters who write intelligent verbatim aim for clarity and readability instead of hyperverbation, which captures every repeated single word (I – I – I – I –), filler words such as “um,” and partial words. Rates are within the average category in terms of the 2022 Scoping, Proofreading & Transcription Business Survey compiled by *BeST Scoping Techniques*.

Note: Weekends count as one day. The following holidays do not count when calculating turnaround time: New Year’s Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Files are usually returned ahead of schedule at no additional cost but should not be expected. No extra charge for medical or highly technical content or trials. Having attended Allied School of Court Reporting, I am fluent in steno and the author of the “Brief Relief” books of conflict-free one-stroke briefs (www.BriefReliefBook.com).

FULL-AUDIO SCOPING RATES

Standard Delivery (5 days)..... \$1.50/page

Audiosync, nonvideo/video, intelligent verbatim

Expedited Delivery (4 days)..... \$1.75 page

Audiosync, nonvideo/video, intelligent verbatim

Expedited Delivery (3 days)..... \$2.35/page

Audiosync, nonvideo/video, intelligent verbatim

Expedited Delivery (2 days)..... \$2.50/page

Audiosync, nonvideo/video, intelligent verbatim

Daily Delivery -> next day (24 hours)..... \$2.75/page

Audiosync, nonvideo/video, intelligent verbatim

Immediate Delivery -> same day (12 hours)..... \$3.00/page

Intelligent verbatim, Connection Magic

IN-SOFTWARE PROOFREADING RATES

The Eclipse text file is carefully read along with audio spot-check and, unlike PDF proofreading, corrections are made, saving the reporter time. If the file contains more errors than is reasonably expected from a scoped file, it will either be returned or subject to upcharge. Weekends count as one day. The following holidays do not count when calculating turnaround time: New Year’s Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Standard delivery -> 3 days \$1.00/page

Expedited delivery -> 2 days \$1.10/page

Daily delivery -> next day (24 hours) \$1.15/page

Immediate delivery (Connection Magic) -> 12 hours \$1.25/page

LINDA LEE / LML COMMUNICATIONS
ECLIPSE FULL-AUDIO SCOPING & IN-SOFTWARE PROOFREADING RATES - 2023

Full-audio scoping, which should be able to be done at a rate of 20 to 25 pages per hour, involves the following tasks:

- While listening to every word on the audio, edit incorrect text and add dropped words and even entire sentences (a time-consuming task due to the stop-and-go nature of typing words in between other words in the file).
- Perform online research of even the most mundane words since we can't assume anything. For example, "Elizabeth" versus "Elisabeth," "Silverlake" versus "Silver Lake," "Newbury" versus "Newberry," and "the New York Times" versus "The New York Times."
- Pay close attention to all dates, numbers, Bates stamps, and monetary values, making corrections as needed. It is not a proofreader's responsibility to double-check these for accuracy.
- Follow reporters' preferences in terms of not only punctuation but strict verbatim versus intelligent verbatim style. Some reporters clean up after attorneys but not witnesses, and some limit repeated words, filler words, and false starts for the sake of readability (a hot, but real, topic that affects how the quality of a scopist's work is perceived).
- Apply punctuation in such a way that it's aligned with the context. Note: This isn't the same as blindly following rules.
- Correct words in context, e.g., elicit versus illicit, affect versus effect, defuse versus diffuse, ideology versus etiology, rescind versus resend, et cetera.
- Insert nonbreaking spaces between text that should be kept together such as Exhibit{~}1, May{~}23, Mr.{~}Smith, et cetera.
- Add hidden texts to alert reporter to exhibit markings, transitions (for example, examinations, further examinations, cross-examinations, witnesses, opening statements, closing arguments, jury instructions, and verdicts), "highly confidential" portions, et cetera.
- Replay audio passages however many times is needed for accuracy's sake (even for immediate copy, the tightest of time frames).
- Break out paragraphs to enhance flow and readability.
- Check job-specific technical terms throughout the file for consistency. This is critical as they might be written differently in the file, e.g., "CDNA" versus "cDNA," "acetyl COA" versus "acetyl CoA," et cetera.
- Ensure consistency of objections, polite requests, parentheticals, and tag clauses throughout the transcript.
- Check for case consistency throughout transcript, e.g., page 1 versus Page 1, column A versus Column A.
- Review/edit bylines, speaker labels, and objections.
- Relocate text from Q&A to colloquy and vice versa as needed.
- Verify spellings, which involves hunting down names, including foreign ones and those that the attorney might have mangled. Unfortunately, even spellings given to the scopist by the reporter sometimes contain errors.

LINDA LEE / LML COMMUNICATIONS
ECLIPSE FULL-AUDIO SCOPING & IN-SOFTWARE PROOFREADING RATES - 2023

- Perform spell-checks inside of the software (which is usually subpar) and with other applications. Note: This is to be done even after scoping real-time sessions rather than leaving it for the proofreader to do, which isn't their job.
- Leave hidden notes for the reporter to check, which conscientious ones who care about their work product are happy to receive.
- Send globals to the reporter along with the scoped transcript to add to their dictionary for an improved translation if interested. (Not all are. If not, I apply them myself to future jobs.)

As an added service, since I know steno, I suggest one-stroke briefs for my clients to use to shorten their writing and make life easier for future jobs (aka BriefReliefBook.com).

As you might imagine, the aforementioned takes time. There is no cutting corners nor magic wand involved in this painstaking process.

And, finally, when I'm wearing my proofreader hat, which I do as I work within the software with audio spot-check, I am strictly in reading mode, editing anything that was missed by the scopist as s/he performed all of the above, which ideally should be minimal or else I'm scoping behind the scopist.