

*Orange Coast Proofreading and Editing Services Policies for Legal Transcript
Proofreading*

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In order to make everyone's life easier, here is a list of policies for legal transcript proofreading. Please read through them to determine if we will be a good match. Thank you.

A Brief Discussion of What to Expect:

Proofreading in general is the last set of eyes that look at any document. As such that means that the proofreader looks at spelling, word use (commonly misused words, skipped or swapped words, double or repeated words), punctuation, capitalization, numbers, cross-checks, and formatting. While proofreading I typically use a combination of standard proofreading symbols and stamps I've created in my annotation application that have abbreviations such as "cap" to indicate a word needs to be capitalized. I have found that this combination, along with knowing a court reporter's preferences, enables me to work efficaciously while also providing quick turnaround times.

Work Flow and Schedule:

I generally work Mondays through Saturdays. I will work Sundays if I know ahead of time that a job is due on Monday. Please contact me with your page count and due date prior to submitting a transcript so that I can confirm my availability. For jobs that are standard, not expedited or rush, I will return them to you in two to three days.

Please send a finished draft of your transcript in PDF format via e-mail to cristi@orangecoastproofreading.com. A finished draft ensures the best and most thorough work with the quickest possible turnaround time. I consider a job "clocked in" on that day if I receive it by 3:00. If it's received after 3:00 then I will consider the job "clocked in" on the following day. Exceptions to this would be a rush job that you had no way to notify me of until you've completed taking down the transcript. In that case the sooner you can notify me the better, see below.

Expedite and rush jobs: It helps me to receive the pages in batches if the document is longer than 200 pages. That way we can work on the transcript concurrently and you can meet your deadline without either of us staying up until midnight to do so. It also helps if you can notify me as soon as you know a job has been requested to be expedited or rushed. That way I can plan to be available to you.

Occasionally I work from different locations. Whenever I will be traveling I will notify you so that you will know what time zone I am working in. I do take vacations in which I will not be proofreading. I will let you know when those are coming up. I typically give two weeks notice for any traveling and vacations that I take.

Communication:

It helps if we maintain clear and open communication. Please feel free to contact me via phone, text and e-mail. However, please recognize that at some point in time I need to end my work day. Therefore please refrain from calling or texting after 8:00 p.m. I usually stop looking at e-mail by 5:00 p.m.

When I have completed proofreading your transcript I will notify you by e-mail and text. Always feel free to ask any questions you may have. If you'd like something to be done differently feel free to notify me and I will make the necessary adjustments as best as I can. And if you have a transcript that can wait longer than my standard two to three days please let me know. This helps me to plan my work flow so that everyone receives their transcripts in a timely manner.

Invoices and payments:

Typically I invoice once a month by e-mail. New clients will be billed after each of their first two transcripts. They will need to pay for each transcript before I will proofread their next one. The reason for this is that I have had the experience of a new client not paying me. Also, for any client new or otherwise, if the client has an outstanding bill I won't proofread until that bill has been paid in full.

I prefer to receive payment via direct deposit as that saves us both a lot of hassle and expense. I prefer not to use services such as PayPal and Venmo because they charge me a fee and are connected to my checking account. I will accept checks from clients I know to be reliable. Payment is due upon receipt of the invoice with a 15 day time period in which to pay. Payments not received within 15 days are considered late and will incur a 10% late fee.

If a transcript is especially "messy" in other words there are more than the usual number of items to be corrected, I will charge an additional \$0.15 per page. I will contact you prior to charging this fee to give you the option to take back the transcript. I will, however, charge for the pages that I've proofread up to that point.

Preferences for Proofreading:

Since court reporters are individuals there are going to be differences in their approaches to the process of proofreading their work. To that end there are a couple of approaches: one is that I can send you a preferences sheet or ask you about your preferences before we start working together. The other approach is to discuss with me how you want things done after you see how I proofread the first transcript. Either way we need to be sure to discuss what I'm doing and how you would like things done. I also offer a sheet that describes how I approach proofreading.

Typically I will highlight things of note and will make corrections as necessary. However, some court reporters prefer that I just highlight rather than add in the changes. That's fine with me. Proofreading is really the last set of eyes that look at any kind of document be it a legal transcript or any other kind of writing. As I work on your transcripts we can work out how you prefer the proofreading to be done. I've found that it usually takes a couple or three transcripts for us to see how we each work and then to decide how I can best meet your needs.