

Thank you for your interest in joining our Legal Professionals Team

In order to apply and start working on projects, you will need to complete the following steps:

1. **Study the attached guidelines and documentation attached** -
Read the transcription guidelines carefully. You will be assessed according to your ability to follow the guidelines precisely. You have been provided with a court reporter log and transcript request form. Pay particular attention to the following:
 - a. Speaker names
 - b. Swearing in formatting of witness and/or interpreter
 - c. Insertion of examination and by-lines
 - d. Proper formatting of transcript when/if an interpreter is assisting.
2. **Transcribe** - Listen carefully to the attached 20 minutes of audio, which is an excerpt of a full-length file, and produce the final transcript according to the guidelines. Both the audio file and the rough draft are attached.
3. **Upload Your File** - Once finished, please upload the finalized version of the transcription [here](#).
4. **Get Paid** - You have 48 hours to complete the test.

You will get paid \$35 for your time (via PayPal) once you pass and start working with us.

Here are some useful tips:

- Follow the guidelines and use the documentation provided.
- Take your time. We are evaluating your attention to detail.
- Research terms.
 - Research any names in the transcript to see if they are spelled correctly. Many attorneys can be found online.
 - Research places; towns, stores, restaurants.
- Check for homophones and grammar issues.
- Check for mishears.

Good luck !