

TRANSCRIPT PROOFREADING CHECKLIST

ANCILLARY PAGES

COVER/TITLE PAGE

- If a Notice was received, check that jurisdiction, case number, and parties match the notice exactly. All errors on Notice carry over to title page.
- Check alignment — elements centered, separators v-aligned, etc.
- "IN AND FOR" kept together
- Small words uncapped (exception when capped in Notice)
- No abbreviations in names or addresses (exception when abbreviated in Notice)
- Vs./vs., never v.s.
- Comma after name, after any descriptive phrasing, before Plaintiff/Defendant
- Comma after first party, period after last party
- Google judge & check spelling of name. Google everything!
- Google depo address to ensure it is accurate & complete. Google everything!
- Reporter listed on cover/title page
- Check date against certs
- Check listed start & end time against the times noted in body

APPEARANCES

- Name, address, phone, email, and party represented for all attorneys
- Format/Alignment consistent across all attorneys
- Spacing between "On behalf of" and attorney info
- Consistent style — cap/uncap email & phone, phone number format, all-cap/initial cap Esquire/Esq.
- No abbreviations
- Suite, floor, room, etc. following comma on or above (not below) delivery address line
- Google every firm, attorney, address, email, phone, etc., for accuracy. Google everything!
- If firm uses P.A., PLC, L.P., etc., be sure it's included
- If Esq. is used, needs a period
- No Mrs. or Miss — Ms. only
- Everyone in room must be accounted for except CR (because CR is listed on title page)

INDEX

- Page & line numbers filled in
- Each exhibit has a page & line number
- V-alignment of exhibit/section names and page & line numbers
- Google names and places referenced for accuracy. Google everything!
- If no exhibits marked or retained, is that indicated?

READ LETTER/ERRATA SHEET

- Check read/waive statements at end of body. Are those pages here/not here?
- If parties did not waive, are read letter, errata sheet, and (if needed) return sheet included
- Check dates & names

CERTS

- Cert of oath & reporter on separate pages
- Interpreter must have cert of oath. Can be same page as witness. Titled: CERTIFICATE OF OATH — INTERPRETED PROCEEDINGS
- Check jurisdiction's format guide for what page numbers are shown on cert
- Does page # through page # match both body and front matter
- Notary info only needed on oath cert, not reporter cert
- There can only be one "dated this" date

BODY COPY

OPENING PARAGRAPHS

- ___ Swear-in should be included, be the first thing, and centered
- ___ Swear-in wording AND witness response, THEN the "having first been duly sworn" bit
- ___ THEREUPON Joe Witness[comma] having (<= not capped—part of the Thereupon sentence) first been..."
- ___ Confirm spelling of witness name here (when he/she spells it for the record). Search document at every misspelling encountered.

GLOBAL SEARCHES

- ___ Search for 's. Check every occurrence for correct usage
- ___ Search for s'. Check every occurrence for correct usage
- ___ Search **you, your** and **you're**. Check every entry for correct usage.
- ___ Search each attorney's last name & check every mention for correct MR. or MS.
- ___ If format is Q/A[no period], search for **Q.** and **A.** and note inconsistencies
- ___ If format is Q/A[period], search for **Q[space]** and **A[space]** and note inconsistencies
- ___ Search for duplicates, including **a a, an an, you you, is is, and the the**

BODY GENERAL

- ___ Scan entire document for alternating Q's and A's -- make sure the right speakers have a Q or A
- ___ Parentheticals centered
- ___ Parenthetical takes period inside) if it represents a complete thought, even if not a sentence. (Indicating.)
- ___ Consistent use of verbal affirmatives & negatives (i.e., not uh-huh, um-hum, *and* mm-hmm)
- ___ Month & day stay together. Four-digit year can move to next line. Try to avoid beginning a line with a 1-/2-digit number.
- ___ Title abbreviations stay with next word (name) so line doesn't end with a period that's not a full-stop.
- ___ Check dates in context
- ___ Check every speaker name
- ___ Make sure everyone encountered (speaking or by reference) in the room is listed on Appearances page
- ___ Comma use per CR preference but check for readability and meaning changes
- ___ Google every name and place name. Google everything!
- ___ Google/GoogleMT every medical term, no matter how familiar. Google everything!
- ___ Google every medication and product name for spelling and capitalization. Google everything!
- ___ Job titles uncapped unless directly preceding a name, in direct address, or quoting a form/exhibit
- ___ Degrees uncapped unless following a name as a title
- ___ Topics of study uncapped
- ___ Courses uncapped unless word is always capped (English) or a number (2, 101) follows
- ___ Look for wrong characters (e.g., accents as apostrophes, o's or O's as zeroes)
- ___ Watch for spacing
- ___ Full-time/part-time hyphens when direct adjective or adverb only
- ___ When hyphens are encountered, search for the phrase without hyphens (or the opposite) & check consistency

FINAL BODY COPY CHECKS

- ___ Using TTS feature, listen to the transcript read aloud as you follow along to find doubled words.
- ___ Change font to TrueType/OpenType sans serif like Helvetica or Calibri, enlarge to 13-14 point, print, and do a quick reading on paper.

RECORDS & ACCOUNTING

- ___ Ensure job is recorded: client, job description, date received, turnaround ordered, date completed, date returned, etc.
- ___ Ensure job is entered into invoicing app
- ___ Email or Dropbox the job OR schedule a reminder to do so at a later date