

Working with a Scopist

Building a Great Team!

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- ▶ Office manager for 2 years in boutique agency
- ▶ Started scoping in 1992. Built a full-time service
- ▶ Court reporting student in 1996. Kept several scoping clients
- ▶ Full-time reporter for over decade
- ▶ Left job as official in 2011. Back to scoping
- ▶ 2012, Added international work (main scopist for one; backup for another)
- ▶ 2014, Merged my two businesses; some reporting, some scoping... very much JUGGLING!

Do You Need a Scopist?

- ▶ How many hours of sleep are you getting?
- ▶ Are you exercising?
- ▶ Are you able to take the weekends off? Or at least one day a week?
- ▶ Are you worried about missing deadlines?
- ▶ Are you producing a lot of volume by yourself?

You Should Have Started Looking

- ▶ If you are feeling overwhelmed
- ▶ If you are missing deadlines/asking for extensions
- ▶ If you find that you're not working on perfecting your craft but only working
- ▶ If your family doesn't recognize you anymore (just kidding - well, not really)

When NOT to Start Looking for a Scopist

- ▶ DO NOT START LOOKING WHEN YOU'RE ALREADY IN PANIC SITUATION
- ▶ Building a good team takes time, and you may not find a good fit the first time out. If you're both under pressure, it could cause what otherwise might have blossomed into a great relationship to falter because of the stress of the unknown.

What Are Your Needs?

- ▶ Do you need someone to rough scope, no audio?
- ▶ Do you need a full review with audio?
- ▶ Spot check?
- ▶ Do you need a lot of research done?
- ▶ Do you want help with dictionary maintenance? Indexing? Form Fields?

What Exactly Did You Mean by That?

- ▶ Rough Scope, no audio: The scopist (who reads steno) takes your raw steno and cleans it up as best they can. THIS IS PREDOMINANTLY FOR EXCELLENT realtimers who do not drop, in my experience. (also called “scoofing”)
- ▶ Full Review with audio: The scopist will listen to the reporter’s audiosync (or backup) audio for a full word-for-word scope. They may use external software or the CAT software playback.
- ▶ Spot Check? Meaning scopist will check spots with audio, but not full review.
- ▶ Research: Are you interested in extensive Google and other searching for case cites, location names, individual names, or would you prefer them to not a cursory check and let you handle it upon file return?
- ▶ Dictionary Maintenance, etc: A scopist can add entries to your dictionary, suggest briefing, fill in forms, work on indexing if asked (not all do this).

What Are Your Expectations?

- ▶ Forget perfect. Nobody is that.
- ▶ What is your preference for delivery times? 5 days? 4? 3?
- ▶ Do you want it scoped only? Spell-checked? Proofed?
- ▶ Do you have a style manual preference?
- ▶ Do you have a reporter preference check list?
- ▶ Do you want open lines of communication?
- ▶ Do you expect to be priority one for your scopist?

Delivery Times

- ▶ Most professional scopists work like professional reporters. They have turn times too. If you wait too long to turn over to a scopist, just because it's not an expedite for YOU doesn't mean it's NOT an expedite for the scopist.
- ▶ There will most likely be a rate differential from 'standard' to 'daily' turn, just like in reporting. Most scopists can provide you a rate sheet/turn time form.

What Level of “Completeness”?

- ▶ Scope Only?
- ▶ Spell Checked? (some folks don't like to do that until they get it back)
- ▶ Proofread? (beware, an extra fee may be charged)

- ▶ While most scopists are excellent at what they do, perfection is a lofty and unattainable goal. My clients **ALWAYS** expect to proofread after me.

What's Your Style?

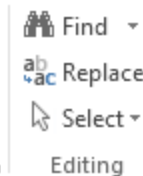
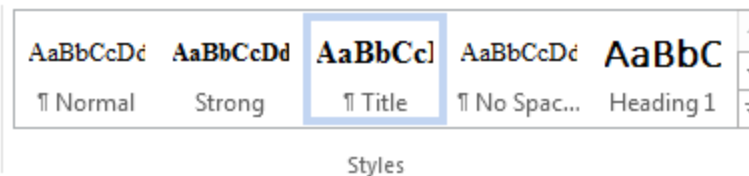
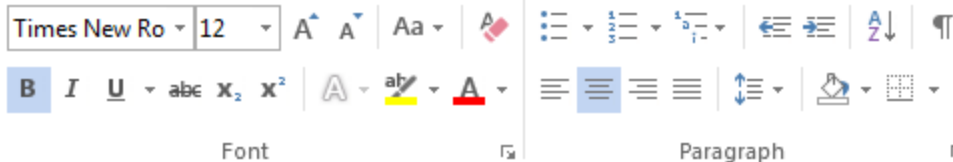
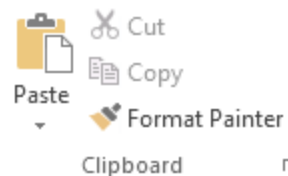
- ▶ Chicago Manual of Style?
- ▶ Gregg Reference Manual?
- ▶ Lillian Morson's English Guide for Court Reporters?
- ▶ Margie Wells' Bad Grammar/Good Punctuation?

- ▶ Or some crazy morphing of some or all of them?

- ▶ Most scopists are familiar with the differing rules and/or have the manuals.
Give your scopist direction.

Reporter Preference Sheet

- ▶ Have you developed one? If not, you may wish to ask the potential scopist for theirs so you may complete it.
- ▶ Money, dates, punctuation, false starts, stitching, interruptions, colloquy, by lines, et cetera.



feel free to enter another option in the blanks

"is that correct" & similar	Period	Semi	Comma
"correct" & similar	Period	Semi	Comma
Polite requests (would you state your name, could you spell that)	Period	<u>Interrog</u>	
Stitch spelling	All caps	Initial cap	All lowercase
Attorney's question is really a statement (so you stopped at the light)	Period	<u>Interrog</u>	
Colloquy paragraphing (Objection. You may answer)	All one paragraph	New Para	
"and so my question is"	Colon	Comma	
Plural possessives when the ESS is enunciated	Gus'	Gus's	
College Degrees (Master's in Chemistry, Bachelor's in Psychiatry)	Initial cap	No caps	
Initials of individuals (J.R. Ewing)	Periods/no spaces	Periods with spaces	No periods with spaces
Time as words or not (2 o'clock)	2 o'clock	2:00	Two o'clock
Numbers in same paragraph (one was five and the other was 10)	As written	Both numerical	Both words
Court addressed as Your Honor	Your Honor	your Honor	
Counsel, as address	Counsel	Lowercase counsel	
Widows/Orphans in titles (as in, Mr. Or Dr., etc)	Keep together	Doesn't matter	
Attributed quotes (not verifiable) He said, "You did." I said, "No, I didn't."	Use quotes	Don't use quotes	
Comma after 'said' in those	Yes comma	No comma	
Do you use 'sic' or something else?	[sic]	(sic)	
Q/A quoted from transcript	Use indented paragraphs	Use regular paragraphs	
Intro Phrases (well, now, etc) **EXCEPT SO**	Use commas		
25 hundred	2,500	2500	

Clipboard: Paste, Copy, Format Painter

Font: Times New Roman, 12, Bold, Italic, Underline, Text Color, Background Color, Font Color, Paragraph Spacing, Bullets, Numbering, Indentation, Orientation, Language, Proofreading Marks

Paragraph: Bullets, Numbering, Indentation, Orientation, Language, Proofreading Marks

Styles: Normal, No Spacing, Heading 1, Heading 2, Title

Editing: Find, Replace, Select

Navigation

Search document

HEADINGS | PAGES

Create an interactive outline of your document.

It's a great way to keep track of where you are or quickly move your content around.

To get started, go to the Home tab and apply Heading styles to the headings in your document.

Edit with audio	Yes	No	Clean up lawyers – false starts	Yes	No
Tape / wav / digital / other			Clean up lawyers – ums – ahs	Yes	No
“Keep together” function on Mr./ Mrs./ Ms./ dates/numbers	Yes	No	Leave in “Strike that”	Yes	No
Slashes between dates	Yes	No	New paragraph after “Strike that”	Yes	No
Dashes between dates	Yes	No	Use (indicating) when witness points	Yes	No
Semicolon before “Is that correct” If no, _____	Yes	No	Use quotation marks	Yes	No
Comma before “correct” If no, _____	Yes	No	Use comma and cap for indirect quotation	Yes	No
Use ellipses	Yes	No	Use quotation marks when the word “quote” is said	Yes	No
Caps: Page 1, Line 10, etc.	Yes	No	If yes, delete the word “quote”	Yes	No
After colloquy: THE WITNESS	Yes	No	Use italics (book titles/case cites/foreign words)	Yes	No
After colloquy: A	Yes	No	Use underline (book titles/case cites/foreign words)	Yes	No
			Spell out numbers at beginning of sentence	Yes	No
Spelling: SMITH / smith / Smith / S-M-I-T-H / S-m-i-t-h			Writing Numbers: one – ten / 11 and up		
Examples – Time of Day If “5 o’clock is said.”			Exceptions: BY line: Give example		

Do You Want Open Lines of Communication?

Just kidding. That's a rhetorical question.

Seriously, though, provide cell and email address. Share best way to reach you. And respond promptly so the scopist can finish promptly!

Do You Want to Be Priority One?!

- ▶ Easier said than done.
- ▶ Most scopists have multiple clients.
- ▶ If you want to be, then there may be a requirement of set pages per month (or you may need to train someone from scratch).

- ▶ I know several scopists who have one or two “priority” reporters and fill in with others.

- ▶ The question really should be: Can your scopist handle the volume that you need on the time frame you can give?

Self-Evaluation

- ▶ Slopper?
 - ▶ Dropper?
 - ▶ Do you have particular strokes to check for?
 - ▶ Need help with macros? Briefs?
 - ▶ Not so great with medical terminology?
-
- ▶ Your scopist needs to know how you write in order to evaluate how much time to allow for your pages. This information helps.

What Questions to Ask Potential Scopist

- ▶ Do you read steno?
- ▶ What is your background?
- ▶ How long have you been scoping? Do you have a preference for work type? (e.g., I hate family law work!)
- ▶ Do you use audio backup? Foot pedal? Drop Box? AIM?
- ▶ What resources do you have in your arsenal?
- ▶ Do you have a reporter preference sheet?
- ▶ Can you give references? (# of reporters not a fair question)
- ▶ How much volume would you like?
- ▶ Can you work nights? Weekends? Expedites if needed?

Reading Steno (obviously only applies to machine reporters)

- ▶ Do you need your scopist to be able to read steno?
- ▶ What theory did YOU learn?
- ▶ Can you share your dictionary with your scopist?

Background... Experience... Important

- ▶ Does your scopist have any degrees? (BA? MA? MBA?)
- ▶ If so, in what discipline?
- ▶ Did they attend any scoping training? (BeST, Internet Scope School, other)
- ▶ Have they taken training on the software? What version are they on?
- ▶ Are they computer savvy?

Preferences (see prior slide)

- ▶ Gregg? Morson? Wells? CMOS
- ▶ Do you have a list of things like:
 - ▶ I use semi-colons before “is that right” and like phrases.
 - ▶ I paragraph after the “strike that” phrase
 - ▶ New “by line” after colloquy

Dictionary Maintenance

- ▶ Do you want the scopist to add directly to your job dictionary? Make an update dictionary for you?
- ▶ Do you appreciate suggestions for stroking? Briefing? Writer or translation tweaking in the software?
- ▶ Are you writing realtime? If not, can your scopist actively help you with your dictionary maintenance (they may ask to be compensated a little more)

Video Scoping

- ▶ Do you want them to listen to the full audio?
- ▶ Do you want every false start in there?
- ▶ Can you send the videographer's audio to the scopist? (usually clearer than the computer audio)

Daily Copy, Immediate

- ▶ What about a daily copy or Immediate turn?
- ▶ Develop a team - some have already been developed (find them on Facebook)
- ▶ Work with Division Intervals, Work Units, using Connection Magic, Dropbox or other FTP to have your draft ready when you walk in the door to your house!

- ▶ Team needs to have excellent communication
- ▶ Share documentation
- ▶ Develop common word list

On Communication and Production

- ▶ Contact first, before sending a job; never assume they're available
- ▶ Always give pertinent information so scopist can answer intelligently: how many pages is it, what TYPE of scoping you want, what kind of work is it, and what day/time you need back)
- ▶ Always agree on a rate before sending work
- ▶ If you have technical terms, share them
- ▶ If you can get the exhibits scanned, please do
- ▶ Develop a primary communication method, whether email, IM, text, phone, so you always know how to reach each other

Additional Business Practices

- ▶ Do you need a subcontract agreement? (you may for your insurance carrier)
- ▶ Do you have their W9 form?
- ▶ Pay ON TIME (just like reporters don't like to chase agencies/law firms, neither do scopists like to chase reporters - and the cut is way less!)
- ▶ Remember to pay on THEIR terms. They are providing a service to you.

Helpful Software

- ▶ Dropbox (so many uses)
- ▶ Send This File (or other FTP)
- ▶ Messaging platform (Facebook, AIM, Skype, etc.)
- ▶ Search Engines
- ▶ SearchMaster

Where Do I FIND One?!

- ▶ Check with your CAT software (usually they have a scopist board)
- ▶ Facebook has several sites (Triple Threat Scoping, Court Reporter/Scopist Connection, Scopists and Transcriptionists for Voicewriters Only)
- ▶ Other online groups (CSRNation, Depoman)
- ▶ **ASK YOUR COLLEAGUES!** The best reference will ALWAYS be a happy court reporter (but they may not want to share!)

Happy Team Building!

- ▶ Questions, Comments, other topics you wish to cover.

The background features abstract, overlapping green geometric shapes in various shades, primarily on the right side of the slide. The shapes include triangles and polygons, creating a modern, layered effect. The colors range from light lime green to dark forest green.

THANK YOU

Please feel free to contact me about scoping
ToriRDR@gmail.com