

Finding the right scopist is key to live editing of realtime



FINDING THE RIGHT SCOPIST CAN MEAN THE DIFFERENCE BETWEEN providing quality draft realtime transcripts within minutes rather than hours, according to a panel presentation held at NCRA's 2015 TechCon event held April 10-12 in Denver, Colo. Participants included Lisa Knight, RMR, CRR; Christine Phipps, RPR; and Sue Terry, RPR, CRR.

To help ensure a high-quality product and a quick turnaround of draft transcripts, freelancers should consider having at least two scopists they work with on a regular basis, as well as a good proofreader; however, finding the right people to fill those roles many times is not easy. As part of their presentation, guest panelists shared with attendees the following tips to help find the right scopist and proofreader for them.

Find people who understand that having mistakes pointed out to them is not pointing fingers but rather an effort to help increase the quality of the final product. A good scopist and proofreader will also, over time, begin to recognize what words the court reporter has a tendency to miss a lot and be able to make those corrections quickly.

Most court reporters are reluctant to share information about their own scopists and proofreaders if they are good, so getting a recommendation can sometimes be difficult. Forums for various software provide a good resource for finding high-quality professionals, and often participants on these forums are software trainers as well.

Questions that should be asked when interviewing a potential scopist or proofreader include:

- **What software and version of it do they use, and are they current on its functions and do they have tech support**
- **What kind of computer do they use and what operating system**

- **Is there a viable Internet connection in the area where they live**
- **Ask them about their error rates, as well as how many dictionary entries they make a day**
- **Find out if they have used Dropbox before, if they have it on their computer, and if they have used it in scoping or court reporting jobs before**
- **How long have they been working as a scopist or proofreader, and have they worked producing daily transcripts**
- **Finally, ask for at least three to five references and check them all**

Once you find a good scopist, the panelists suggested setting guidelines up front in regards to what you expect from them. For example, tell them if you expect a 24-48 hour turnaround on assignments all the time, and make sure they understand that you expect to be in constant contact with them to keep them current about upcoming jobs.