

# ***Legal Transcription: Theory and Practice™***

**Instructor:** Janet Shaughnessy | **Email:** janet@transcribeanywhere.com

**Course Description:** *Legal Transcription: Theory and Practice™* is a comprehensive training course that implements multimedia content with online learning tools to effectively prepare students to master the art of transcribing legal proceedings from audio or video into text documents for clients in the legal field.

The course is divided into 14 modules, with each module building upon the skills learned and mastered in the preceding module. There are more than 25 audio/video practice dictation files in the course.

## **Media Used Within the Course:**

- ★ Quizzes
- ★ Video Presentations (with Audio)
- ★ Screencast Tutorial Demonstrations
- ★ Practice Dictations with Answer Keys (25+ practice files in 9 levels)
- ★ Online and Email Support Forums

## **Recommended Equipment:**

- Computer and comfortable workspace
- Reliable high-speed Internet access
- Word processing software

- ❑ Transcription equipment (course aids students in choosing appropriate equipment for their needs)

## **MODULES AND UNITS**

### **Module 1 – *Introduction to Legal Transcription***

Students gain an understanding and appreciation for what legal transcription is -- and is not -- and the skills needed to master the art of transcription.

#### **UNITS:**

- Introduction and Welcome!
- Process for Submitting Support Requests
- Legal Transcription: Overview
- General Duties of the Legal Transcriptionist
- Cyber Security

### **Module 2 – *Tools of the Trade***

Students learn the software and hardware requirements employed by legal transcriptionists and where to get the best equipment at the best price.

#### **UNITS:**

- The Right Equipment for the Job
- Typing for Speed and Accuracy (includes typing drills)
- Legal Transcription Style Guide (includes printable guide)
- Comparing Your Transcripts with Sample Transcripts
- Practice Transcription Exercise

### **Module 3 – *Lawyers Litigate; Transcriptionists Punctuate***

Both English and Latin legal terminology definitions and quizzes are included.

#### **UNITS:**

- Legal Terminology
- Spelling
- Punctuation and Capitalization

- Transcribing Numbers
- Abbreviations, Capitalization, and Punctuation for Legal Transcriptionists
- More than 80 pages of legal terms and phrases in a downloadable and printable format.

#### ***Module 4 – Microsoft Word for Legal Transcriptionists***

Students will be able to properly notate transcripts, use shortcuts to increase typing speed and accuracy, and employ spell check and other functions of their word processing software to produce accurate and readable transcripts.

##### **UNITS:**

- Commonly Used Transcriptionists' Notations
- Spell Check, Search + Replace, & Modern Usage Notes
- Shortcut Keys
- Screenshots and Video Tutorials

#### ***Module 5 – Basic Legal Correspondence & Practice Dictation***

Students master the transcription of most documents produced by attorneys and other legal professionals.

##### **UNITS:**

- Introduction to Transcription in the Law Office
- Letters and Memos
- Transcribing EBTs (Examination Before Trial)
- Transcribing Attorney-Client Consultations
- Property Deeds
- Midterm Exam

#### ***Module 6 – The Legal Process and Court Procedure***

Students gain knowledge of the different types of law and how a case moves through the legal process.

##### **UNITS:**

- Definition and Descriptions of Types of Law

- Steps in a Civil Case
- Steps in a Criminal Case
- Anatomy of a Court Transcript

### ***Module 7 – Forms and Templates***

Upon completion of Module 7, students will be familiar with the various legal documents used in judicial proceedings. Downloadable templates are provided.

#### **UNITS:**

- Sample Court Templates
- Numbered-Line Blank Pleading Paper (Template and Instructions)
- State & Federal Court Approved Legal Forms

### ***Module 8 – Practice Transcription of Court Proceedings***

Students will master transcribing court proceedings with recorded audio practice files.

#### **UNITS:**

- Transcription Guidelines for a Court Transcript (Includes Video Tutorial)
- Practice Trial Transcriptions

### ***Module 9 – Depositions***

Students will gain an understanding of the deposition process and will have completed several practice deposition transcription files.

#### **UNITS:**

- Guidelines for Transcribing Depositions (Includes Template)
- Deposition Practice Transcription Files

### ***Module 10 – Law Enforcement***

Students will experience transcribing various types of law enforcement transcripts.

#### **UNITS:**

- Law Enforcement Transcription Overview

→ Law Enforcement Practice Transcription Files

### **Module 11 – *Conferences and Legal Association Meetings***

Students will master the art of transcribing legal meetings and conferences from recorded video files.

#### **UNITS:**

- Overview of Conference Transcription
- Conference Practice Transcription Files (with Video Files)

### **Module 12 – *Time Coding for Legal Transcriptionists***

Students will be proficient at producing legal documents that include time stamps.

#### **UNITS:**

- How to Insert Time Codes in Legal Documents (Includes Video Tutorial)
- Time Code Practice Transcription Files

### **Module 13 – *Resources and Final Exam***

Module 13 supplies links to various tools and resources used by the legal transcriptionist, including:

#### **UNITS:**

- Writing and Style Guides
- Dictionaries
- Legal Resources
- Medical Resources
- Final Exam

The final exam tests all of the skills learned in the course. Upon successfully passing the final exam, students will be awarded Certificates of Completion and will move on to learn how to build their legal transcription business.

## **Module 14 – *Building Your Business***

After passing the final exam and demonstrating proficiency in the art of legal transcription, students will learn to market their new skills.

### **UNITS:**

- How Much Do Legal Transcriptionists Earn?
- How to Handle Taxes
- Customer Service Essentials
- Developing a Business Plan
- Advertising (Including Building a Website)
- Social Media
- Connecting with Clients
- Top Directories for Local Marketing
- Where to Find Contract Work
- Search Engine Optimization (SEO), PPC, AdSense, and All the Rest
- Opportunities for Expanding Your Services