



A Guide to Coping with COVID Catch-Up

1. Rely more on high-quality digital recordings like those provided by FTR and Zoom, rather than requiring court reporters to be present. This will decrease your staffing needs and costs.
2. Use *remote* digital court reporters to as great an extent as possible when permitted by your state's requirements. Reserve your limited local digital reporters for those proceedings requiring in-person coverage and local stenographic reporters for proceedings in need of real-time transcripts.
3. Outsource your transcription work.
4. Lessen the time your attorneys and staff spend listening to audio and enhance their ability to search for key terms by ordering *more* transcripts. They'll be better prepared with less effort.
5. Reduce the administrative work for your team by selecting and only working with a transcription and court reporting company that has a proven track record of success in acting as your partner from start to finish. eScribers is proud to provide you with everything you need, including:
 - a. Assistance in finding a court reporter for you when you need one.
 - b. A secure and fast audio/video online upload system.
 - c. Managing your private party orders, estimates, and invoicing.
 - d. Ensuring your transcripts are accurate and delivered on time. Your staff never needs to waste time correcting transcripts or chasing deadlines.
 - e. Routinely and effectively handling challenging audio.
 - f. Custom order forms made specifically for *your court or agency*. This will help ensure the correct audio is sent the first time...every time.
 - g. Offering secure email and online transfer of unlimited completed transcripts available to you at any time via secure, password-protected online access.
 - h. Using customized transcript templates so your transcripts are *perfect for your jurisdiction* every time.
 - i. Securely storing your audio/video files and transcripts at no charge.
 - j. Providing simple invoices with straightforward pricing factors.
 - k. Maintaining a secure, password protected Administrator Portal to allow for real time customized end-to-end direction and tracking of the entire transcription process, as well as data reports that include any information that is useful to you.
 - l. 24/7 access to our professional, experienced operations and technical support customer care teams.

For more information, contact Rachel at rweiser@escribers.net or 602-883-8736.

Wishing you health, luck, and an easy catch-up!