# LEGAL TRANSCRIPTION SAMPLE INSTRUCTIONS

Thank you for your interest in working with Allegis! You are now invited to take the legal transcription assessment, which is to create and submit a sample legal file.

This guide explains how to type and format these sections as well as how to submit your work. All applicants are asked to complete the application process independently. Following directions, playing audio files, and exhibiting general technical ability are requirements for transcription work. In addition to your legal transcription capabilities, we will be closely assessing your technical ability to using software tools, the ability to follow instructions thoroughly, your listening skills and your research skills.

# HOW TO

1. Transcribe the entire audio file into this Word Template:  
      
     
   The audio requires software compatible with playing .mp3 files. You may use any player you wish to transcribe this file. [Express Scribe](http://www.nch.com.au/scribe/) can be used if you are using your own foot pedal.

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| --- | --- |
| Allen & Alexis | FB |

1. Reference the Audio Reporter Worksheet below to inform your transcription work:  
   
2. Save your transcript exactly as *FirstnameLastnameLegalSample.*
3. Upload the completed document alongside your resume in Agile – see below, **do not email.**

**Be careful to check your work and to follow all the instructions. Allegis will not be available to assist with individual technical issues. If you do use Express Scribe, please refer to their** [Support Page](http://www.nch.com.au/scribe/support.html) **for answers to any questions you might have.**

# **ABBREVIATED STYLE GUIDE**

1. Allegis legal transcription is “clean verbatim.” Do not include ums, uhs
2. Use standard formatting for ZIP codes, addresses, spelling of names, etc.
3. Label examination speakers as either Q (interviewer) or A (interviewee).
4. Use colloquy formatting for conversation outside of examination.
5. Use “Court Reporter” in colloquy to note any mention of “Audio Reporter” or “Digital Reporter.”

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| **DO** | **DO NOT** |
| * Clean up the text to clean verbatim * Transcribe slang, as spoken * Type verbiage such as you know, sort of, like, and I mean * Type “okay” as "okay" * Use (inaudible) when you can’t discern a word or phrase * Use (ph) for spelling that you cannot verify | * Type uhs, ums, repeated words, false starts * Guess (use internet tools and research to be certain) * Assume (see above) * Forget to proof and spell check your work |

# HOw to submit your work

1. Make sure you have properly named and saved your documents.
2. Go to the Allegis web site [Transcription Jobs](http://www.allegistranscription.com/transcription-jobs/) page.
3. Locate the transcription job applying for and click “Apply” once again.
4. You will be prompted to log in as an Existing User (you must have logged out prior to this step). If you’ve forgotten your password, use the link “Forgot your Password.”
5. When logged in again, you will see a Document Upload section.
6. Choose *Transcription Sample* as the Document Type, and then Select Document to find your sample file. Then click Upload Documents.
7. You should now see your file as an Attached Document and the upload is now complete.

## do not delete any documents from your application. Incomplete applications will not be considered. if uploaded properly, you will receive an automated confirmation Via e-mail within one business day.

If your assessment meets the accuracy and quality standards we are looking for, we will reach out to you to continue the process. If you are not contacted, you will be eligible for reapplication in 90 days.

Good luck and thank you for sharing a sample of your skills with Allegis!