

22Keys Audio Transcription Process

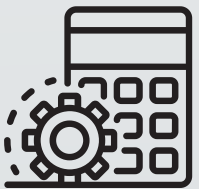


Fill out request form on our website

This collects the basic info and allows our system to provide a rough estimate for the work

STEP

1



Accept/Reject estimate

Our estimate is based on an average number of characters per hour. If you accept the estimate, it continues to the next step

STEP

2



If estimate accepted, await confirmation

Once you accept the estimate, a notification gets sent to all our Authorized Reporters to see if they're available to take the work

STEP

3

Fill out order form



If we're able to take the work, you will be notified and sent a Transcript Order Form. This is the form we send to the courts to obtain the audio, so please fill it out and return to us ASAP

STEP

4

Send documents



To assist with spellings, read-ins, et cetera, please send documents such as the NOCC, book of authorities, or written submissions

STEP

5