

## Federal Supply Service

### **Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*<sup>®</sup>, a menu-driven database system. The INTERNET address GSA *Advantage!*<sup>®</sup> is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

## **Multiple Award Schedule**

FSC Group: Professional Services

FSC Class:

Contract number: 47QREA21D000R

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

Contract period: March 31, 2021 – March 30, 2026

Burke Court Reporting LLC  
64 Magnolia Place  
Wayne, New Jersey 07470  
Phone: 973-692-0660  
Toll Free: 888-989-0404

[www.BurkeCourtReporting.com](http://www.BurkeCourtReporting.com)

Contract Administrator:  
Marybeth Burke-Dring  
[Marybeth@BurkeCourtReporting.com](mailto:Marybeth@BurkeCourtReporting.com)

Business size: Small Business

Prices Shown Herein are Net (discount deducted)

## CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	SIN Title
561320SBSA	Temporary Help Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Page 4

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Page 4

2. Maximum order:

SINs	Maximum Order
561320SBSA	\$250,000

3. Minimum order: \$100.00

4. Geographic coverage (delivery area): Domestic

5. Point(s) of production (city, county, and State or foreign country): Wayne, New Jersey

6. Discount from list prices or statement of net price: Government Net Prices (discounts already deducted.)

7. Quantity discounts: 1.5% per single orders of \$10,000.00

8. Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions: 1.5% Net 10 days, Net 30 Days

9. Foreign items (list items by country of origin): Not Applicable

10a. Time of delivery: To Be Determined at the Task Order level

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list: To Be Determined at the Task Order level

10c. Overnight and 2-day delivery: To Be Determined at the Task Order level

10d. Urgent Requirements: To Be Determined at the Task Order level

11. F.O.B. point(s): Destination

12a. Ordering address(es)

Burke Court Reporting LLC  
64 Magnolia Place  
Wayne, New Jersey 07470  
Phone: 973-692-0660  
Fax: 888-989-0404  
Email: Marybeth@BurkeCourtReporting.com

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es)

Burke Court Reporting LLC  
64 Magnolia Place  
Wayne, New Jersey 07470

14. Warranty provision: None

15. Export packing charges, if applicable: Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable

17. Terms and conditions of installation (if applicable): Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable

18b. Terms and conditions for any other services (if applicable): Not Applicable

19. List of service and distribution points (if applicable): Not Applicable

20. List of participating dealers (if applicable): Not Applicable

21. Preventive maintenance (if applicable): Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) : Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/): Not Applicable

23. Data Universal Number System (DUNS) number: 780637484

24. Notification regarding registration in System for Award Management (SAM) database: Contractor registered and active in SAM

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Special Item No. 561320SBSA - Temporary Help Services with IFF			
#	SIN	Labor Category	Price
1	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Full Day)	\$342.57
2	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Half Day)	\$266.99
3	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Cancelled on Arrival)	\$272.04
4	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Overtime)	\$60.45
5	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Per hour)	\$48.36
6	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Evenings/Weekends)	\$60.46
7	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (24hr Cancellation notice)	\$70.53
8	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - 20 Business Day Delivery)	\$4.18
9	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - 5 Business Day Delivery)	\$4.79
10	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - 3 Business Day Delivery)	\$5.34

11	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - Next Business Day turn around)	\$5.92
12	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - Same Day Delivery)	\$7.10
13	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - Additional Copies)	\$2.27
14	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - 20 Business Day Delivery)	\$4.18
15	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - 5 Business Day Delivery)	\$4.79
16	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - 3 Business Day Delivery)	\$5.34
17	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - Next Business Day Delivery)	\$5.92
18	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - Same Day Delivery)	\$7.10
19	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - Additional Copies)	\$2.27
20	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - 30 Business Day Delivery)	\$3.58
21	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - 14 Business Day Delivery)	\$4.18
22	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - 7 Business Day Delivery)	\$4.79
23	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - 3 Business Day Delivery)	\$5.34
24	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - 1 Business Day or Next Business Day Delivery)	\$5.92
25	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - Same Day Delivery)	\$7.10
26	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - 30 Day Delivery)	\$0.89
27	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - 14 Day Delivery)	\$0.89
28	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - 7 Day Delivery)	\$0.89
29	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - 3 Day Delivery)	\$1.01
30	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - Daily Delivery)	\$1.16

31	561320SBSA	43-9022 Word Processors and Typists (Court/monitored audio - Hourly / Same day Delivery)	\$1.16
32	561320SBSA	43-9022 Word Processors and Typists (Court/non-monitored audio - 30 Day Delivery)	\$4.27
33	561320SBSA	43-9022 Word Processors and Typists (Court/non-monitored audio - 7 Day Delivery)	\$6.30
34	561320SBSA	43-9022 Word Processors and Typists (Court/non-monitored audio - 1 Day Delivery)	\$8.36
35	561320SBSA	43-9022 Word Processors and Typists (Court/non-monitored audio - Additional Copies - 30 Day Delivery)	\$0.71
36	561320SBSA	43-9022 Word Processors and Typists (Court/non-monitored audio - Additional Copies - 7 Day Delivery)	\$1.06
37	561320SBSA	43-9022 Word Processors and Typists (Court/non-monitored audio - Additional Copies - 1 Day Delivery)	\$1.41
38	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Condensed transcript)	\$0.34
39	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Transcript provided in disk or electronic format)	\$24.69
40	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Exhibits scanned to PDF form)	\$0.20
41	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Copies of Exhibits)	\$0.20
42	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Creation of Word Index)	\$0.34
43	561320SBSA	27-3092 Court Reporters and Simultaneous Captioners (Travel expenses)	\$0.55

**SIN 561320SBSA - Temporary Help Services**

Labor Category Title	Labor Category Description (250 words)	Education Requirement	Min Years of Experience	Required Licenses / Certifications
27-3092 Court Reporters and Simultaneous Captioners (Full Day)	Court Reporter appearance fee full day. The certified court reporter attends the proceeding and digitally records audio and notes of the proceedings to be used to produce a verbatim transcript. The reporter is responsible for setting up the equipment at the proceedings venue; maintaining the equipment; swearing in witnesses; handling the marking and receipt of exhibits during the proceeding; maintaining the chain of custody of the record and exhibits for production; the review and signing of final transcript.	High School	5	CER and Notary
27-3092 Court Reporters and Simultaneous Captioners (Half Day)	Court Reporter appearance fee half day. The certified court reporter attends the proceeding and digitally records audio and notes of the proceedings to be used to produce a verbatim transcript. The reporter is responsible for setting up the equipment at the proceedings venue; maintaining the equipment; swearing in witnesses; handling the marking and receipt of exhibits during the proceeding; maintaining the chain of custody of the record and exhibits for production; the review and signing of final transcript.	High School	5	CER and Notary
27-3092 Court Reporters and Simultaneous Captioners (Cancelled on Arrival)	Court Reporter minimum charge per day. A minimum charge per day is charged whenever a proceeding is cancelled on the arrival of the court reporter; a settlement is obtained; or a transcript of only a couple of pages is produced. The minimum charge is used to ensure that all expenses that have been incurred are covered so that the reporter can be compensated properly.	High School	5	CER and Notary
27-3092 Court Reporters and Simultaneous Captioners (Overtime)	Court Reporter Overtime past 6:00 pm. Court Reporters can stay as late as necessary in order to finish a job. When this happens overtime is charged on a per hour basis starting at 6:00 p.m. The certified court reporter attends the proceeding and digitally records audio and notes of the proceedings to be used to produce a verbatim transcript. The reporter is responsible for setting up the equipment at the proceedings venue; maintaining the equipment; swearing in witnesses; handling the marking and receipt of exhibits during the proceeding; maintaining the chain of custody of the record and exhibits for production; the review and signing of final transcript.	High School	5	CER and Notary
27-3092 Court Reporters and Simultaneous Captioners (Per hour)	Court Reporter appearance per hour. The certified court reporter attends the proceeding and digitally records audio and notes of the proceedings to be used to produce a verbatim transcript. The reporter is responsible for setting up the equipment at the proceedings venue; maintaining the equipment; swearing in witnesses; handling the marking and receipt of exhibits during the proceeding; maintaining the chain of custody of the record and exhibits for production; the review and signing of final transcript.	High School	5	CER and Notary
27-3092 Court Reporters and Simultaneous Captioners (Evenings/Weekends)	Court Reporter appearance Weekends/Evenings. Reporters can be made available any time of day and any day of the week. The certified court reporter attends the proceeding and digitally records audio and notes of the proceedings to be used to produce a verbatim transcript. The reporter is responsible for setting up the equipment at the proceedings venue; maintaining the equipment; swearing in witnesses; handling the marking and receipt of exhibits during the proceeding; maintaining the chain of custody of the record and exhibits for production; the review and signing of final transcript.	High School	5	CER and Notary

27-3092 Court Reporters and Simultaneous Captioners (24hr Cancellation notice)	Cancellations made within 24 or after noon of the previous business day will be charged in order to compensate the court reporter who could not take other work for that day in anticipation of the work that had been scheduled.	High School	5	None
27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - 20 Business Day Delivery)	Deposition transcript 10 business day turn around. Depositions taken by a certified court reporter are transcribed by a transcriber certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.	Associates	5	CET or state equivalent
27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - 5 Business Day Delivery)	Deposition transcript 5 business day turn around. Depositions taken by a certified court reporter are transcribed by a transcriber certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.	Associates	5	CET or state equivalent
27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - 3 Business Day Delivery)	Deposition transcript 3 business day turn around. Depositions taken by a certified court reporter are transcribed by a transcriber certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.	Associates	5	CET or state equivalent
27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - Next Business Day turn around)	Deposition transcript next business day turn around. Transcripts are produced overnight by using one or more than one certified transcriber and then merging the parts together to produce a final transcript. This allows for the final transcript and not a draft to be produced. Depositions taken by a certified court reporter are transcribed by transcribers certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.	Associates	5	CET or state equivalent



<p>27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - Same Day Delivery)</p>	<p>Deposition transcript same-day turn around. Transcripts are produced throughout the day by having the reporter send in the audio while on breaks from the proceeding. By using one or more than one certified transcriber and then merging the parts together to produce a final transcript. This allows for the final transcript and not a draft to be produced. Depositions taken by a certified court reporter are transcribed by transcribers certified by either the state they reside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>27-3092 Court Reporters and Simultaneous Captioners (Deposition transcript - Additional Copies)</p>	<p>Deposition transcript Additional copies. Additional copies of deposition transcripts that have already been prepared can be provided to the attorney or party who did not order the court reporter. Since the original has already been produced this is considered a sale copy.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - 20 Business Day Delivery)</p>	<p>Hearing, Arbitration and meeting transcript 10 business day turn around. Hearings, arbitrations and meetings taken by a certified court reporter are transcribed by a transcriber certified by either the state they reside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis. These proceedings will have more parties involved, take place in a larger area, and require more work on the transcribers end in terms of formatting and keeping track of speakers than a typical deposition; in addition, they often do not provide for the sale of additional copies to the parties. All of these factors lead to a higher per page price of production than a regular deposition.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - 5 Business Day Delivery)</p>	<p>Hearing, Arbitration and meeting transcript 5 business day turn around. Hearings, arbitrations and meetings taken by a certified court reporter are transcribed by a transcriber certified by either the state they reside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis. These proceedings will have more parties involved, take place in a larger area, and require more work on the transcribers end in terms of formatting and keeping track of speakers than a typical deposition; in addition, they often do not provide for the sale of additional copies to the parties. All of these factors lead to a higher per page price of production than a regular deposition.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>

<p>27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - 3 Business Day Delivery)</p>	<p>Hearing, Arbitration and meeting transcript 3 business day turn around. Hearings, arbitrations and meetings taken by a certified court reporter are transcribed by a transcriber certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis. These proceedings will have more parties involved, take place in a larger area, and require more work on the transcribers end in terms of formatting and keeping track of speakers than a typical deposition; in addition, they often do not provide for the sale of additional copies to the parties. All of these factors lead to a higher per page price of production than a regular deposition.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - Next Business Day Delivery)</p>	<p>Hearings, arbitrations and meetings transcript next business day turn around. Transcripts are produced overnight by using one or more than one certified transcriber and then merging the parts together to produce a final transcript. This allows for the final transcript and not a draft to be produced. Hearings, arbitrations and meetings taken by a certified court reporter are transcribed by a transcriber certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified and transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis. These proceedings will have more parties involved, take place in a larger area, and require more work on the transcribers end in terms of formatting and keeping track of speakers than a typical deposition; in addition, they often do not provide for the sale of additional copies to the parties. All of these factors lead to a higher per page price of production than a regular deposition.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>

<p>27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - Same Day Delivery)</p>	<p>Hearings, arbitrations and meetings transcript same-day turn around. Transcripts are produced throughout the day by having the reporter send in the audio while on breaks from the proceeding. By using one or more than one certified transcriber and then merging the parts together to produce a final transcript. This allows for the final transcript and not a draft to be produced. Hearings, arbitrations and meetings taken by a certified court reporter are transcribed by a transcriber certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis. These proceedings will have more parties involved, take place in a larger area, and require more work on the transcribers end in terms of formatting and keeping track of speakers than a typical deposition; in addition, they often do not provide for the sale of additional copies to the parties. All of these factors lead to a higher per page price of production than a regular deposition.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>27-3092 Court Reporters and Simultaneous Captioners (Hearing, Arbitration and meeting - Additional Copies)</p>	<p>Hearing, Arbitration and meeting transcript Additional copies. Additional copies of hearing, arbitration and meeting transcripts that have already been prepared can be provided to the attorney or party who did not order the court reporter. Since the original has already been produced this is considered a sale copy.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>43-9022 Word Processors and Typists (Court/monitored audio - 30 Business Day Delivery)</p>	<p>Court/monitored audio (ex. FTR, CourtSmart, ect.) 30 day turn around. Transcribers produce transcripts from audio and notes made on monitored court recording systems. Including, but not limited to, FTR, JAVS, Court Smart, and Liberty. Transcripts are produced by a transcriber certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>43-9022 Word Processors and Typists (Court/monitored audio - 14 Business Day Delivery)</p>	<p>Court/monitored audio (ex. FTR, CourtSmart, ect.) 14 day turn around. Transcribers produce transcripts from audio and notes made on monitored court recording systems. Including, but not limited to, FTR, JAVS, Court Smart, and Liberty. Transcripts are produced by a transcriber certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>

<p>43-9022 Word Processors and Typists (Court/monitored audio - 7 Business Day Delivery)</p>	<p>Court/monitored audio (ex. FTR, CourtSmart, ect.) 7 day turn around. Transcribers produce transcripts from audio and notes made on monitored court recording systems. Including, but not limited to, FTR, JAVS, Court Smart, and Liberty. Transcripts are produced by a transcriber certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>43-9022 Word Processors and Typists (Court/monitored audio - 3 Business Day Delivery)</p>	<p>Court/monitored audio (ex. FTR, CourtSmart, ect.) 3 day turn around. Transcribers produce transcripts from audio and notes made on monitored court recording systems. Including, but not limited to, FTR, JAVS, Court Smart, and Liberty. Transcripts are produced by a transcriber certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>43-9022 Word Processors and Typists (Court/monitored audio - 1 Business Day or Next Business Day Delivery)</p>	<p>Court/monitored audio (ex. FTR, CourtSmart, ect.) daily (1 day or next day) turn around. Transcripts are produced throughout the day and overnight by having the audio sent to our office from the court monitor or clerk's office as soon as the proceeding is concluded and then giving the audio to multiple transcribers, if needed. The portions of audio transcripts are then merged together to produce the final transcript. This allows for the final transcript and not a draft to be produced. Transcribers produce transcripts from audio and notes made on monitored court recording systems. Including, but not limited to, FTR, JAVS, Court Smart, and Liberty. Transcripts are produced by a transcriber certified by either the state they preside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>

43-9022 Word Processors and Typists (Court/monitored audio - Same Day Delivery)	Court/monitored audio (ex. FTR, CourtSmart, ect.) same day or hourly turn around. Transcripts are produced throughout the day by having the audio sent to our office from the court monitor or clerk's office and then giving the audio to multiple transcribers, if needed; then merging the parts together to produce the final transcript. This allows for the final transcript and not a draft to be produced. Transcribers produce transcripts from audio and notes made on monitored court recording systems. Including, but not limited to, FTR, JAVS, Court Smart, and Liberty. Transcripts are produced by a transcriber certified by either the state they reside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.	Associates	5	CET or state equivalent
43-9022 Word Processors and Typists (Court/monitored audio - 30 Day Delivery)	30 day transcript copy. Court/monitored audio (ex. FTR, CourtSmart, ect.) transcript additional copies. Additional copies of court monitored transcripts that have already been prepared can be provided to the attorney or party who did not order the original transcript to be produced. Since the original has already been produced this is considered a sale copy.	Associates	5	CET or state equivalent
43-9022 Word Processors and Typists (Court/monitored audio - 14 Day Delivery)	14 day transcript copy. Court/monitored audio (ex. FTR, CourtSmart, ect.) transcript additional copies. Additional copies of court monitored transcripts that have already been prepared can be provided to the attorney or party who did not order the original transcript to be produced. Since the original has already been produced this is considered a sale copy.	Associates	5	CET or state equivalent
43-9022 Word Processors and Typists (Court/monitored audio - 7 Day Delivery)	7 day transcript copy. Court/monitored audio (ex. FTR, CourtSmart, ect.) transcript additional copies. Additional copies of court monitored transcripts that have already been prepared can be provided to the attorney or party who did not order the original transcript to be produced. Since the original has already been produced this is considered a sale copy.	Associates	5	CET or state equivalent
43-9022 Word Processors and Typists (Court/monitored audio - 3 Day Delivery)	3 day transcript copy. Court/monitored audio (ex. FTR, CourtSmart, ect.) transcript additional copies. Additional copies of court monitored transcripts that have already been prepared can be provided to the attorney or party who did not order the original transcript to be produced. Since the original has already been produced this is considered a sale copy.	Associates	5	CET or state equivalent
43-9022 Word Processors and Typists (Court/monitored audio - Daily Delivery)	Daily transcript copy. Court/monitored audio (ex. FTR, CourtSmart, ect.) transcript additional copies. Additional copies of court monitored transcripts that have already been prepared can be provided to the attorney or party who did not order the original transcript to be produced. Since the original has already been produced this is considered a sale copy.	Associates	5	CET or state equivalent
43-9022 Word Processors and Typists (Court/monitored audio - Hourly / Same day Delivery)	Hourly/same day transcript copy. Court/monitored audio (ex. FTR, CourtSmart, ect.) transcript additional copies. Additional copies of court monitored transcripts that have already been prepared can be provided to the attorney or party who did not order the original transcript to be produced. Since the original has already been produced this is considered a sale copy.	Associates	5	CET or state equivalent

<p>43-9022 Word Processors and Typists (Court/non-monitored audio - 30 Day Delivery)</p>	<p>30 day - Non-monitored audio in .wav, MP3, MP4, or any other format 30 day turn around. This would be the transcription of audio of meetings, interviews, or other events that are not done on professional court audio systems or do not contain speaker identification notes. Transcripts are produced by a transcriber certified by either the state they reside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>43-9022 Word Processors and Typists (Court/non-monitored audio - 7 Day Delivery)</p>	<p>7 day - Non-monitored audio in .wav, MP3, MP4, or any other format 7 day turn around. This would be the transcription of audio of meetings, interviews, or other events that are not done on professional court audio systems or do not contain speaker identification notes. Transcripts are produced by a transcriber certified by either the state they reside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>43-9022 Word Processors and Typists (Court/non-monitored audio - 1 Day Delivery)</p>	<p>1 day - Non-monitored audio in .wav, MP3, MP4, or any other format daily (1 day or next day) turn around. This would be the transcription of audio of meetings, interviews, or other events that are not done on professional court audio systems or do not contain speaker identification notes. Transcripts are produced throughout the day and overnight by having the audio sent to our office from the person requesting the transcripts as soon as the proceeding is concluded and then giving the audio to multiple transcribers, if needed. The portions of audio transcripts are then merged together to produce the final transcript. This allows for the final transcript and not a draft to be produced. Transcripts are produced by a transcriber certified by either the state they reside in or the American Association of Electronic Reporters and Transcribers (AAERT). In order to be certified the transcriber must prepare transcripts with 98% accuracy, have at least two years in the legal field and an associate's degree. All of our current transcribers have at least 5 years of legal transcription experience. The speed at which a transcript needs to be turned around is reflected in the delivery time pricing of that transcript in order to accommodate all transcripts being worked on and to give priority to the ones that need to be handled on an expedited basis.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>
<p>43-9022 Word Processors and Typists (Court/non-monitored audio - Additional Copies - 30 Day Delivery)</p>	<p>30 day Non-monitored audio in .wav, MP3, MP4, or any other format transcript additional copies. Additional copies of non-monitored transcripts that have already been prepared can be provided to the attorney, or party who did not order the original transcript to be produced. Since the original has already been produced this is considered a sale copy.</p>	<p>Associates</p>	<p>5</p>	<p>CET or state equivalent</p>

43-9022 Word Processors and Typists (Court/non-monitored audio - Additional Copies - 7 Day Delivery)	7 day Non-monitored audio in .wav, MP3, MP4, or any other format transcript additional copies. Additional copies of non-monitored transcripts that have already been prepared can be provided to the attorney, or party who did not order the original transcript to be produced. Since the original has already been produced this is considered a sale copy.	Associates	5	CET or state equivalent
43-9022 Word Processors and Typists (Court/non-monitored audio - Additional Copies - 1 Day Delivery)	1 day/daily Non-monitored audio in .wav, MP3, MP4, or any other format transcript additional copies. Additional copies of non-monitored transcripts that have already been prepared can be provided to the attorney, or party who did not order the original transcript to be produced. Since the original has already been produced this is considered a sale copy.	Associates	5	CET or state equivalent
27-3092 Court Reporters and Simultaneous Captioners (Condensed transcript)	Condensed, or mini, transcript. Once a transcript has been produced an ascii file is made, which is then run through a condensing program by office staff and is emailed or shipped with the original transcript or sale transcript requested.	Associates	5	none
27-3092 Court Reporters and Simultaneous Captioners (Transcript provided in disk or electronic format)	Providing the transcript in disk, electronic or pdf form as an addition to the hard copy of the transcript or sale transcript. If no hard copy is produced and shipped then there is no charge for an additional pdf or electronic copy since that would then be the original transcript.	Associates	5	none
27-3092 Court Reporters and Simultaneous Captioners (Exhibits scanned to PDF form)	Original exhibits are scanned to create PDF exhibit files. This can be done to link the exhibits in the transcript when producing a condensed transcript copy, or it can be done to go along with the standard transcript that has been produced.	Associates	5	none
27-3092 Court Reporters and Simultaneous Captioners (Copies of Exhibits)	Copies of the exhibits from a deposition, hearing, arbitration or other event can be made. These copies can be bound a hard copy of a transcript; attached to a PDF version of the transcript; or emailed when requested.	Associates	5	none
27-3092 Court Reporters and Simultaneous Captioners (Creation of Word Index)	Word index. Office staff can create a word index of a transcript by running the finalized transcript through an indexing program that creates and index of all the words used in the transcript. This can be done by including or excluding words that are used quite often. Often words of four letters or less and words that occur over twenty times are eliminated from the index, so that it does not become too large.	Associates	5	none
27-3092 Court Reporters and Simultaneous Captioners (Travel expenses)	Travel. Reporters can be sent to remote areas outside of the standard cities in the northeastern United States. Our firm handles the entire states of NJ, PA, NY, CT, RI, MA, VT, NH, MD, ME and WV, as well as areas outside of those states when necessary. When this occurs travel can be provided at the current standard government rate.	Associates	5	none