PRESERVING THE RECORD WITH THE ESQUIRE COURT REPORTING PROCESS

All Esquire court reporters must achieve the Esquire mission: "To preserve and protect the sanctity of the record to ensure equal access to justice for all." The sanctity of the record starts with a skilled, certified stenographic court reporter who impartially captures an exact record of the proceeding with speed and accuracy, resulting in the delivery of a complete, official transcript.
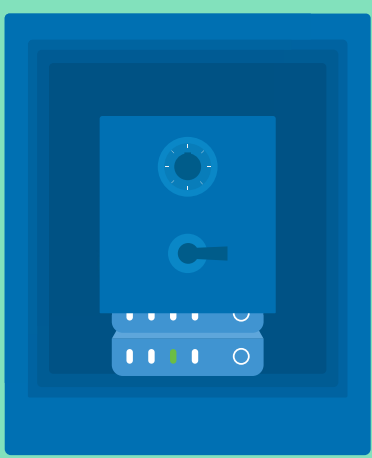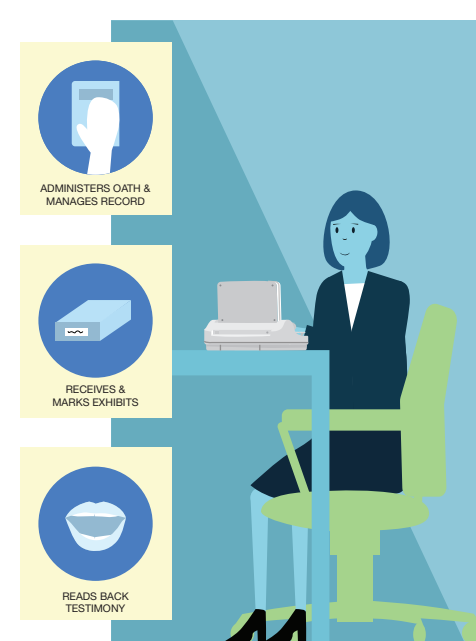
BEFORE THE PROCEEDING

The Esquire Stenographic Court Reporter sets up and tests their equipment to ensure it is operating properly.

DURING THE PROCEEDING

The Esquire Court Reporter:

- Goes on the record
- Captures and instantly converts the spoken word to text using a steno machine and specialized software
- Records back-up audio on computer and steno machine
- Reads back testimony as requested

- Swears in the witness
- Identifies speakers, confirms spellings, and inserts proper punctuation
- Stamps and secures exhibits
- Controls the room
- Goes off the record as agreed

ADMINISTERS OATH & MANAGES RECORD

RECEIVES & MARKS EXHIBITS

READS BACK TESTIMONY

AFTER THE PROCEEDING

The Esquire Court Reporter secures the proceeding record by backing up the steno and audio files. The Court Reporter then determines and engages the appropriate resources required to meet delivery expectations, such as a scopist, proofreader, etc.

FIRST LEVEL OF QUALITY ASSURANCE

The Esquire Court Reporter conducts and coordinates editing, proofreading, certification, and final submission of the transcript while ensuring transcript quality is maintained at the highest level of accuracy. Paper exhibits are express-shipped to Esquire within 24 hours.

JOB SUBMISSION

The Esquire Reporter submits the certified transcript and stamped exhibits for production using Esquire's secure portal.

DELIVERING THE TRANSCRIPT

The Esquire Production team members:

- Validate the transcript orders for each party
- Perform a final quality assurance check
- Produce the transcript
- Deliver the transcript, exhibits, and optional video to the client