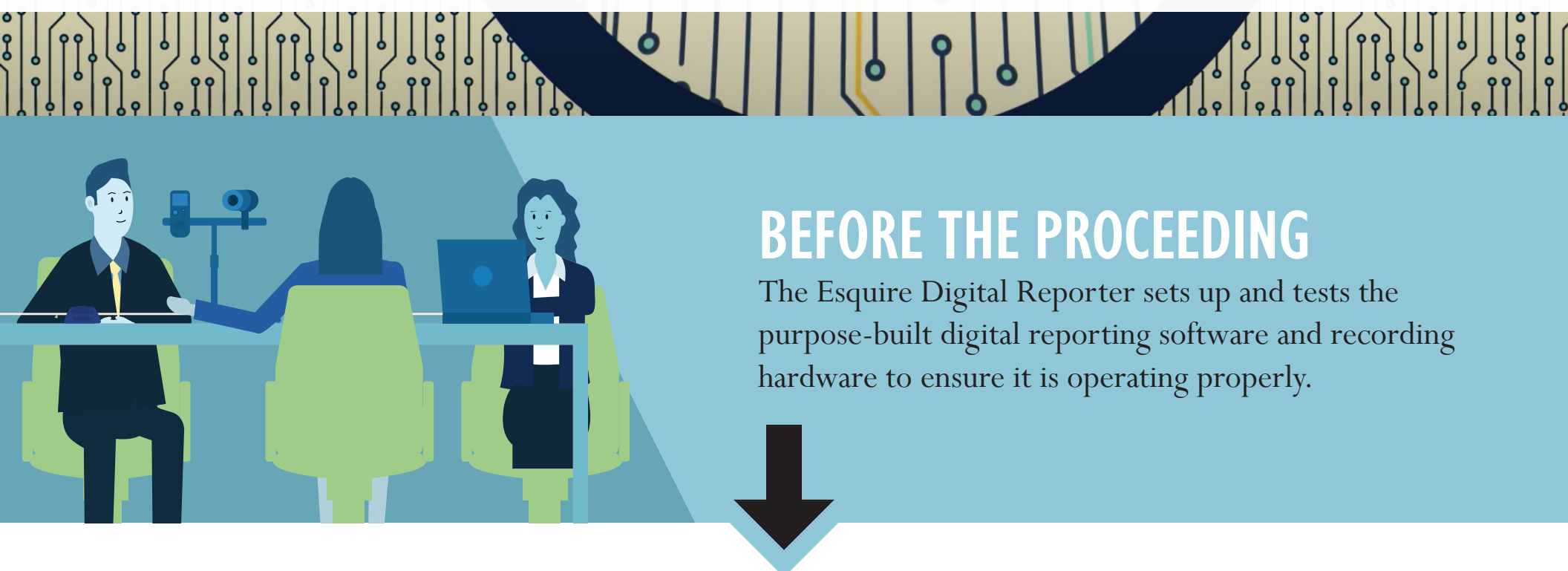


PRESERVING THE RECORD WITH THE ESQUIRE DIGITAL REPORTING PROCESS

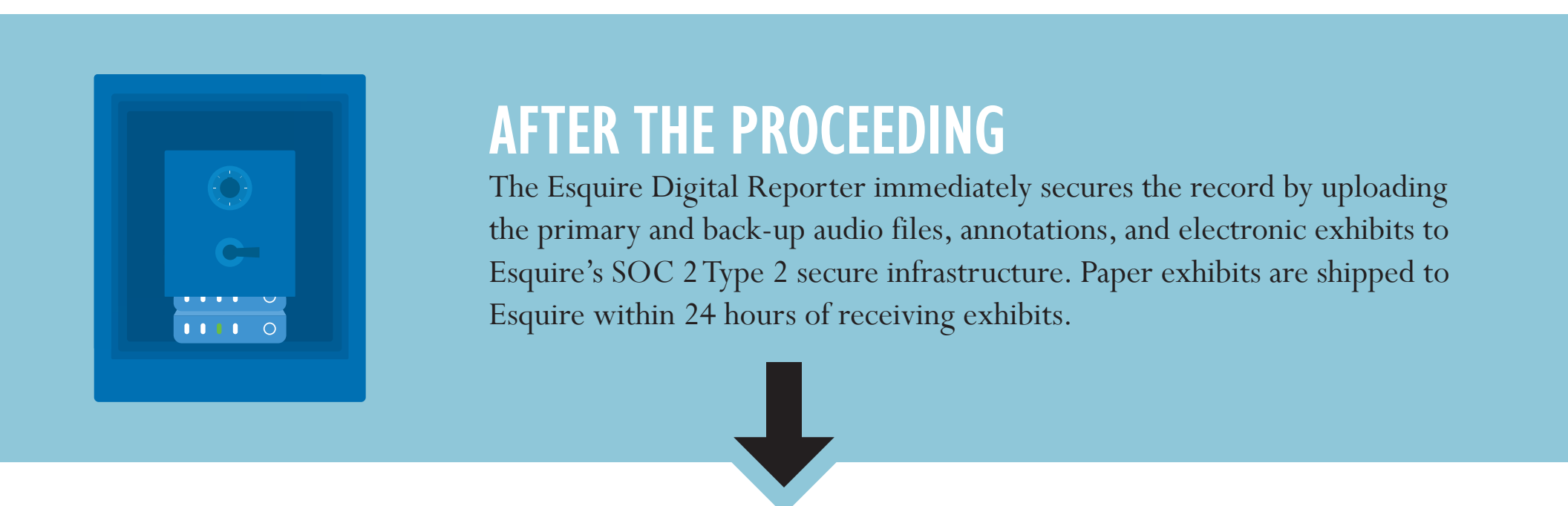
All Esquire digital reporters must achieve the Esquire mission: “To preserve and protect the sanctity of the record to ensure equal access to justice for all.” The sanctity of the record starts with a clear and accurate recording and is accompanied by annotations, exhibits, and other information from which a legal transcriptionist or certified stenographer can prepare a verbatim transcript of the proceeding.



DURING THE PROCEEDING

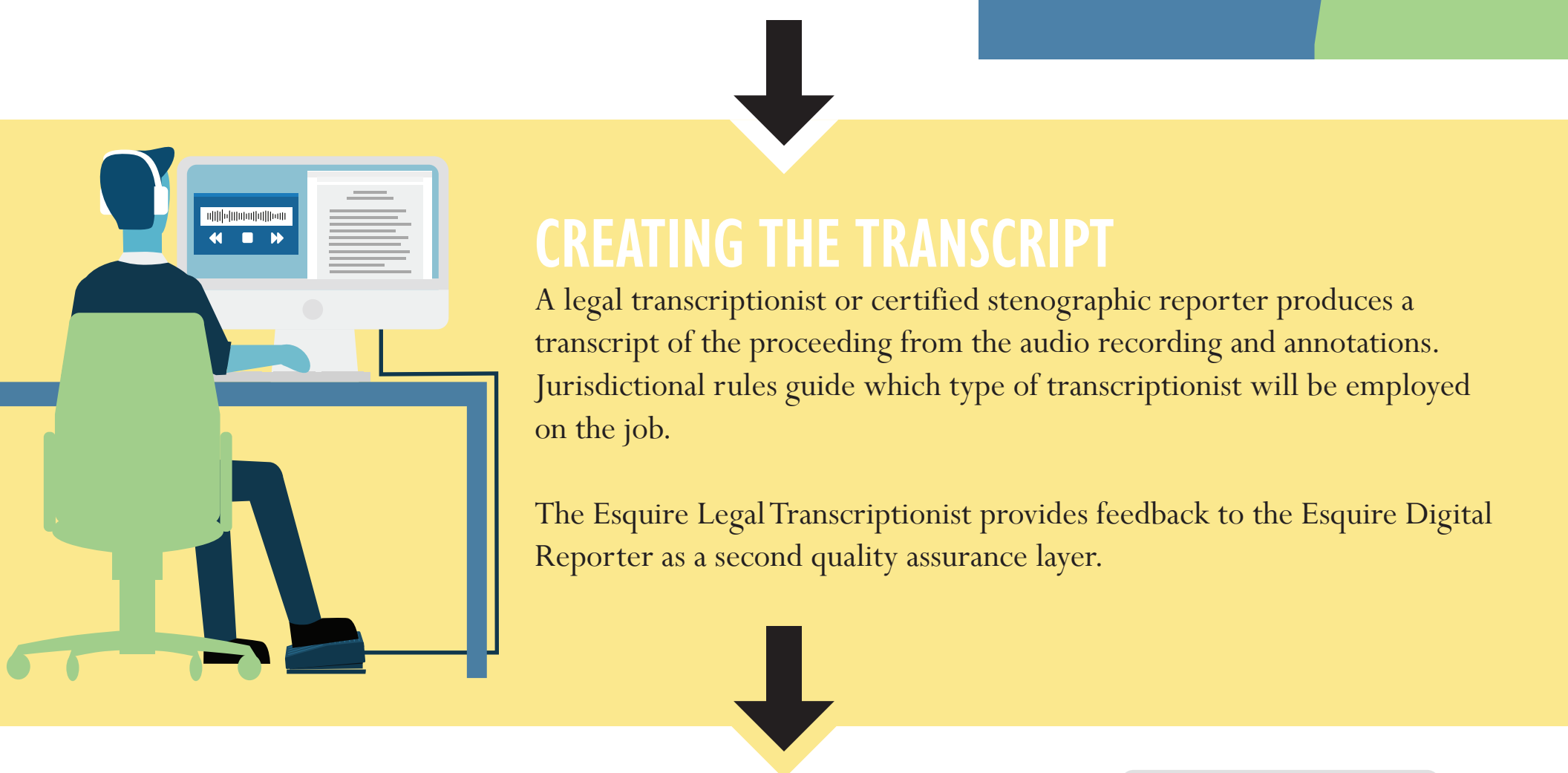
The Esquire Digital Reporter:

- Goes on the record
- Records the proceeding, creating a primary and back-up audio recording
- Swears in the witness
- Confidence monitors audio and visual cues and tools to confirm verbatim capture of the record
- Captures spellings and detailed annotations, including timestamped speaker designations
- Stamps and secures exhibits
- Controls the room
- Takes down transcript orders
- Goes off the record



FIRST LEVEL OF QUALITY ASSURANCE

The Esquire Digital Transcription Coordinator reviews audio recordings and annotations to ensure The Esquire Way was followed and the files are of the highest quality to facilitate transcript production. The Digital Transcription Coordinator then securely submits the files to the transcription team.



TRANSCRIPT QUALITY ASSURANCE

An Esquire Quality Assurance Transcriptionist (QAT) reviews the transcript produced by the legal transcriptionist or certified stenographic reporter to ensure the highest level of accuracy and proper formatting.

