WHAT IS AN ERROR?

Automatic Fail:
– headers/footers that in any way identify the candidate
– a single-spaced PDF
– a PDF that will not print.

1. Question or answer symbols not included, duplicated, or improperly formatted.

Examples:

Dictated:
Q. State your name, please.
A. John Smith.
Transcribed:
Q. State your name, please. John Smith. (1 error)
Dictated:
Q. What time did you leave?
Transcribed:
Q.
Q. What time did you leave? (1 error)
Dictated:
Q. What is your name?
A. John Smith.
Transcribed:
Q. What is your name. John Smith. (2 errors)

2. Misidentification or nonidentification of colloquy speakers.

Examples:

Dictated:
Q. Was that the first time you saw him?
A. Yes.
Q. What happened after that?
Transcribed:
Q. Was that the first time you saw him?
THE COURT: Yes. (1 error)
Q. (BY ATTORNEY02) What happened after that? (1 error)
Dictated:
Q. State your name for the record.
A. John Doe.
Transcribed:
Q. State your name for the record.
THE COURT: John Doe. (1 error)

Dictated:
Q. Please speak up.
Transcribed:
A. Please speak up. (1 error)
Dictated:
A. I live in Chicago. I work at Intel.
Transcribed:
A. I live in Chicago.
THE COURT: I work at Intel. (2 errors)

3. A singular written as plural, or vice versa.

Example:

Dictated:
He had six applies.
Transcribed:
He had six apple. (1 error)

4. Incorrect tense.

Example:

Dictated:
He wasted his life away.
Transcribed:
He waste his life away. (1 error)

5. Misspelled words.

Example:

Dictated:
His example was noted.
Transcribed:
His example was noteed. (1 error)

6. Incorrect or wrong words.

Examples:

Dictated:
Did you hear what he said?
Transcribed:
Did you here what he said? (1 error)
or
Did you understand what he said? (1 error)

7. A question mark omitted from an interrogative sentence or added to a non-interrogative sentence.

Examples:

Dictated:
A. What do you mean?
Transcribed:
A. What do you mean. (1 error)
or
A. What do you mean (1 error)

8. A contraction written as two words, or vice versa.

Example:

Dictated:
He was not there.
Transcribed:
He wasn't there. (1 error)

9. Basic punctuation marks omitted, such as periods, commas or colons.

Examples:

Dictated:
She had a dog, a cat, and a bird.
Transcribed:
She had a dog a cat and a bird. (1 error)
Dictated:
Today is October 16, 1997.
Transcribed:
Today is October 16 1997. (1 error)
Dictated:
He was in Newark, New Jersey.
Transcribed:
He was in Newark New Jersey. (1 error)
Dictated:
I understand your position. However, I will overrule your objection.
Transcribed:
I understand your position. However I will overrule your objection. (1 error)
or
I understand your position; however, I will overrule your objection. (no error)
Dictated:
Yes, sir.
Transcribed:
Yes sir. (1 error)

Dictated:
That is exactly what I mean. Now let me turn to the next page. Are you with me?
Transcribed:
That is exactly what I mean now let me turn to the next page are you with me? (2 errors)

10. Incorrect number or money figure.

Examples:

Dictated:
The accident was in Nineteen Ninety-Six.
Transcribed:
The accident was in 1969. (1 error)
or
The accident was in 1996. (no error)
or
The accident was in 19 96. (1 error for space between 19 and 96.)
Dictated:
His bike cost twenty-six dollars.
Transcribed:
His bike cost $26. (no error)
or
His bike cost $26 dollars. (1 error)
or
His bike cost twenty-six dollars. (no error)
or
His bike cost 26 dollars. (no error)
Dictated:
The two cars collided.
Transcribed:
The 2 cars collided. (1 error)
Dictated:
He possessed 30 grams of cocaine.
Transcribed:
He possessed thirty grams of cocaine. (1 error)
Dictated:
I will hand you Exhibit 3.
Transcribed:
I will hand you exhibit three. (2 errors)
or
I will hand you Exhibit three. (1 error)
or
I will hand you exhibit 3. (1 error)

11. Misspelled or incorrectly capitalized words given in advance for dictionary preparation.

Examples:

Dictated:
The defendant is Mark Hill.
Transcribed:
The defendant is Mark hill. (1 error)
or
The defendant is mark hill. (2 errors)

12. Untranslates.

Examples:

Dictated:
The crime is assault.
Transcribed:
The crime is aSAULT. (1 error)
or
The crime is AEU SAULT. (2 errors)

13. Mistranslations and Misstrokes.

Examples:

Dictated:
He has integrity.
Transcribed:
He has in {TEG} gritty. (3 errors)
Dictated:
You are to determine his guilt or innocence.
Transcribed:
You are to determine his TKPW-PS. (3 errors)

14. An omitted or unnecessary possessive apostrophe.

Example:

Dictated:
John is Mark's brother.
Transcribed:
John is Marks brother. (1 error)
or
John's is Marks brother. (2 errors)

15. Conflicts.

Example:

Dictated:

His car was over there.
Transcribed:
His car was over [there/their/they’re]. (2 errors)