

# Cleaned<sup>a</sup>Lines

Cleaned Lines, LLC. is a court reporter-owned, full-service scoping and proofreading firm, offering comprehensive support to court reporters and other professionals in need of editorial services. We partner with court reporters nationwide to provide unparalleled scoping services, proofreading and submission of finalized transcript.

Our team of expert scopists have over 30+ years of experience. We ensure 100% accuracy with every job, every time. Perfection is our guarantee.



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[cleanedlines.com](http://cleanedlines.com)



[@cleanedlines](https://www.instagram.com/cleanedlines)



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## Cleaned Lines, LLC.

**Proofreaders, Scopists, &  
Transcriptionists**

We do the work so you  
don't have to!

# SCOPIST SERVICES

Our scoping process is seamless. We receive the court reporter's job and audio file through our secure upload.

One of our expert scopists will review the files and, using advanced training and skills, the job will be edited to perfection.

The transcript will then be produced using CAT software, applying the court reporter's preferred format. We will flag any indeterminate areas and contact the court reporter by email or text for clarification.

Once the scoping process is complete, we will commence with the proofreading process. If the court reporter wishes to proofread the transcript at this point, we will return the file (not proofread) in transcript format.

If the court reporter would like Cleaned Lines to proofread the transcript, a separate, highly-qualified proofreader will review the formatted transcript for grammatical errors.

Once the transcript is clean, we will return the flawless transcript to you or submit it directly to your agency on your behalf.



For **current pricing**, visit [cleanedlines.com/pricing](https://cleanedlines.com/pricing)

To **place an order**, visit [cleanedlines.com/order](https://cleanedlines.com/order)

For **questions**,  
Email: [info@cleanedlines.com](mailto:info@cleanedlines.com)  
Text: (215) 749-2306

# PROOFREADING

Once the scoping process is complete, proofreading is essential. Grammatical errors are common for even the most seasoned professionals in the field. In today's competitive market, court reporters cannot risk typos; an unclean transcript is a reflection on your reliability as a court reporter. Your reputation is everything and therefore, the quality of your work must be impeccable. We understand the importance of your work, and we are here for you. Our dedicated team guarantees perfection.

# TRANSCRIPTION

Our diverse team of exceptionally-skilled and experienced transcriptionists have backgrounds in legal and medical services, law enforcement, linguistics, and more.

Our transcriptionists are real people, located in the US. We do not use non-human software or algorithms. We assign a highly-qualified and experienced transcriptionist that specializes in the content area of the transcript. Once a file is transcribed, our proofreaders will serve as an extra set of eyes to ensure the finished work is flawless.