SIX STEPS TO
SEAMLESS SUBMISSIONS

Turning in jobs on the Steno Dashboard efficiently ensures faster processing, fewer issues, and timely payments. Here are the best tips to streamline your submissions:

DOUBLE-CHECK JOB DETAILS BEFORE UPLOADING

1. Ensure all required files are included/attached (transcript, exhibits, invoice, worksheet).
2. Verify accuracy in case information, witness names, and spellings.
3. Confirm proper formatting matches Steno's guidelines.

LABEL YOUR FILES CLEARLY

1. Use clear, standardized file names (e.g., Case_Witness_Date.pdf).
2. If multiple parts, indicate them: Jones_John_021524_Part1.pdf.
3. Include job numbers on files if you are turning in your files via email.

PROVIDE BILLING & ORDER NOTES ON WORKSHEET

1. Add any special requests (e.g., "Attorney wants special condensed format" or ".ptz file requested")
2. Note any important billing requests (e.g., "Expedited" or "Hold Notes")

UPLOAD IN THE CORRECT FILE FORMAT

1. ASCII (.txt) for final transcripts.
2. ASCII (.txt) or PDF for rough drafts and exhibits.
3. Ensure scanned exhibits are high quality and legible.

ENSURE EXHIBITS ARE PROPERLY INDEXED AND SUBMITTED

1. Confirm exhibit numbers match references in the transcript.
2. Avoid blurry or unreadable scans—recheck file quality.
3. If large files, consider compressing to a zip folder but maintain readability.

SUBMIT ON TIME

1. Be aware of due dates—Steno's system tracks timeliness.
2. For expedited jobs, prioritize their submission first.
3. If delays occur, communicate with Steno promptly.

RECOMMENDED PRACTICES

1. For any job on hold, turn in raw notes and backup audio, in case of unforeseen circumstances. Label files as "hold notes."
2. Keep a backup of all files; We recommend you protect your work.

Steno