



Feature

Legal Proofreaders

In today's market any job in a law firm that provides enough work can often be done by outside resources. Then, some firms find it more advantageous to keep the work in-house. Proofreading is one of those jobs and today the proofreader is needed as much as ever in a law firm that produces lots of legal forms and documents.

Does this sound like an easy job? Let's take a look at the requirements. It is done in a pleasant environment and requires sitting and reading for eight hours looking for mistakes that need correction. It is typically not done on a computer. How well does one understand the mistakes for which he is looking? This comes with experience or training. While the job does not require a college degree, it often does require a 2 year degree and several years of experience either as a proofreader, word processor or a legal secretary.

Training Classes in Legal Proofreading

There are many programs that offer to train people in proofreading with the goal of the student being able to pass the proofreading test given by most firms before they are hired. Some training courses teach it in 8 hours and some courses take 2 days. The subjects you need to learn in any course before applying for a proofreader's job are listed here from a company called Legal Proofreader.

Introduction to Legal Proofreading

Defined Terms

- Blacklining
- Blacklining Styles
- Blacklining Legal Documents

“Redlining” EDGAR Documents

How Legal Proofreading Agencies Test Your Blacklining Skills Sample & Practice Blacklining Tests

EDGAR

- EDGAR Overview
- EDGAR ASCII
 - o History & Purpose
 - o EDGAR “Tags”

- o Character Translations
- o Formatting Protocol & Problems
- o Special Problems/Solutions

How Legal Proofreading Agencies Test You on EDGAR

- EDGAR ASCII in Practice
- EDGAR HTML
 - o History & Purpose
 - o Links & Anchors
 - o Formatting Protocol & Problems
 - o Special Problems/Solutions
 - o EDGAR HTML in Practice

Frequently Misspelled words in Legal Proofreading

Legal Citations—What Legal Proofreaders Need to Know

Legal Proofreading Symbols

Legal Terminology that Legal Proofreaders Need to Know

- Financial Terms
- Foreign Language Terms & Abbreviations
- Latin Terms
- Legal Phrases
- Legal Words

Printing Terms & Concepts—What Legal Proofreaders Need to Know

Redlining

- Redlining EDGAR ASCII Documents
- Redlining EDGAR HTML Documents

EDGAR Redlining/Blacklining Exercises

Team Reading

- Verbal Abbreviations
- Team Reading Practice
- Legal Proofreading Agencies Test You on Team Reading
- Testing Strategies for legal proofreading tests



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Things you should look for in a Legal Proofreaders Class

Legal Proofreaders is only one source for proofreading courses but the printed outline from their course gives you a good idea of the subjects to review in a good training class.

Also consider the teaching method used in the class to make sure it is the best way for you to learn. Finally, it is helpful when the class offers Proofreader Tests so you can evaluate how well you learned the material.

Beginning Wages for Proofreaders

Entry-level proofreaders start between \$15 and \$20 per hour. When there are shifts the pay can vary between day, evening and night shifts. Weekend shifts can pay up to \$20 an hour. These are starting rates for beginners - the potential to make more per hour increases as your experience increases. You can work independently for these wages or get a full-time position in a legal firm.

References:

Legal Proofreaders, Course Outline, http://proofreadertraining.com/class_outline.html

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