

*Let us show you how easy it is
to train at home to work at home or in a law office...*

Be a Legal Transcriptionist!



Great Career...Great Future...
and it's so easy to start!

*Here's
everything you
need to know...▶*



**U.S. Career
Institute**SM
Dream • Learn • Succeed™

Be part of the Legal World...

Now it's easy to start toward this moneymaking career...

Work at Home or in a Legal Office as a Legal Transcriptionist!

Our country's entire court system depends on trained Legal Transcriptionists to keep pace with the ever-increasing number of trials.



Millions of civil and criminal trials take place every year! Court schedules across the country are often backlogged with pending cases.

Court Reporters have to record all of these cases, and many of them require hard-copy transcripts. That's where you come in. As a Legal Transcriptionist, you will help transcribe the notes that Court Reporters record during the trial. You'll be a vital part of the judicial system!

Our course is designed to show you everything you need to know to transcribe court reporters' notes in the proper format to meet the standards of the legal community.



Be a vital part of the legal team. You learn by doing... at your own pace and at the times that suit you best. Your favorite chair is your study hall, a table or desk in any room is your classroom...and your instructor is always as close as your telephone...

No previous legal experience needed.

If you can follow step-by-step directions, you can be ready to start working in just four months...or take longer to finish your course if you wish. No need to change your daily schedule—no need to take time from your family or job. You study when you have the time and when it's convenient. You can start right now because you are in a class of just one person—you! You set your own pace and complete your lessons as quickly or as slowly as you wish. And if you ever need help on one of your lessons, you can send us an email or call us toll-free. One of our instructors will give you the answers you need.

Experts guide you step by step.

In as little as four months our Legal Transcription Course can give you all the skills and know-how you need. And as you finish each lesson, you are prepared for the next. You need no previous legal, courtroom or



Your Certificate is a proud symbol of your qualifications.

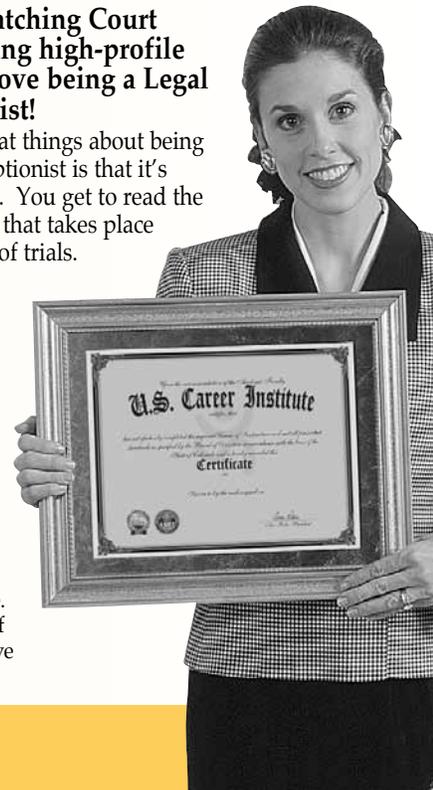
Have a question? Just send us an email or call us toll-free for quick answers!

Your instructors are as close as your computer or telephone. Just shoot us an email or call our toll free number. Our staff of instructors is on duty year-round to give you authoritative answers if you ever have any questions.

business knowledge. Everything is explained in easy-to-understand language with plenty of examples to show you exactly what to do and how to do it. Step by step, you learn from expert instructors who have years of experience in Legal Transcription.

If you like watching Court TV or following high-profile trials, you'll love being a Legal Transcriptionist!

One of the great things about being a Legal Transcriptionist is that it's fascinating work. You get to read the actual testimony that takes place during all kinds of trials.





...work at home or in a law office!

This is your perfect opportunity to be a Legal Transcriptionist

As a skilled Legal Transcriptionist, you can work at home or in an office. You can work wherever there are lawyer's offices, courts and legal transcription services. The civil and criminal court systems must meet specific requirements for documentation of court proceedings...and that means more work for Legal Transcriptionists! We suggest that you find out about job opportunities where you live. The bottom line is that we'll do everything we can to help you succeed!



Pam Weston Founder

Work full-time or part-time at home or in an office.

You learn it all!

- **Legal and Medical Terms**
You'll learn how to read legal terms that have been written in stenotype.
- **Preparing a Legal Transcript**
You will practice formatting the special pages that are found at the beginning and the end of legal transcripts.
- **Preparing the Body of the Transcript**
You'll learn how to format the transcript and how to handle witness testimony.
- **Phonetics— Word Sounds**
Learn the system of phonetics court reporters use so you can transcribe their notes.
- **Real-Life Transcription**
Four final lessons provide hands-on training as you transcribe a series of depositions from actual court reporters' notes.
- **Plus personal consultation with your instructor whenever you need it!**

Opportunity! Money! A Fulfilling Career!

A career in Legal Transcription offers you the opportunity to earn a great income, enjoy a flexible work schedule and really help people, too!

With experience, speed and accuracy, your income potential increases!

Our outstanding graduates earn great money...and so can you! Stay motivated and focused on your goal, and you'll soon be on your way to a great career. You'll find that your income potential will grow as you gain experience and increase your skills, speed and accuracy. Some Legal Transcriptionists open their own service, some enjoy working in their own homes, and others prefer working in a professional office environment. The choice is yours!

It's not just the money. Compare these advantages...

- You are a vital part of the legal team.
- You do work that really helps people.
- You'll produce important documentation that is required by federal, state and county regulations.
- You set your own schedule.
- You will probably get special tax breaks.
- You're there for your family when they need you.

Plus you won't need to spend money on child daycare, transportation, eating out at lunch or an office wardrobe.

We want you to have all the facts!

To find out what the income potential is where you live, check the salary rates for Legal Transcriptionists in your local area. You can also go to the library and look at U.S. Department of Labor statistics. We think you'll be pleased with what you find.



When You Work at Home...
• Any room is your office...no need to "dress up."



• Spend quality time with your little ones...no daycare costs.



• Be home in the afternoon to see your school-age children.

It's So EASY...

Your first class starts as soon as you are ready. As soon as you enroll, your lessons are shipped to you.

Set your own pace...go as quickly or as slowly as you wish. Lessons are sent as you need them. As you complete each assignment, you send it to your instructor for grading. Then go on to the next lesson—no need to wait for the results of previous exams. And if you want to take time off for a vacation, your lessons will wait until you return.

No time wasted traveling to class or listening to what you already know. The beauty of home study is that you are a class of one. If you don't understand something, the class doesn't get ahead of you. You just re-read your lessons or if you need special help, email or call us toll-free.

Your instructors are experts... and they're ready to help you. Most of our students have very few questions. But if you do have a question, just email us or pick up the telephone and call our toll-free number. An expert instructor will give you the answer you need.

Open-book exams take the pressure out of testing. We don't try to test you on how much you can remember. We help you learn what you need to know and show you how to find the answers to what you don't know. We believe that open-book exams—just like those many colleges use—are the best way to find out how much you can accomplish in the real world.

With U.S. Career Institute you are never alone!



Compare the training, the job
and the money you can make!

You'll be way ahead as a Legal Transcriptionist!



Nestled in the shadows of the beautiful Rocky Mountains in Fort Collins, Colorado, U.S. Career Institute encompasses many thousands of square feet including administrative, curriculum, student counseling and general warehousing departments. Our dedicated employees are ready to serve you year-round to ensure the absolute finest in home study training.

Questions and Answers

- Q. Is Legal Transcription a new field?**
A. Legal Transcription is a well-established profession. The civil and criminal court systems depend on Legal Transcriptionists.
- Q. Why do people become Legal Transcriptionists?**
A. Because they can make good money and have a skill that is in demand...working at home or in a legal office.
- Q. Do all Legal Transcriptionists work at home?**
A. No. There are many jobs in offices, government agencies and private corporations.
- Q. Are there other advantages?**
A. Yes. Security. People will always need lawyers and lawyers will always need transcribed hard-copy reports of court proceedings.
- Q. Is Legal Transcription easy to learn?**
A. Yes. We show you step by step how to transcribe with our unique learning system that includes real-life transcription sessions.
- Q. Is U.S. Career Institute accredited?**
A. Yes. U.S. Career Institute is an Accredited Member of the Distance Education and Training Council. The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency for distance education. Because of this, our curriculum, faculty, administrative procedures and policies are reviewed on a regular basis to ensure that we continue to meet the DETC's exceptionally high standards of quality.
- Q. What other credentials does U.S. Career Institute have?**
A. U.S. Career Institute is a state-approved school. Over the past 30 years, thousands of men and women have received our training. If in the future you wish to transfer our credits, you should check with the receiving institution because requirements vary from place to place and U.S. Career Institute makes no representation regarding transferability of credits. It is the student's responsibility to verify whether or not the clock hours earned from the institution will transfer to other institutions or meet specific state, municipal, and/or employee training requirements.
- Q. If I'm in the military, can I be reimbursed for my tuition?**
A. U.S. Career Institute offers military education benefits and is MyCAA approved. Military personnel, veterans or veteran spouses may be eligible. In addition, we are affiliated with the Defense Activity for Non-Traditional Education Support, or DANTES program. Military personnel, including those on active duty or reserve, may be eligible for partial reimbursement of tuition upon graduation. For reimbursement information contact your VA or DANTES education officer prior to enrolling.
- Q. Will my employer reimburse me for my tuition?**
A. Some students may be eligible for full or partial reimbursement of their tuition by their employers. Your company may be able to take advantage of The Employee Education Assistance Act (IRS Code, Section 127). Check with your supervisor or personnel department.

You get all
this – to
use in your
course and
your career!



Lessons and reference materials cover every subject. Your lessons take you step by step so you always feel comfortable with the course material.



The master flashcards and the Quick-Learn System we include with your course make learning definitions more like a game than a study session.



Your Certificate is a proud symbol of your achievement and evidence that you are ready to enter the exciting world of legal transcription.

We reserve the right to change course materials when it becomes necessary.

What other career offers so much security, prestige, satisfaction and opportunity?

- Work full-time or part-time
- Earn good money—more than in most ordinary office jobs
- Work in any of the 50 states
- Enjoy the prestige of working in the legal profession
- Unlimited career support for graduates

Work at home and...

- Be your own boss
- Choose your own hours
- No commute to work—save money and time
- No need to maintain an office wardrobe
- No child daycare costs for working parents



From the Desk of Pam Weston, Founder

Right now is the best time to take the first step toward an exciting career as a Legal Transcriptionist.

Plus if you decide to work at home you can:

- * Be your own boss * Work when you like
- * Dress how you wish * No commute to work
- * No daycare costs * Tax-break opportunities

Enjoy the security of knowing that you'll be working in the legal field, in a career that offers you prestige and excitement. Plus Legal Transcription is a fulfilling career because you really help people.

Don't wait! Act now! Fill out the enclosed enrollment agreement and mail it in the postage-paid envelope we've enclosed. You'll be glad you did!

Pam Weston



**U.S. Career
Institute**

2001 Lowe Street, Fort Collins, CO 80525
www.uscareerinstitute.edu

For Fastest Service, Call
and Enroll By Phone...Toll-Free
1-800-528-7907

You can pay by check or use your
Visa, MasterCard or Discover credit/debit card.

