

OUTSOURCE NEWS FOR THE LEGAL OFFICE

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Starting Over — sort of



5 W's and a H:

WHO—my name is Carolyn Bodley.

WHAT—I am an Independent Legal Secretary and Transcriptionist, specializing in verbatim audio transcripts.

WHY—I am independent and self-employed because I hate routine and schedules, and love variety and challenges.

WHEN—I left a prestigious 17th Street law firm in 1992 to hang out my Independent Contractor shingle.

WHERE—Out of my state-of-the-art home-based office.

HOW—I offer project overload secretarial services from my home-based office—as an alternative to a temporary agency—**"paying only for what you need, when you need it."**

To explain the "starting over"—my goal in 1992 was to provide off-site services directly from my home-based office. My clientele was small, and the work was steady. I targeted firms of five or

fewer and most were sole practitioners. In 1998 I began getting calls to work on-site (working out of the law firm). The calls originally were a day here and a day there and soon grew into weeks, months, and years. I found myself working 45-55 hours per week away from my home office.

Beginning this year, the IRS has begun a crack-down on companies using Independent Contractors working from their office. The IRS feels that these contractors should be classified as Employees.

Therefore, my business plan of 2008 looks very similar to my original

business plan of 1992 — servicing clients from my home based office.

A lot has changed in 15-1/2 years. Many of my off-site clients have retired, passed away or joined other firms, thus my "starting over."

Technology has changed drastically since 1992. I have kept up with the changes, and will be passing the changes, along with my experience and skills to a new breed of flexible, open-minded and forward thinking clientele in 2008.

I am excited and looking forward to changes and new services I will offer attorneys in 2008!

What's New in 2008?

I will continue offering a full array of secretarial/word processing services; however, my biggest niche is going after audio transcription.

It takes a special ear to be a transcriptionist. Most of us hear,

but not many people actually listen.

During the past nine years of working contract in numerous offices, I noticed that no one really likes to transcribe; many people hate the "ears" in

their ears; and the majority of office staff just don't have time to transcribe—in addition to their other work.

Transcription is really a full-time job—one that takes concentration—one where you can't constantly be interrupted.

This is only an introductory issue. Look for more news in upcoming issues.

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