

# Welcome to eCourt Reporters

**TWO CRUCIAL STEPS NEEDED TO BE FOUND IN SEARCHES!**

- 1) Complete your calendar to be found for assignments (Slide 5).*
- 2) Increase your locations to be found in surrounding counties (Slide 9).*

You've received an email approving your service provider listing. Welcome!  
You may begin using the application by signing in.



Existing User? [➔ Sign In](#)

Welcome to eCourt Reporters! If you are a court reporter or videographer, please apply as a service provider below. Attorneys, paralegals, schedulers, firms, and agencies may register below, then find and book available court reporters and videographers.

#### Apply as a Service Provider

I am a...

- Court Reporter
- Videographer
- Both

looking to provide services to attorneys.

✓ Apply Now!

#### Register to Find and Book Service Providers

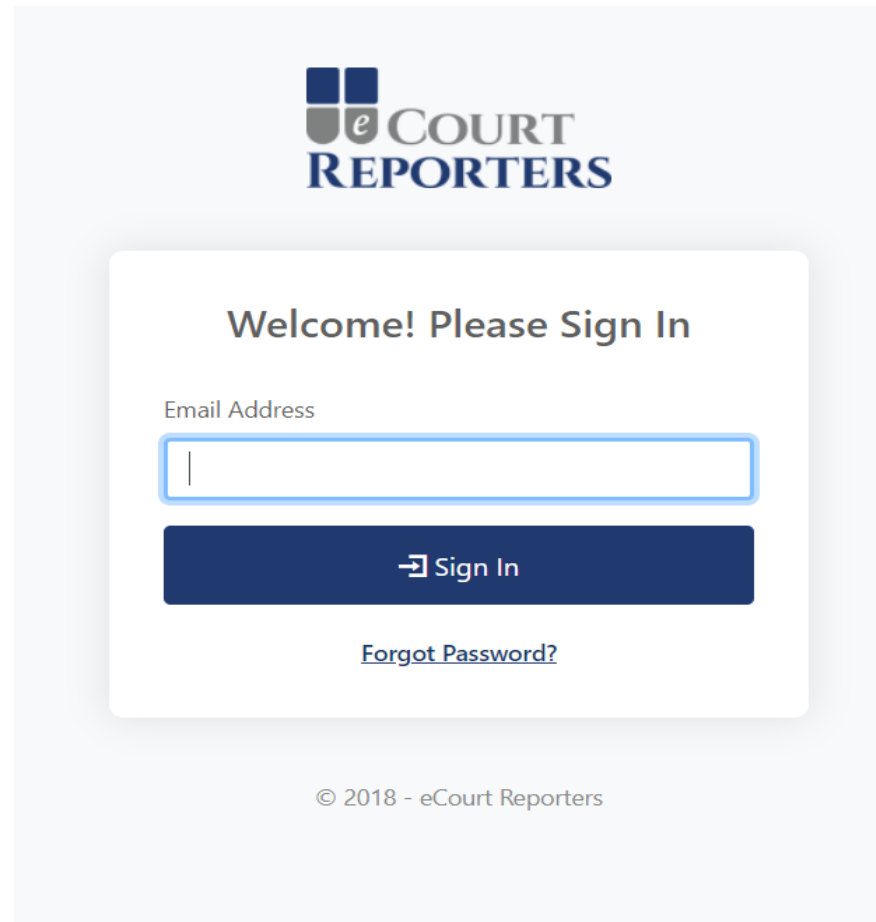
I am a(n)...

- Attorney
- Paralegal
- Firm/Agency


looking to hire a court reporter or videographer.

✓ Register Now!

Enter your email address and password on the Sign In screen.




The screenshot shows the eCourt Reporters sign-in interface. At the top is the logo, which consists of a blue square with a white 'e' inside, followed by the text 'COURT REPORTERS' in a blue serif font. Below the logo is a white rounded rectangle containing the text 'Welcome! Please Sign In'. Underneath this is the label 'Email Address' followed by a text input field with a blue border and a vertical cursor. Below the input field is a dark blue button with a white right-pointing arrow and the text 'Sign In'. Below the button is a blue underlined link that says 'Forgot Password?'. At the bottom of the white box is the copyright notice '© 2018 - eCourt Reporters'.

 **COURT  
REPORTERS**

Welcome! Please Sign In

Email Address

 Sign In

[Forgot Password?](#)

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# Your dashboard!

## Current appointments and update information starts here.



[Dashboard](#) [Appointments](#) [Availability](#) [Locations](#) [My Profile](#) ▾

[Sample Reporter3](#) ▾

## Dashboard for Sample Reporter3

What Would You Like To Do?

Click an item below to navigate

<a href="#">View My Appointments</a>	You have no upcoming appointments
<a href="#">View or Update My Availability</a>	You have specified your availability through 10/3/2018
<a href="#">View or Update the Locations I Serve</a>	You serve 6 counties
<a href="#">View or Update My Contact Information</a>	Last Updated 5/31/2018 10:07 AM
<a href="#">View or Update My Experience and References</a>	Last Updated 5/31/2018 10:09 AM
<a href="#">View or Update My Certifications and Proof</a>	Last Updated 5/31/2018 10:09 AM
<a href="#">View or Update My Services and Prices</a>	Last Updated 5/31/2018 10:15 AM

Crucial information needed!

Update your calendar as to current availability.

You will not be found in searches if your calendar is not active.



Dashboard Appointments Availability Locations My Profile

Sample Reporter3

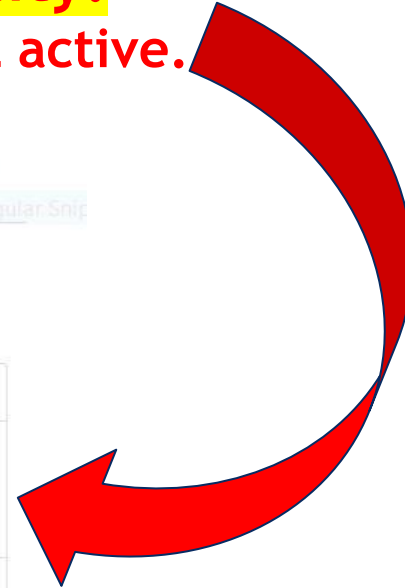
Rectangular Snip

## Dashboard for Sample Reporter3

What Would You Like To Do?

Click an item below to navigate

View My Appointments	You have no upcoming appointments
View or Update My Availability	You have not specified any availability
Please update your availability for at least the next seven days to ensure you can be booked for appointments.	
View or Update the Locations I Serve	You serve 11 counties
View or Update My Contact Information	Last Updated 10/30/2018 2:00 PM
Your contact information hasn't been updated in a while. Please review it now.	
View or Update My Experience and References	Last Updated 10/30/2018 2:01 PM
Your experience/reference information hasn't been updated in a while. Please review it now.	
View or Update My Certifications and Proof	Last Updated 10/30/2018 2:01 PM
Your certification information hasn't been updated in a while. Please review it now.	
View or Update My Services and Prices	Last Updated 10/30/2018 3:07 PM
Your services and pricing information hasn't been updated in a while. Please review it now.	



Mark your calendar when you **ARE AVAILABLE** (teal means available).  
Click start time and slide down to desired available hours.  
With a touch screen, press and hold desired time and slide to desired hours.



Dashboard Appointments Availability Locations My Profile

Sample Reporter3

## Availability

The calendar below is a bit different than some you may have used. By default, it assumes you are NOT available, and requires you to specify all times that you are available. Users may only request appointments with you during the times you indicate below. To indicate that you are available, simply drag across a time range. Once an availability event is added, you may move it, drag the bottom to change the end time, add a note to it, or delete it.

< > today

Jan 20 – 26, 2019

month week day list

	Sun 1/20	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26
all-day							
7am							
8am		8:00a - 5:00p Available	8:00a - 5:00p Available	8:00a - 12:30p Available		8:00a - 12:00p Available	
9am							
10am							
11am							
12pm					12:00p - 5:00p Available		
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

***It's important to keep your availability up to date in order to be found in searches and get appointments!***

To adjust your availability, click on your available block of time and a modal will pop up. Here you can adjust the start and end time, make recurring availability, or delete availability. Click “Save” to retain your changes.

**COURT REPORTERS** Dashboard Judith Gerulat

### Availability

The calendar below is a bit different than so you are available. Users may only request a time range. Once an availability event is a

end requires you to specify all times that you are available, simply drag across a note to it, or delete it.

month week list day

today

Sun 3/22 Mon 3/23 Fri 3/27 Sat 3/28

All Day

6am

7am 7:00 - 6:00 Available

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

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**Available**

Date: 03/23/2020 Start Time: 7:00am End Time: 6:00pm

Repeat:  NO  YES

Repeat Every: SUN MON TUE WED THU FRI SAT

Repeat Until: 2020-03-30

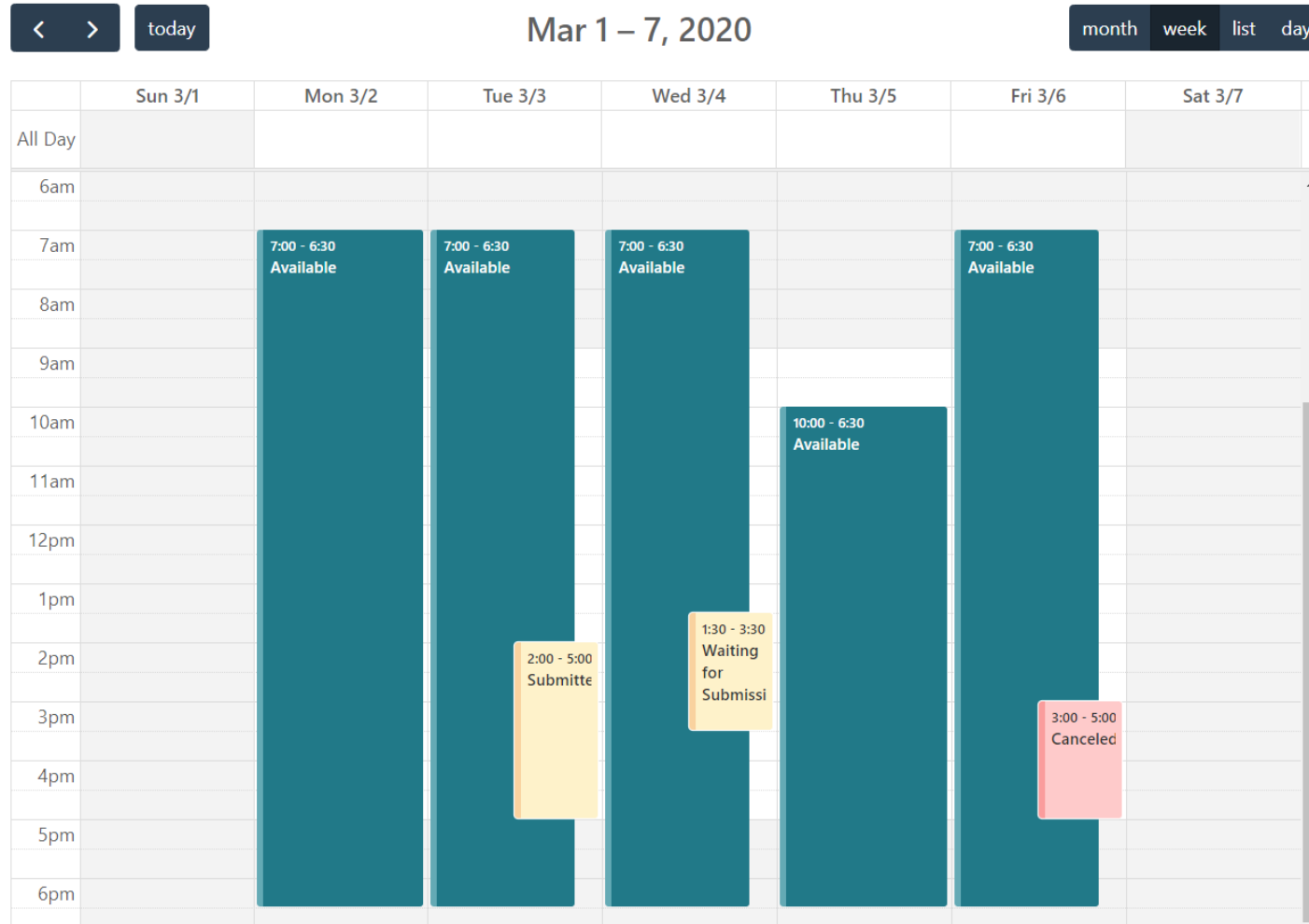
Availability Notes: Add your notes about this availability...

These notes are only visible to you.

Delete Availability

- Delete single occurrence
- Delete series

The status of your calendar will show in different colors. “Available” is shown in teal. Status of job appointments are also color coded, i.e., “Accepted,” “Submitted,” etc.



**White on your calendar indicates not available and you will NOT be found in searches.**



**More crucial information needed!**

**Update the locations you accept assignments.**

**You are only found in searches in locations you are listed.**



Dashboard Appointments Availability Locations My Profile

Sample Reporter3

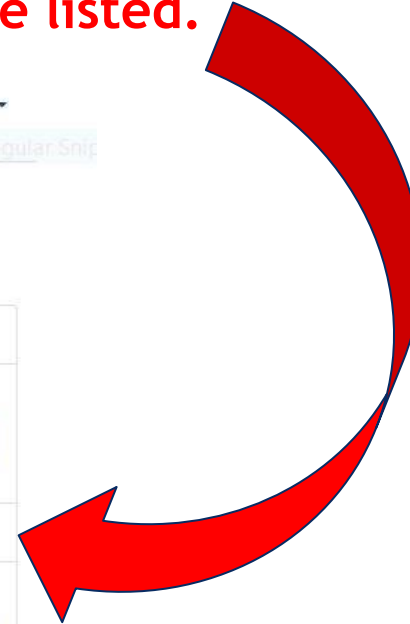
Rectangular Snip

## Dashboard for Sample Reporter3

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View My Appointments	You have no upcoming appointments
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View or Update the Locations I Serve	You serve 11 counties
View or Update My Contact Information	Last Updated 10/30/2018 2:00 PM
Your contact information hasn't been updated in a while. Please review it now.	
View or Update My Experience and References	Last Updated 10/30/2018 2:01 PM
Your experience/reference information hasn't been updated in a while. Please review it now.	
View or Update My Certifications and Proof	Last Updated 10/30/2018 2:01 PM
Your certification information hasn't been updated in a while. Please review it now.	
View or Update My Services and Prices	Last Updated 10/30/2018 3:07 PM
Your services and pricing information hasn't been updated in a while. Please review it now.	















# Review information in highlighted sections. Update as necessary.

## Dashboard for Sample Reporter3

What Would You Like To Do?

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 Your contact information hasn't been updated in a while. Please review it now.	
 View or Update My Experience and References	Last Updated 10/30/2018 2:01 PM
 Your experience/reference information hasn't been updated in a while. Please review it now.	
 View or Update My Certifications and Proof	Last Updated 10/30/2018 2:01 PM
 Your certification information hasn't been updated in a while. Please review it now.	
 View or Update My Services and Prices	Last Updated 10/30/2018 3:07 PM
 Your services and pricing information hasn't been updated in a while. Please review it now.	

# Update services and prices as necessary.

**SAVE CHANGES!!**

**COURT REPORTERS** [Dashboard](#) [Appointments](#) [Availability](#) [Locations](#) [My Profile](#) [Sample Reporter3](#)

## Services and Prices

Please check the box next to each service you provide, and enter the price. Enter zero if you do not charge for the service.

### Court Reporter Services

**General**

<input checked="" type="checkbox"/> Initial Appearance Fee	\$ 99.99	fixed
<input checked="" type="checkbox"/> Hourly Rate	\$ 49.99	hourly
<input type="checkbox"/> Take Down/No Write	\$ 0.00	fixed
<input checked="" type="checkbox"/> Wait Time	\$ 39.99	hourly
<input checked="" type="checkbox"/> After Hours/Weekend	\$ 49.99	hourly
<input checked="" type="checkbox"/> Cancellation Fee (within 24 hours)	\$ 99.99	fixed

**Additional Charges**  
Amount for each item below is added to the O&I charge

<input type="checkbox"/> Medical/Expert	\$ 0.00	per page
<input type="checkbox"/> Hearings/Arbitrations	\$ 0.00	per page
<input type="checkbox"/> Videotaped	\$ 0.00	per page
<input type="checkbox"/> Interpreted	\$ 0.00	per page
<input type="checkbox"/> Audio Transcription	\$ 0.00	per page
<input type="checkbox"/> Realtime	\$ 0.00	per page
<input type="checkbox"/> CART	\$ 0.00	hourly
<input checked="" type="checkbox"/> Broadcast Caption	\$ 59.99	hourly
<input checked="" type="checkbox"/> Rough Draft	\$ 1.99	per page
<input checked="" type="checkbox"/> ETran	\$ 29.99	fixed
<input checked="" type="checkbox"/> ASCII/txt	\$ 0.00	fixed

**Conferencing**

<input checked="" type="checkbox"/> Provide Conference Room	\$ 99.99	daily
<input type="checkbox"/> Provide Video Conference	\$ 0.00	hourly
<input type="checkbox"/> Provide GoToMeeting/Zoom/etc.	\$ 0.00	fixed

**Additional Devices**

<input type="checkbox"/> Additional Laptop	\$ 0.00	per device
<input type="checkbox"/> Additional Tablet (iPad, Android)	\$ 0.00	per device

**Transcript**

<input checked="" type="checkbox"/> Original Transcript and 1 Copy	\$ 3.99	per page
<input type="checkbox"/> Charge for Index?	\$ 0.00	per page
<input type="checkbox"/> Minimum Original Transcript Fee	\$ 0.00	fixed
<input type="checkbox"/> Copy Transcript	\$ 1.99	per page
<input checked="" type="checkbox"/> Exhibit Copy: Black & White	\$ 0.19	per page
<input checked="" type="checkbox"/> Exhibit Copy: Color	\$ 0.39	per page

**Expedite**  
Expedite pricing below will be ADDED to the per page price for O&I and transcript copies

<input checked="" type="checkbox"/> Same Day Expedite	\$ 125.00	percent
<input checked="" type="checkbox"/> 1 Day Expedite	\$ 100.00	percent
<input checked="" type="checkbox"/> 2 Day Expedite	\$ 90.00	percent
<input checked="" type="checkbox"/> 3 Day Expedite	\$ 80.00	percent
<input checked="" type="checkbox"/> 4 Day Expedite	\$ 70.00	percent
<input checked="" type="checkbox"/> 5 Day Expedite	\$ 60.00	percent
<input checked="" type="checkbox"/> 6 Day Expedite	\$ 50.00	percent
<input checked="" type="checkbox"/> 7 Day Expedite	\$ 40.00	percent
<input checked="" type="checkbox"/> 8 Day Expedite	\$ 30.00	percent

**Courthouse**

<input checked="" type="checkbox"/> Courthouse Half Day	\$ 350.99	per diem
<input checked="" type="checkbox"/> Courthouse Full Day	\$ 700.99	per diem
<input type="checkbox"/> Courthouse Hourly	\$ 0.00	hourly

**Miscellaneous**

<input checked="" type="checkbox"/> Notary Public	\$ 0.00	per signature
<input checked="" type="checkbox"/> Delivery and Handling/Postage	\$ 9.99	fixed
<input checked="" type="checkbox"/> Mileage	\$ 0.49	per mile
<input type="checkbox"/> Other	Enter service description	\$ 0.00 fixed

**Special Instructions**

This information is for demo purposes.

[Save Services and Prices](#) [Cancel](#)

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When selected for an assignment, you will receive an email.  
Under “Actions,” click thumbs up to **accept** appointment.  
Click thumbs down to **decline** appointment.  
(Note: Declining jobs may affect your 5-star rating!)  
Find details of assignment by clicking the icon (📅) under “Actions.”



[Dashboard](#) [Appointments](#) [Availability](#) [Locations](#) [My Profile](#)

Sample Reporter 101

## Appointments

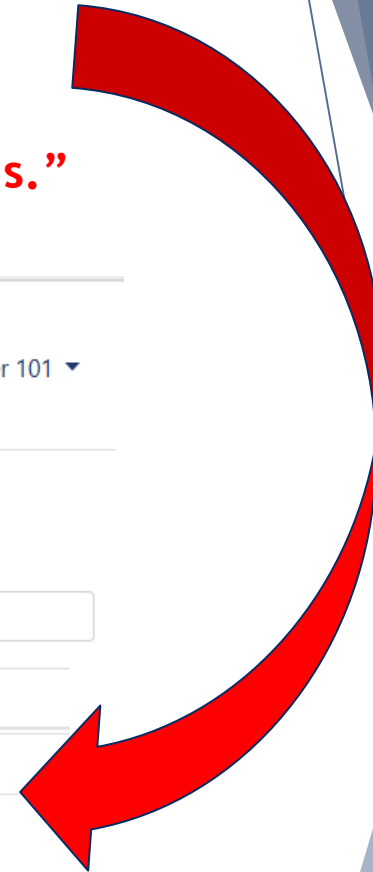
Show 10 entries

Search:

ID	Date	From	To	Type	Name	Status	Actions
487	5/4/2018	8:00 AM	3:00 PM	Court Reporter	Sample Attorney11	Accepted	📅🚫
488	5/3/2018	10:00 AM	11:00 AM	Court Reporter	Sample Attorney11	Requested	📅👍👎

Showing 1 to 2 of 2 entries

Show Declined Appointments  Show Canceled Appointments  Show Older Appointments



Your appointment request has been accepted!

Cancel Appointment

## Appointment

Edit

Sample Reporter2 (Court Reporter)

Friday, March 22, 2019  
10:00 AM to 3:00 PM  
(Central Daylight Time)



## Location

Edit

eCourt Reporters Office  
441 Milwaukee Avenue  
Suite 11  
Burlington, WI 53105

Enter all communication regarding this assignment here.

+ Add Note

Sample Attorney101 (Attorney)  
Test for appointment.

Sample Attorney101 (Attorney) 3/12/2019 10:34 AM  
Confirmed

## Services and Prices

Below is a list of the services Sample Reporter2 provides, with pricing. Required services are highlighted, and services you requested for this appointment are indicated with ✓.

Initial Appearance Fee	\$99.99	fixed
Hourly Rate	\$59.99	hourly
Original Transcript and 1 Copy	\$4.99	per page
Charge for Index? +	\$0.89	per page
Take Down/No Write +	\$199.99	fixed
Same Day Expedite +	\$4.99	fixed
1 Day Expedite +	\$4.99	fixed
2 Day Expedite +	\$3.99	fixed
3 Day Expedite +	\$2.99	fixed

## Files

Upload Files

Drop files here

Save Files

Below is a list of the files you uploaded for this appointment. Click to open.

[MB Locations we serve 01\\_14\\_19.jpg](#)

**Communicate all information regarding assignment at "+Add Note."**

**Note: All communication must be done within the portal.**

## Best Practices:

1. Update your calendar regularly (teal means available).
2. Promote your services to attorneys/paralegals by having them search for you *by name* (exactly as spelled on your profile listing). This is a unique feature to ensure bookings!
3. Transparency is key! Always communicate with attorney/scheduler in the “+Add Note” section.
4. Review and update rates and certifications as needed.



[www.ecourtreporters.com](http://www.ecourtreporters.com)

Please see our “Resources>FAQs” tab on our website for additional information or feel free to contact us:

[info@ecourtreporters.com](mailto:info@ecourtreporters.com)

262-210-3915