



# COURT REPORTERS

GUIDE TO SUBMITTING JOB SHEET

It's time to submit a job!  
In your dashboard, click on "View My Appointments."



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

Sample Reporter2

## Dashboard for Sample Reporter2

What Would You Like To Do?

Click an item below to navigate

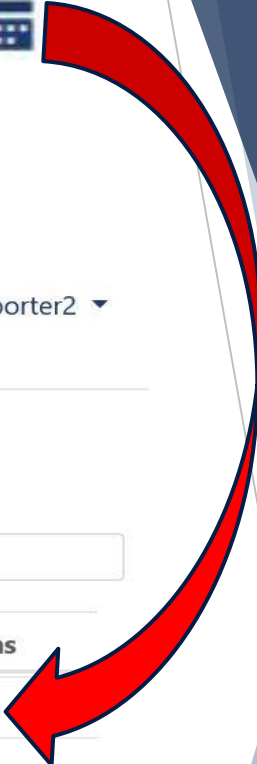
[View My Appointments](#)

You have no upcoming appointments

**⚠ You have 5 appointments waiting for you to submit the job sheet!**



Under "Status," locate "Waiting for Submission" and click on the job icon



- [Dashboard](#)
- [Appointments](#)
- [Availability](#)
- [Locations](#)
- [My Profile](#)
- [Sample Reporter2](#)

# Appointments

Show 10 entries

Search:

ID	Date	From	To	Type	Name	Status	Actions
862	3/22/2019	10:00 AM	3:00 PM	Court Reporter	Sample Attorney101	Waiting for Submission	



## Appointment Details - Waiting for Submission

Appointment ID: 862

The appointment is in the past, and is now awaiting your submission.  
Please upload documents (e.g., transcripts, exhibits, media) below, then submit the job sheet.

[Submit Job Sheet](#)

### Appointment

Sample Attorney101 (Law Offices of Sample Attorneys)

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



### Location

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

### Notes/Special Requests

[+ Add Note](#)

Sample Attorney101 (Attorney)  
Test for appointment.

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

### Appointment Files (Transcripts, Exhibits, Media, etc.)

[Upload Files](#)

Drop files here

[Save Files](#)

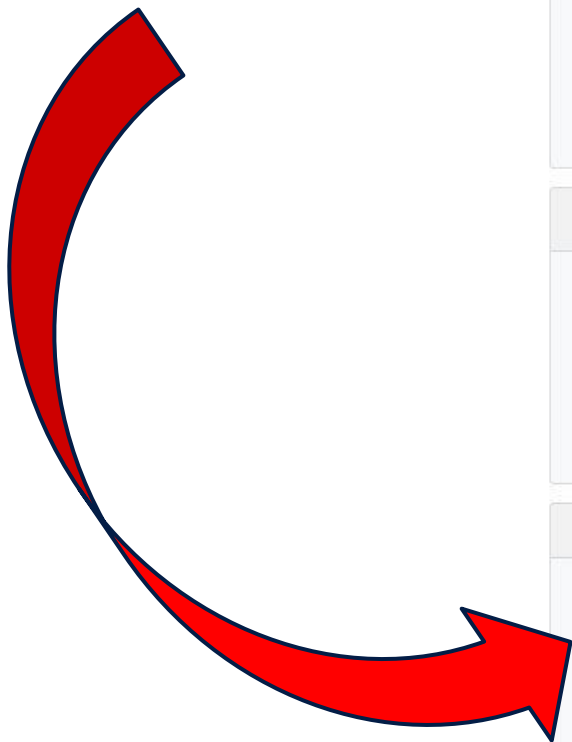
Below is a list of the files you uploaded for this appointment. Click to open.

### Admin Files

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

(No files uploaded)

**FIRST STEP**  
**UPLOAD JOB FILES**  
transcript, exhibits, etc.



To communicate with the scheduler or add notes to the appointment, click on “+Add Note.”



### Appointment Details - Waiting for Submission

Appointment ID: 862

The appointment is in the past, and is now awaiting your submission. Please upload documents (e.g., transcripts, exhibits, media) below, then submit the job sheet.

[Submit Job Sheet](#)

**Appointment**

Sample Attorney101 (Law Offices of Sample Attorneys)

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

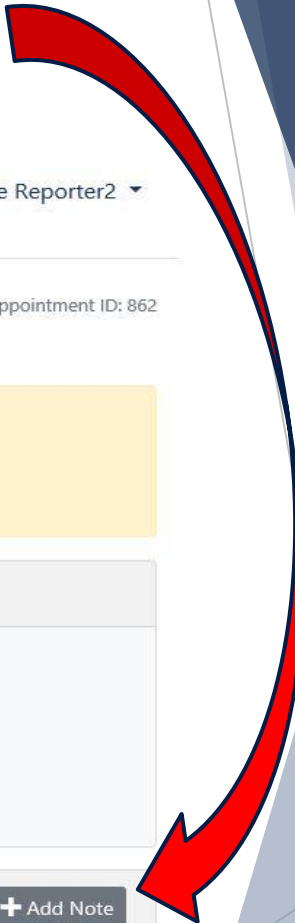


**Location**

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

**Notes/Special Requests** [+ Add Note](#)

Sample Attorney101 (Attorney)  
Test for appointment.



# Complete all required fields (\*)



## Job Sheet for Completed Appointment

Job ID: 862

### Requested Appointment

**Date** Friday, March 22, 2019 from 10:00 AM to 3:00 PM Central Daylight Time  
**With** Sample Attorney101, Law Offices of Sample Attorneys  
**Location** eCourt Reporters Office, 441 Milwaukee Avenue, Suite 11, Burlington, WI 53105

### Actual Appointment

Date \* Start Time \* End Time \* Case Name / Number \*  
03/22/2019 10:00 AM 3:00 PM

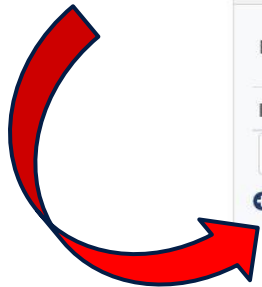
### Deponents

Enter deponent information below. If there were no deponents: [Remove All Deponents For This Job](#)

First Name	Last Name	Start Time	End Time	Exhibit Numbers
First Name	Last Name	10:00 AM	3:00 PM	Exhibit Numbers

[+ Add Deponent](#)

If more than one deponent, click "Add Deponent."



# Order #1 (original transcript) - Complete all required fields (\*)

Order #1: Original Transcript and First Copy Order Total: \$164.97

Firm \*

Attorney \*  Phone Number \*  (555) 555-5555 Email Address

Address \*  Suite  State \*  City \*  Zip Code \*

Original Transcript Signature  Signature Waived  Read & Sign Original  Read & Sign Copy

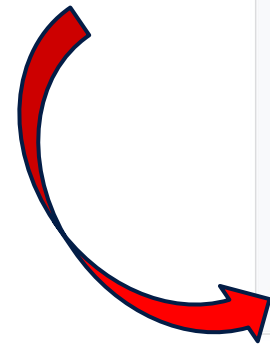
Are there exhibits?  Yes  No **← Required!**

Service	Notes	Price	Unit	Quantity	Total
Initial Appearance Fee	<input type="text" value="Enter notes about Initial Appearance Fee..."/>	\$99.99	fixed	<input type="text" value="1"/>	\$99.99
Hourly Rate	<input type="text" value="Enter notes about Hourly Rate..."/>	\$59.99	hourly	<input type="text" value="1"/>	\$59.99
Original Transcript and 1 Copy	<input type="text" value="Enter notes about Original Transcript and 1 Copy..."/>	\$4.99	per page	<input type="text" value="1"/>	\$4.99

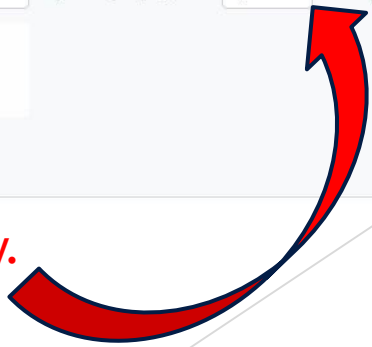
Transcript Formats Ordered  
 Print Full Size  Email Full Size  ASCII  
 Print Condensed  Email Condensed  PTX

[+ Add Service](#)

Add additional services implemented at proceeding.  
For example: expedite or rough draft service.



Add page quantity.





## Order #2 (copy transcript) - Complete all required fields (\*)

Order #2: Second Copy Order Total: \$1.99

Firm \*  
Firm Name

Attorney \*  
First Name Last Name Phone Number \* (999) 999-9999 Email Address

Address \*  
1234 Main St Apt, suite, floor State \* Select a State City \* Select a City Zip Code \*

Service	Notes	Price Unit	Quantity	Total
Copy Transcript	Enter notes about Copy Transcript..	\$1.99 per page	1	\$1.99

Transcript Formats Ordered  
 Print Full Size  Email Full Size  ASCII  
 Print Condensed  Email Condensed  PTX

[+ Add Service](#)

If original only and no copy order, delete second copy segment.

To add another copy order, click "Add Order."

[+ Add Order](#)

Production  
By checking the box below, you agree to have eCourt Reporters handle production, at a 15% fee. Otherwise, you are responsible for all production for this job.  
 I want eCourt Reporters to do the production for this job

Total Cost for Services Provided: \$166.96  
eCourt Reporters 5% Fee: -\$8.35  
**Amount to Be Paid to You: \$158.61**

Additional Notes  
Please enter any additional notes for this job sheet. These notes will only be visible to you and eCourt Reporters.

[Submit Job Sheet](#) [Return to Appointment Details](#)



Production option when hired directly by attorney/paralegal/gov't entity.

(This option is not available when scheduled by a court reporting firm or agency.)

**Production**

By checking the box below, you agree to have eCourt Reporters handle production, at a 15% fee. Otherwise, you are responsible for all production for this job.

I want eCourt Reporters to do the production for this job

Total Cost for Services Provided: **\$857.98**

eCourt Reporters 5% Fee: **-\$42.90**

**Amount to Be Paid to You: \$815.08**

**Additional Notes**

Please enter any additional notes for this job sheet. These notes will only be visible to you and eCourt Reporters.

Submit Job Sheet

Amount invoiced to schedulers.

Accurate information is crucial to ensure your correct pay!



Check box to choose eCourt Reporters to do production of transcript.

Note: When box is checked, production fee is generated.

#### Production

By checking the box below, you agree to have eCourt Reporters handle production, at a 15% fee. Otherwise, you are responsible for all production for this job.

I want eCourt Reporters to do the production for this job

Total Cost for Services Provided:	\$857.98
eCourt Reporters 15% Production Fee:	-\$128.70
eCourt Reporters 5% Fee:	-\$42.90
<b>Amount to Be Paid to You:</b>	<b>\$686.38</b>

#### Additional Notes

Please enter any additional notes for this job sheet. These notes will only be visible to you and eCourt Reporters.

Submit Job Sheet

Add any additional information that is associated with the assignment.

Production

By checking the box below, you agree to have eCourt Reporters handle production, at a 15% fee. Otherwise, you are responsible for all production for this job.

I want eCourt Reporters to do the production for this job

Total Cost for Services Provided:	\$857.98
eCourt Reporters 15% Production Fee:	-\$128.70
eCourt Reporters 5% Fee:	-\$42.90
<b>Amount to Be Paid to You:</b>	<b>\$686.38</b>

Additional Notes

Please enter any additional notes for this job sheet. These notes will only be visible to you and eCourt Reporters:

Submit Job Sheet

Click "Submit Job Sheet."

An acknowledgement box appears to verify production selection.

Submit Job Sheet?

Are you sure you want to submit the job sheet?

**⚠** By clicking "Yes" you acknowledge that eCourt Reporters will handle production for this job.

Yes No

An email will be instantly sent for a successfully submitted job sheet.

**NOTE: If you did not receive an email, your submission was not completed!  
Verify that ALL required fields have been completed.**



Hello Sample,

Your job sheet for the appointment below was successfully submitted.

Date: **Friday, March 22, 2019**

Times: **10:00 AM - 3:00 PM** Central Daylight Time

eCourt Reporters Administrators will review the submission, invoice the ordering attorney(s), and contact you to send payment.

Please visit the [appointment job sheet](#) if you would like to review.



## BEST PRACTICES:

- 1) Upload ASCII, txt, signed certification page, exhibits, etc.
- 2) Verify all required fields are completed.
- 3) Be sure individual deponents are added.
- 4) Add any additional services, for example, realtime and roughs.
- 5) Verify all orders. The number of orders must match the number of copy orders to ensure accurate invoicing.
- 6) Be precise with job details. (Invoices generate automatically, precise information ensures correct compensation!)