

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).*

IMPORTANT: Be sure to add no-reply@ecourtreporters.com to your safe list to ensure you receive all updates on your job requests.

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

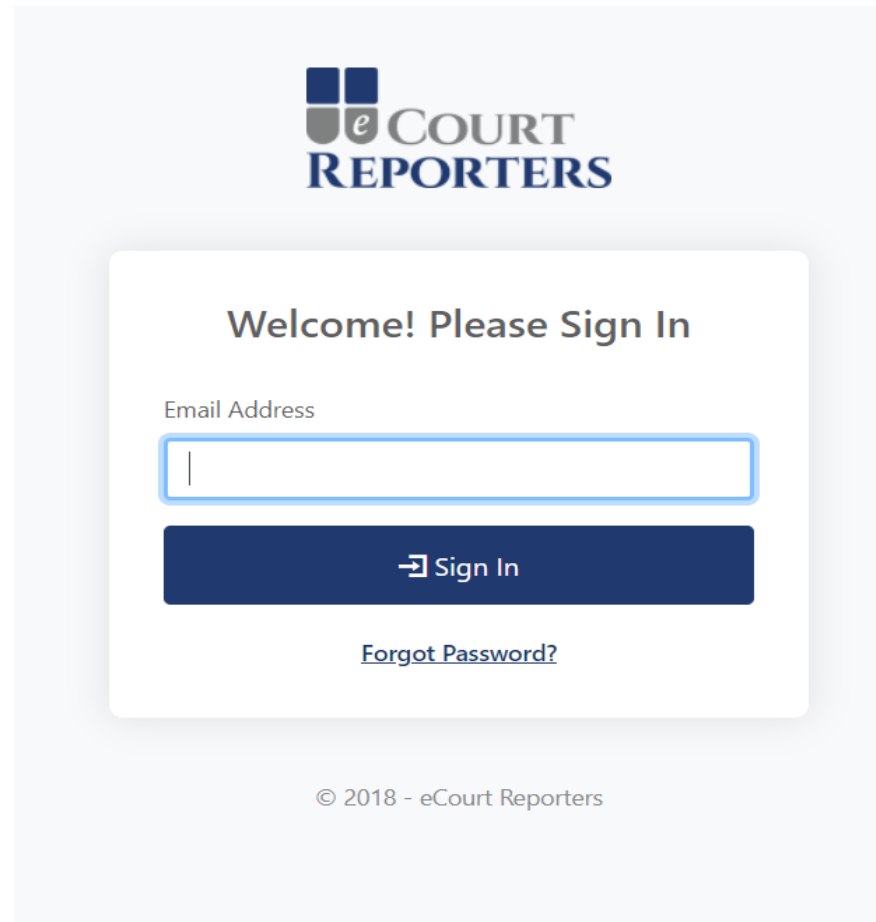
I am a(n)...

- 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'.

e COURT
REPORTERS

Welcome! Please Sign In

Email Address

→ Sign In

[Forgot Password?](#)

© 2018 - eCourt Reporters

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

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

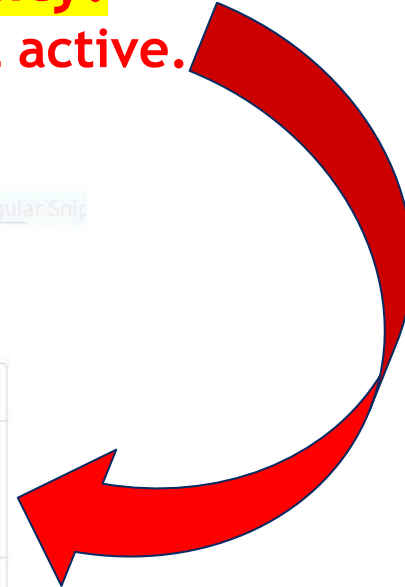
Rectangular Snip

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							

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[Read the Service Provider User Guide](#)

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 [X]

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

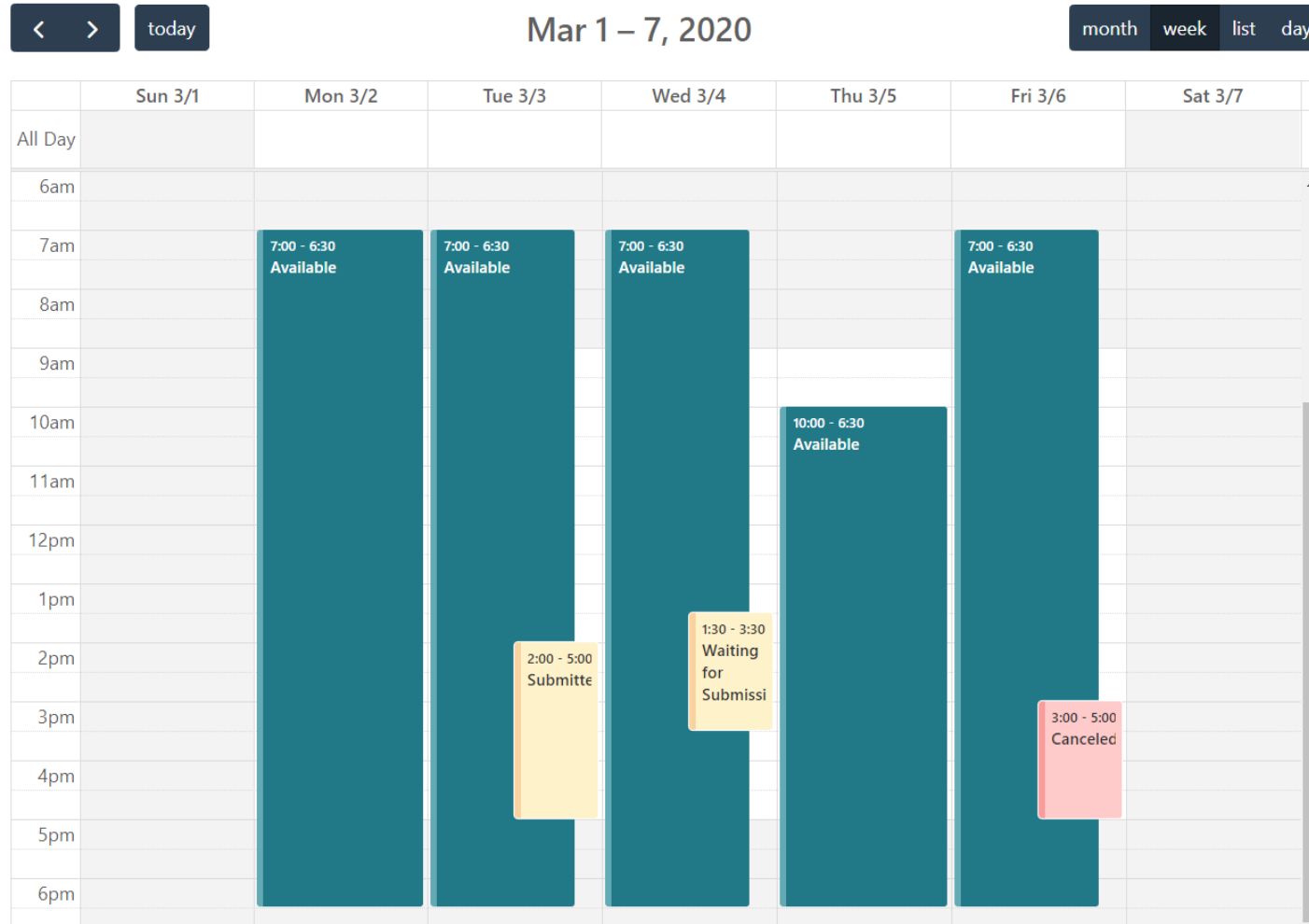
Availability Notes: Add your notes about this availability...

These notes are only visible to you.

Delete Availability [v] Save Cancel

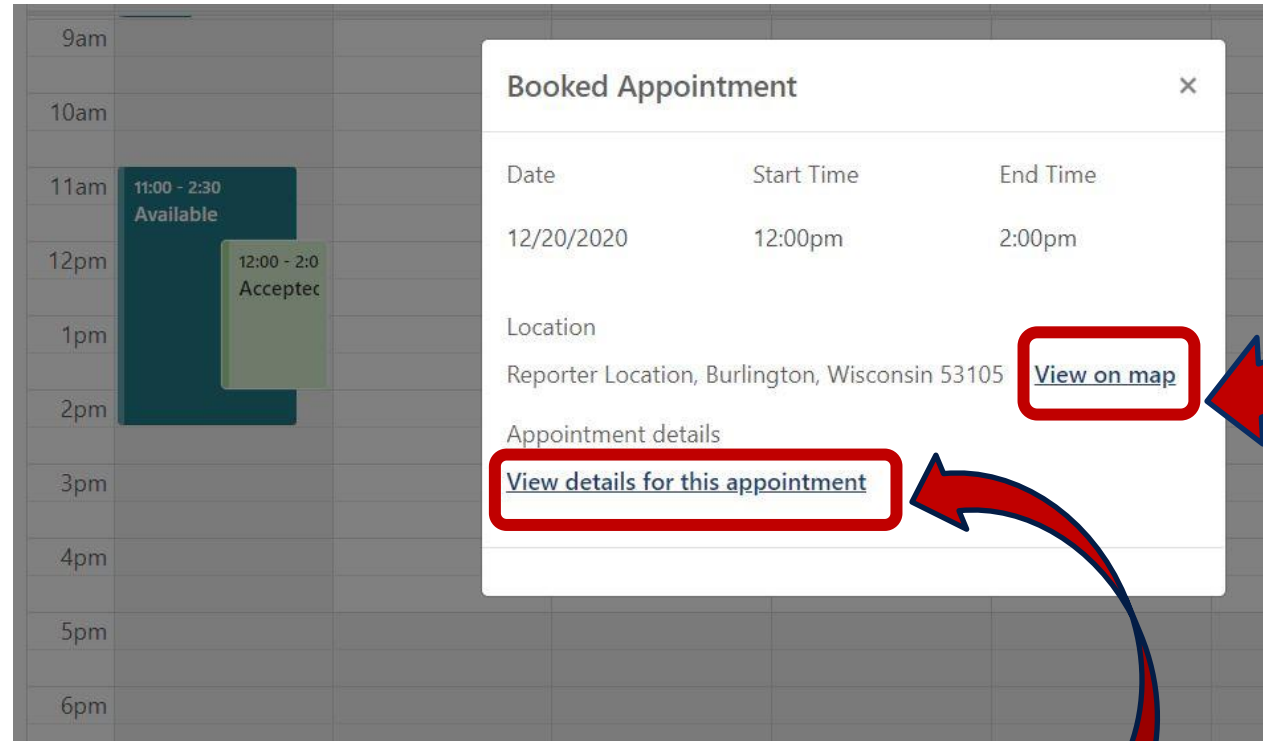
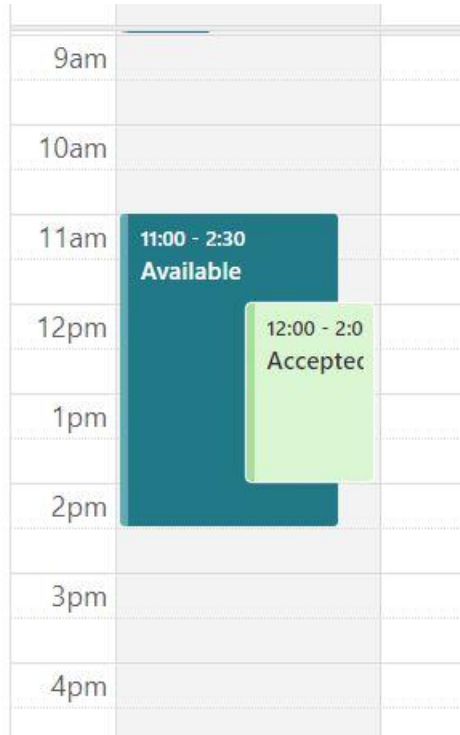
- Delete single occurrence
- Delete series

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.

After a job is accepted, you can go to your calendar, click on the accepted appointment and a modal will pop up. Within the modal you can click on “View on map” to see the location of your job.



Click here to view all job details from the modal.

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

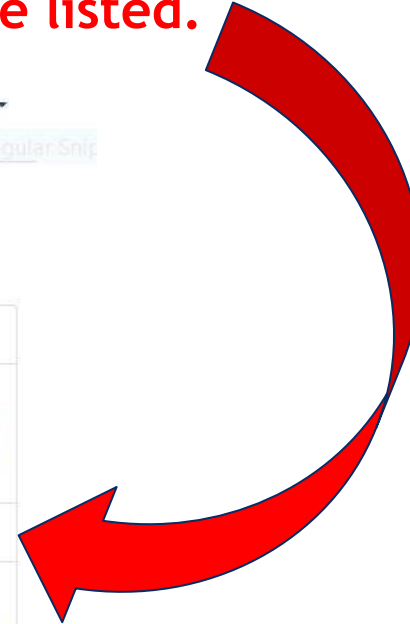
Rectangular Snip

Dashboard for Sample Reporter3

What Would You Like To Do?

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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

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 Your services and pricing information hasn't been updated in a while. Please review it now.	

Update services and prices as necessary.

SAVE CHANGES!!

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

Additional Charges

Amount for each item below is added to the O&T 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 type="checkbox"/> Broadcast Caption	\$	0.00	hourly
<input type="checkbox"/> Rough Draft	\$	0.00	per page
<input type="checkbox"/> ETran	\$	0.00	fixed
<input type="checkbox"/> ASCII/txt	\$	0.00	fixed

Conferencing

<input type="checkbox"/> Provide Conference Room	\$	0.00	daily
<input checked="" type="checkbox"/> Provide Video Conference	\$	99.99	hourly
<input checked="" type="checkbox"/> Provide GoToMeeting/Zoom/etc.	\$	99.99	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	\$	9.99	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	\$	0.00	per page
<input type="checkbox"/> Exhibit Copy: Black & White	\$	0.00	per page
<input type="checkbox"/> Exhibit Copy: Color	\$	0.00	per page

Expedite

Expedite pricing below will be ADDED to the per page price

<input type="checkbox"/> Same Day Expedite	\$	0.00	per
<input type="checkbox"/> 1 Day Expedite	\$	0.00	per
<input type="checkbox"/> 2 Day Expedite	\$	0.00	per
<input type="checkbox"/> 3 Day Expedite	\$	0.00	per
<input type="checkbox"/> 4 Day Expedite	\$	0.00	per
<input type="checkbox"/> 5 Day Expedite	\$	0.00	per
<input type="checkbox"/> 6 Day Expedite	\$	0.00	per
<input type="checkbox"/> 7 Day Expedite	\$	0.00	per
<input type="checkbox"/> 8 Day Expedite	\$	0.00	per

Courthouse

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

Miscellaneous

<input type="checkbox"/> Notary Public	\$	0.00	per signature
<input type="checkbox"/> Delivery and Handling/Postage	\$	0.00	fixed
<input checked="" type="checkbox"/> Mileage	\$	0.59	per mile
<input checked="" type="checkbox"/> Other <input type="text" value="I charge for actual parking"/>	\$	20.00	fixed

Describe "Other" charges in the "Special Instructions" box below

Special Instructions

My average cost for parking is \$20.00. The rate charged will be my ACTUAL fee.

Do not list that your prices are negotiable in your "Special Instructions." Be sure to keep your rates current as they are locked in each time you are booked.

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

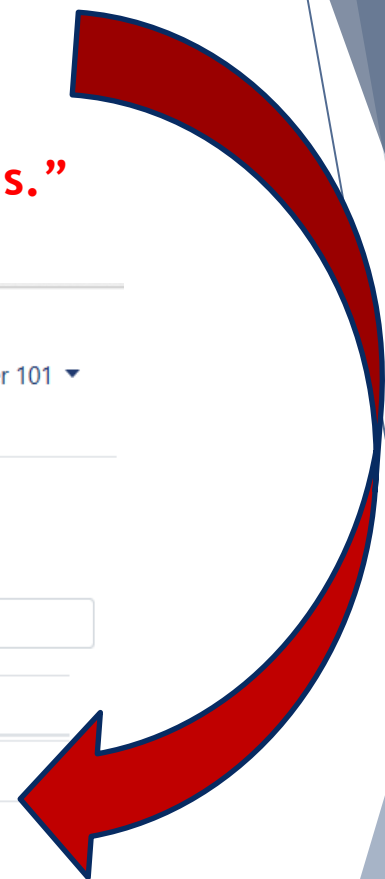
Show 10 entries

Search:

ID	Date	From	To	Type	Name	Status	Job 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

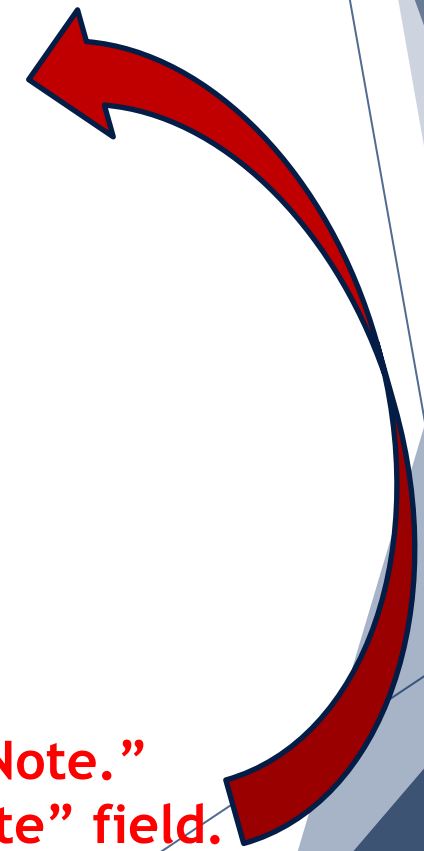
Upload Files

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.”
You can also access or add a Zoom link (etc.) in the “+Add Note” field.**

Note: All communication must be done within the portal.

Add eCourt Reporters' Progressive Web App to your smart phone for easy access to your account.

Click here to learn how to add the progressive web app to your iPhone: [Progressive Web App for iPhone.](#)

Click here to learn how to add the progressive web app to your Android phone: [Progressive Web App for Android](#)

No need to go to the App Store or to Google play. It's direct access to your profile on the website. No need to check for updates, we do that for you!

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.
5. Do not list that your prices are negotiable in your “Special Instructions.” Be sure to keep your rates current as they are locked in each time you are booked.
6. Be sure to add no-reply@ecourtreporters.com to your safe list to ensure you receive all updates on your job requests.



www.ecourtreporters.com

Please see [eCourt Reporters' resources](#) tab on our website for additional information or feel free to contact us:

info@ecourtreporters.com

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