

Online Service

Productivity Tools for Your Team

Access transcripts, schedule, pay/view invoices and so much more!

Login

ID _____

PW _____

- > Go to: www.court-reporting.com and bookmark this page.
- > Locate the **Client Login Box** (top right).
- > Enter (case sensitive) **User ID / Password** in the respective fields; click **Log In**.

Transcript Access

To login from an email repository notification:

- > Click the **File Name** link and log in with the (case-sensitive) **User ID / Password**.
- > Select **Transcripts**, then enter a case name, the deponent's name or a date range; **Enter** or click **Search**.
- > Under **Action**, click the arrow to download files.
- > **Save** the file and email it to your client for read-and-sign and to other legal team members.
- > Transcripts can be printed from the **File > Print** menu.

Calendar/Scheduling

We always confirm the day before. You can always schedule your depositions via phone.

- > Select **Calendar > Request New Job** (upper right) to display the scheduling form.
- > **Job Information:** Enter date, time, witness, etc.
- > **Location Information:** Specify location; we schedule locally and nationally.
- > **Ordering Information:** Select the attorney through the drop down menu.
- > **Confirmation Email:** Add or remove email addresses.
- > **Request Services:** Choose your services.
- > **Attachments:** Attach documents (e.g. notices or captions).
- > Click **Save** on the bottom when the form is complete.
- > An email confirmation is sent; the deposition appears on the calendar.

Schedule additional depositions in the same case

- > **Calendar:** Click on the posted case name to display the details; scroll to the bottom and select **Copy & New**.

Cancel a scheduled deposition

- > **Calendar:** Click on the posted case name to display the details; scroll to the bottom and select **Request Cancel**.

Additional Features

My Web

- > Change ID and PW
- > Edit profile information
- > See latest developments from O&L

Repository

Gives your team access to the files they need in the central repository

- > Transcripts
- > Exhibits
- > Notice
- > Invoice

Repository text search

Identify transcripts that contain certain keywords.

Support

Communicate with O&L by way of support ticket or call directly at 617-399-0130.

Pay invoices

Visa, MC, AMEX, Discover

Schedule by phone

Call Tina Nuzzo, Scheduling Coordinator, at 617-399-0130
Direct: 857-990-3069
Email: schedule@court-reporting.com



PAPERLESS DEPOSITION

Introduce, mark and deliver your exhibits at a deposition via the iPad, in person or remotely.

- Eliminate shipping and copying costs
- Parties can annotate and retain their own copies of all exhibits
- Full support from your O'Brien & Levine case manager

STANDARD WITH EVERY DEPOSITION

Online Access – Easy, Safe, Secure!

- Access transcripts from your iPad, laptop or PC
- Unlimited access
- Electronic file formats: searchable PDF transcripts (full and condensed) with linked exhibits, ascii, all other electronic formats available
- Online scheduling worldwide
- View deposition calendar
- Check/pay invoices

Available for your mobile device. Download O&L Mobile, our FREE app!



www.court-reporting.com
and go to 'downloads'



888-825-3376

24-hour support, 7 days a week

info@court-reporting.com
www.court-reporting.com

Let us show you the difference.
Set up your demo today.
(Breakfast or lunch is on us!)

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