

# O&L Online Access

to Scheduling, Transcripts,  
Exhibits, Invoices

ID \_\_\_\_\_

PW \_\_\_\_\_

## Login Options

- **Transcript notification by email:** Click file link, and log in using (case sensitive) **ID / Password**.
- **Website:** Go to **court-reporting.com** using **ID / Password** in the **Client Login** area.

## Online Scheduling/Calendar

*The O&L scheduling team will confirm the day before by phone or email.*

Select **Calendar > Request New Job** (upper right) the scheduling form is displayed. Complete details for each portion of the form. Click **Save**. A confirmation will be sent via email.

### Schedule Additional Proceedings in One Case

**Calendar:** Click the posted case name to display the details. Scroll to the bottom and select **Copy & New**.

### Cancel a Scheduled Proceeding

**Calendar:** Click the posted case name to display the details. Scroll to the bottom and select **Request Cancel**.


### Request Confirmation

- **Calendar:** Go to the **Job Request**. Open job.
- At top of order status, click **Request Confirm**. A confirmation will be sent via email.

### Schedule by Phone

- **Call:** Scheduling 617-399-0130 or 888-825-6676
- **Email:** [schedule@court-reporting.com](mailto:schedule@court-reporting.com)

## Transcript Access

- Select **Repository**, enter search criteria, click **Search**.
- **Select file format:** Searchable pdf files (full and condensed) or the ASCII file.
- **Download:** Under **Action** click . Print transcripts from the **File > Print** menu.

## Additional Features

### My Web

- Change ID and Password
- Edit profile
- See latest developments from O&L

### Repository

- Access to transcripts, exhibits, notices and invoices

### Repository Text Search

- Search transcripts by keywords

**Pay Invoices:** Visa, MC, AMEX, Discover

### Support

Communicate with O&L with support ticket or call directly at 617-399-0130

DEPOSITIONS • TRIALS • ARBITRATIONS  
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Video Recording /  
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Electronic Exhibits

Mobile App: O&L mobile

Contact Deb Curran: [deb@court-reporting.com](mailto:deb@court-reporting.com)  
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