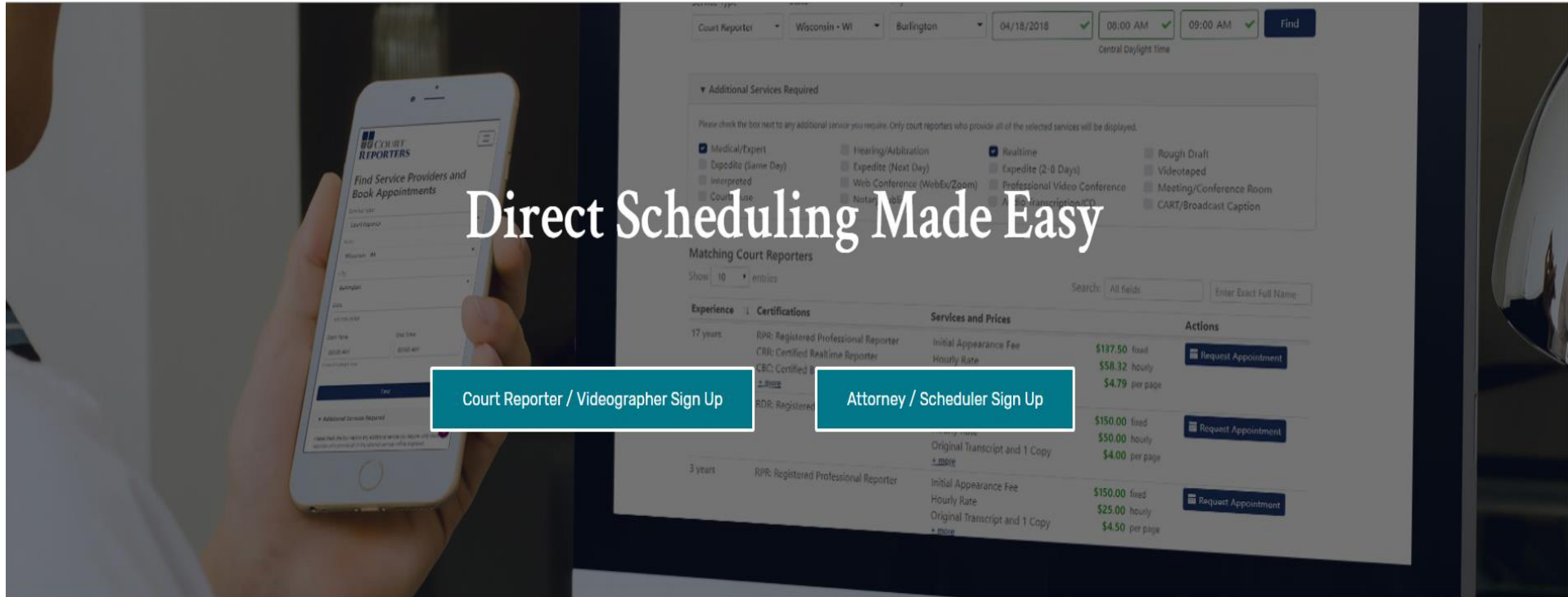




Profile Guide for Court Reporters and Videographers

➤ **WHAT ARE THE BENEFITS OF eCOURT REPORTERS?**

- Direct exposure to local attorneys. Promote to attorneys through the use of the site.
- FREE listing of services. No sign-up fee. No subscription fee.
- Attorneys book instantly based on your availability.
- Build a 5-star rating with excellent service to be viewed by schedulers.
- Instant notification of job offer via cell phone and/or e-mail.
- You are paid your posted rates.
- Rates are not seen by other reporters or videographers.
- Confirmation of job 24 hours prior via cell phone and/or email.
- Do your own production for maximum return. eCourt Reporters retains only 5% of the invoice.
- Option for production to be done by eCourt Reporters for additional 15%.
- If you are booked by a firm or agency, they do the production, freeing you up for other bookings.
- Invoicing and collection is done by eCourt Reporters.
- Court reporting firms and agencies book for overflow work.



Direct Scheduling Made Easy

[Court Reporter / Videographer Sign Up](#)

[Attorney / Scheduler Sign Up](#)

Experience	Certifications	Services and Prices	Actions
17 years	RPR: Registered Professional Reporter CRU: Certified Realtime Reporter CBC: Certified RDR: Registered	Initial Appearance Fee: \$137.50 fixed Hourly Rate: \$58.32 hourly \$4.79 per page	Request Appointment
		\$150.00 fixed \$50.00 hourly \$4.00 per page	Request Appointment
3 years	RPR: Registered Professional Reporter	Initial Appearance Fee: \$150.00 fixed Hourly Rate: \$25.00 hourly Original Transcript and 1 Copy: \$4.50 per page	Request Appointment

Go to www.ecourtreporters.com to sign up.

After approval, you will receive an e-mail welcoming you to eCourt Reporters and advising you that your application has been approved. 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!



Welcome! Please Sign In

Email Address

→ Sign In

[Forgot Password?](#)








© 2018 - eCourt Reporters

Enter your e-mail address and password on the Sign In screen.

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

After you sign in, you will be directed to your dashboard.

Contact Information

Please provide your primary address and phone numbers where we can reach you.

Address *	Address 2	State *	City *	Zip Code *
<input type="text" value="123456 Main St."/>	<input type="text" value="Apt, suite, floor"/>	<input type="text" value="Wisconsin"/>	<input type="text" value="Burlington"/>	<input type="text" value="53105-____"/>


Work Phone *	Mobile Phone	Would you like to receive text notifications for your appointments?
<input type="text" value="(555) 555-5555"/>	<input type="text" value="(555) 555-5555"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>Standard messaging rates apply</small>

Profile Picture Upload (Recommended)

Uploading a profile picture is strongly recommended. It helps protect attorneys, schedulers, and firms by allowing them to confirm that the service provider they booked matches the service provider at the appointment.

Drop file here

Uploaded Profile Picture







Under “My Profile>Update Contact Information,” you can update your contact information and upload or change your photo.

Locations Where You Provide Services

[+ Add a New Location](#)

Show entries

Search:

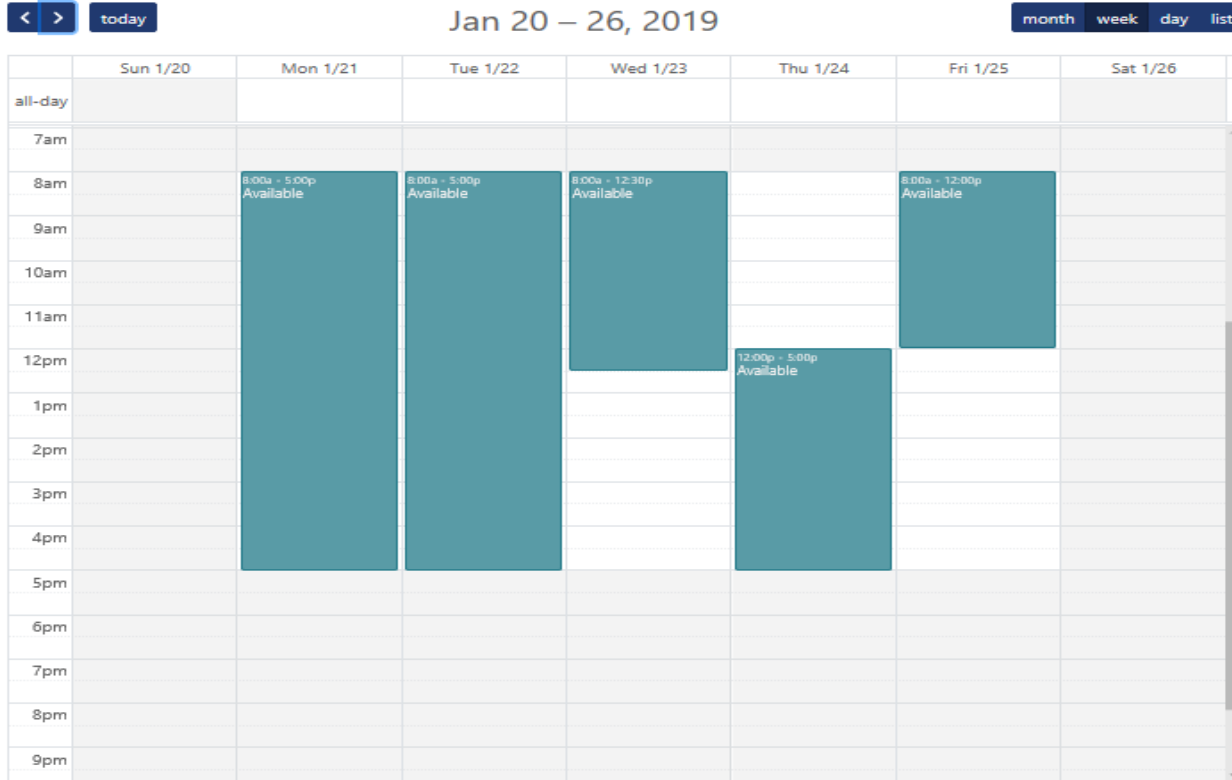
State	County	City	Actions
Wisconsin	Kenosha County	(all cities)	
Wisconsin	Milwaukee County	(all cities)	
Wisconsin	Racine County	(all cities)	
Wisconsin	Walworth County	(all cities)	

Showing 1 to 4 of 4 entries

Under “Locations,” mark the locations that you wish to work. Click on “Add a New Location,” then select the State, County, and Cities for all desired areas. Do this for each location that you travel for assignments. You can also change or delete locations here.

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.



Under “Availability,” mark your calendar when you ARE AVAILABLE for work (teal means available). You can also make personal notes in your calendar. *It’s important to keep your availability up to date in order to be found in searches and get appointments!*

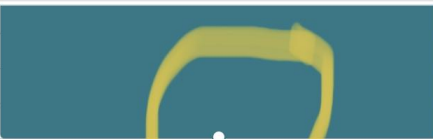

< > today month week day list

January 17, 2019

Thursday	
all-day	
6am	
7am	
8am	8:00a - 1:00p Available 
9am	

< > today month week day list

January 21, 2019

Monday	
all-day	
3pm	
4pm	
5pm	
6pm	

To change a block of availability from your calendar from any device, go to your calendar “Day View,” make sure you are at the top of the day/time you have made yourself available, (if you have selected all day, go to 12:00 am), there will be a “Trash Can” or “Delete” in the upper-right corner in the teal area, click on the trash can to remove availability

To add availability to your calendar, press and hold the start time slot and slide down to the time you want your availability to end. If you need to adjust availability, press and hold the block of time you want to change and a small circle will appear at the bottom of the time slot. “Grab” the circle by pressing and holding it, and then slide the time block up to shorten or down to lengthen the time

Experience and References

Please list your current and previous employer information, and provide two references.

Years of Experience

How many years of experience do you have as a Court Reporter? *

Please round to the nearest year.

Current Employer Information

Company Name *	Years Worked *	Supervisor Name *	Phone Number *	
<input type="text" value="Renee Reporting"/>	<input type="text" value="5"/>	<input type="text" value="Ms. Smith"/>	<input type="text" value="(555) 555-5555"/>	
Address *	Address 2	State *	City *	Zip Code *
<input type="text" value="987654 Main St."/>	<input type="text" value="Apt, suite, floor"/>	<input type="text" value="Wisconsin"/>	<input type="text" value="Burlington"/>	<input type="text" value="53105-___"/>

Previous Employer Information

Company Name	Years Worked	Supervisor Name	Phone Number	
<input type="text" value="Reporting Services"/>	<input type="text" value="14"/>	<input type="text" value="Mr. Smith"/>	<input type="text" value="(555) 555-5555"/>	
Address	Address 2	State	City	Zip Code
<input type="text" value="54321 Main St."/>	<input type="text"/>	<input type="text" value="Wisconsin"/>	<input type="text" value="Burlington"/>	<input type="text" value="53105-___"/>

References

Name *	Title *	Company Name *	Phone Number *
<input type="text" value="Jane Smith"/>	<input type="text" value="Owner"/>	<input type="text" value="Smith and Assoc."/>	<input type="text" value="(555) 555-5555"/>
Name *	Title *	Company Name *	Phone Number *
<input type="text" value="John Smith"/>	<input type="text" value="CEO"/>	<input type="text" value="Smith and Assoc."/>	<input type="text" value="(555) 555-5555"/>

[Save Experience and References](#) [Cancel](#)

Under “My Profile>Update Experience and References,” you can update your information when revisions are needed.

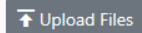
Certifications and Proof

Please check the box next to any certifications you have, and upload documents as proof.

Court Reporter Certifications ▾

- RPR: Registered Professional Reporter
- RMR: Registered Merit Reporter
- RDR: Registered Diplomat Reporter
- CRR: Certified Realtime Reporter
- CBC: Certified Broadcast Captioner
- CSR: Certified Shorthand Reporter
- Other
- None

Certification Document Upload



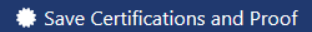
Drop files here

Uploaded Files

Below is a list of the files you previously uploaded for these certifications. Click to open.

[little_e.jpg](#)



 [Cancel](#)

Under “My Profile>Update Certifications and Proof,” select your earned certifications and upload your certificates.

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&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 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/bt	\$ 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 (Paid, 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 checked="" 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&T 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 client
<input checked="" type="checkbox"/> Courthouse Full Day	\$ 700.99	per client
<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

Under “My Profile>Update Services and Prices,” you can revise your services and fees as necessary. Prices are invoiced to schedulers as of the time of assignment booking.

Dashboard for Sample Reporter 101

What Would You Like To Do?

Click an item below to navigate






 View My Appointments	You have 1 upcoming appointment
 <p> You have 1 upcoming booked appointment.</p>	
 View or Update My Availability	You have specified your availability through 5/4/2018
 View or Update the Locations I Serve	You serve 4 counties
 View or Update My Contact Information	Last Updated 4/18/2018 3:09 PM
 View or Update My Experience and References	Last Updated 4/18/2018 2:58 PM
 View or Update My Certifications and Proof	Last Updated 4/18/2018 3:00 PM
 View or Update My Services and Prices	Last Updated 4/18/2018 3:05 PM

After you sign in, you will be directed to your dashboard.

Appointments


Show 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

Under “Appointments,” you will see your appointments and their current status. Under “Actions,” click on the thumbs up to *accept* the appointment or the thumbs down to *decline*. The details of the appointment show up by clicking on the box icon () under “Actions.”

Appointment Details - Waiting for Submission

Appointment ID: 716

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
Monday, July 9, 2018
10:00 AM to 11:00 AM
(Central Daylight Time)



Location

Building One
1234 Main St.
Milwaukee, WI 53202

Notes/Special Requests

Please go to the third floor of Building One.

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.

[find_the_right_people.jpg](#)

Once a job is completed you can click on the details icon  to get all information about the booking. This is where you will upload the transcript, exhibits, media, etc. This is also where you will access the job sheet. Click on “Submit Job Sheet” to get to the required form. The form will be auto-filled with your job information and your services and prices that were in effect at the time you accepted the appointment.

Job Sheet for Completed Appointment

Requested Appointment

Date Monday, July 9, 2018 from 10:00 AM to 11:00 AM Central Daylight Time

With Sample Attorney101, Law Offices of Sample Attorneys

Location Building One, 1234 Main St., Milwaukee, WI 53202

Actual Appointment

Date * Start Time * End Time * Case Name / Number *

Order #1: Original Transcript and First Copy Order Total: \$550.00

Ordering Attorney/Firm * Phone Number * Email Address

Address * Apt, suite, floor State * City * Zip Code *

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

Service	Notes	Price Unit	Quantity	Total
Initial Appearance Fee	<input type="text" value="Enter notes about Initial Appearance Fee..."/>	\$75.00 fixed	<input type="text" value="1"/>	\$75.00
Hourly Rate	<input type="text" value="Enter notes about Hourly Rate..."/>	\$50.00 hourly	<input type="text" value="0"/>	\$0.00
Original Transcript and 1 Copy	<input type="text" value="Enter notes about Original Transcript and 1 Copy..."/>	\$4.75 per page	<input type="text" value="100"/>	\$475.00

The job sheet will then pop up and you will need to add the actual date/time of the appointment, the case number, quantities, etc., for the ordering attorney (Order #1). This slide shows the top 1/2 of the job sheet.

Order #2: Second Copy Order Total: \$275.00

Ordering Attorney/Firm * Phone Number * Email Address

Address * State * City * Zip Code *

Service	Notes	Price	Unit	Quantity	Total
Copy Transcript	Enter notes about Copy Transcript...	\$2.75	per page	100	\$275.00

Transcript Formats Ordered

Print Full Size
 Email Full Size
 ASCII
 Print Condensed
 Email Condensed
 PTX

[+ Add Service](#)

[+ Add Order](#)

Production Total Cost for Services Provided: \$825.00

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

eCourt Reporters 5% Fee: ~~-\$41.25~~
Amount to Be Paid to You: \$783.75

Additional Notes

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

The bottom 1/2 of the job sheet is to be used for additional orders from attending attorneys. Click on “+Add Order” for as many orders as you need. After the form is fully completed, you will see the final amount that you will be paid.



www.ecourtreporters.com

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

info@ecourtreporters.com

262-210-3915