

# eCourt Reporters

## User Guide

for Court Reporters and Videographers

**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: Add [no-reply@ecourtreporters.com](mailto: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](#)



Direct Scheduling Made Easy

Apply as a Service Provider

I am a...

- Court Reporter
- Videographer
- Interpreter (Coming soon! Sign up now to be notified when it becomes available)

[Apply Now!](#)

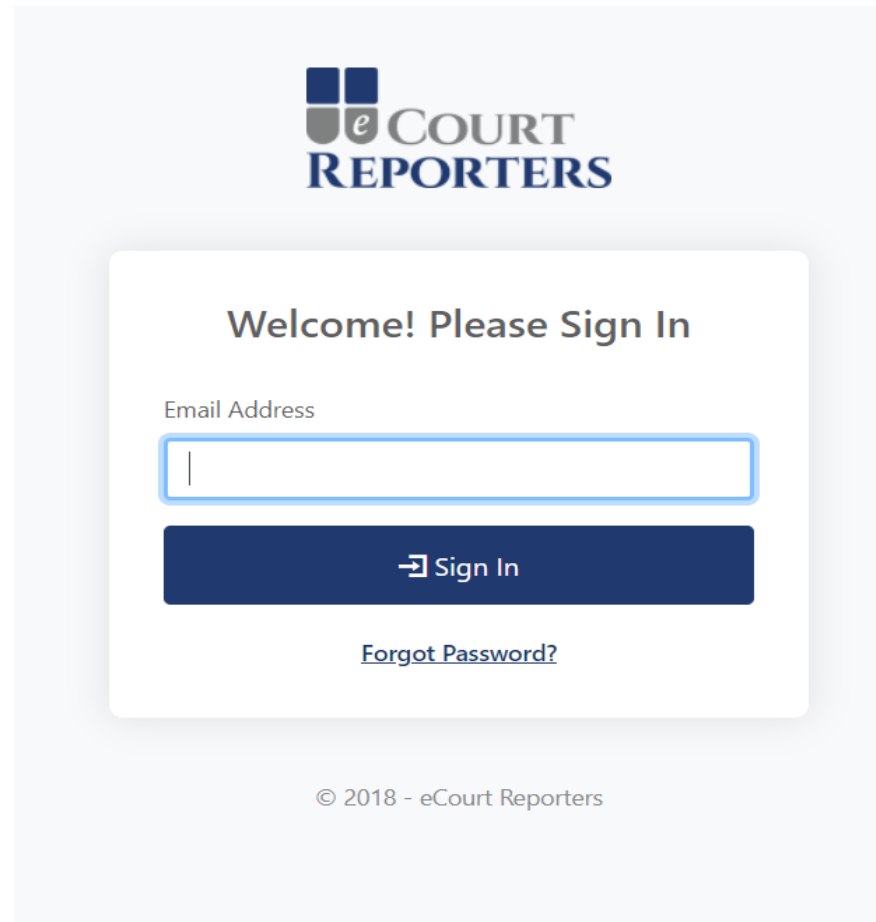
Register to Find and Book Service Providers

I am a(n)...

- Attorney or Government Entity
- Paralegal
- Court Reporting Firm/Agency

[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 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?](#)

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# Your dashboard!

## Current appointments and update information starts here.



### Dashboard for Sample Reporter3

What Would You Like To Do?

Click an item below to navigate

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

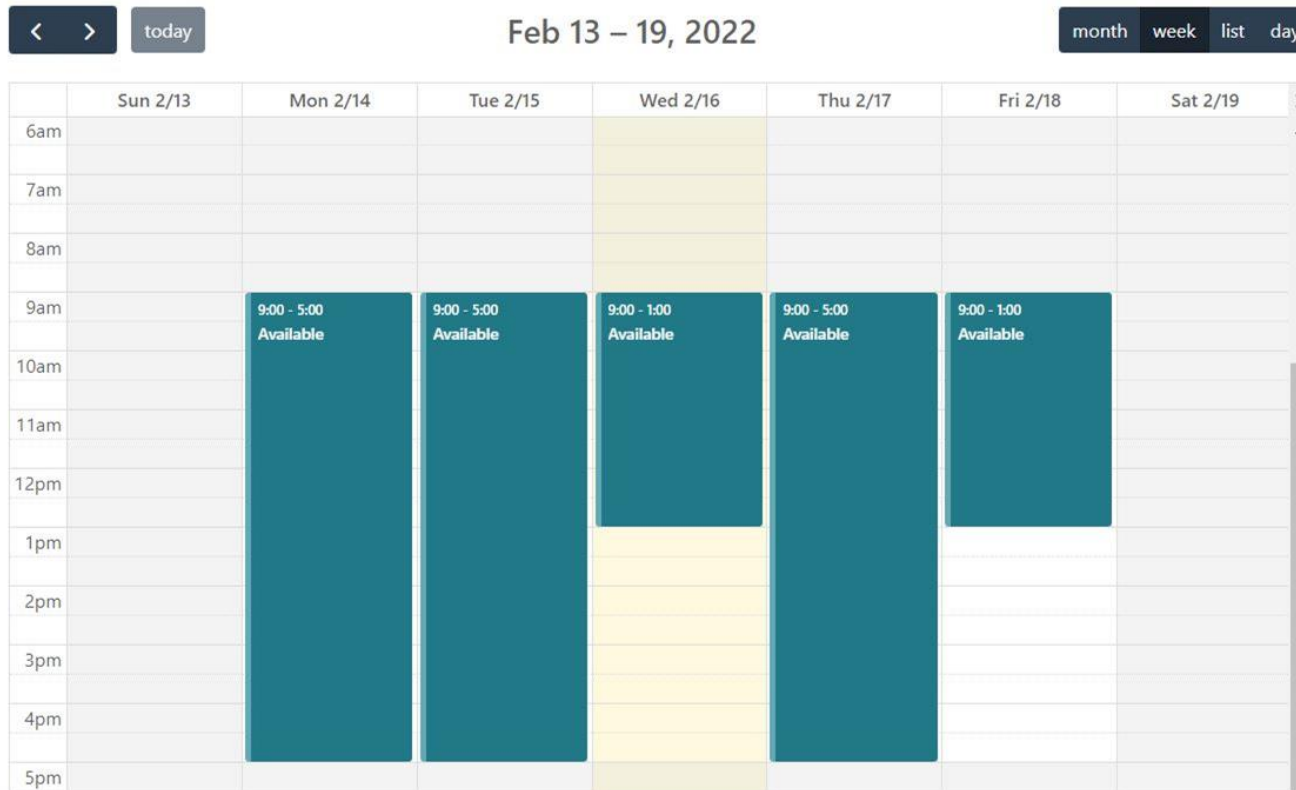
View My Appointments	You have no upcoming appointments
View or Update My Availability	You have not specified any availability
Please update your availability for at least the next seven days to ensure you can be booked for appointments.	
View or Update the Locations I Serve	You serve 11 counties
View 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.

## Availability

Your calendar requires you to specify all times that you are available! Click on any day you wish to provide services to activate your availability. Areas displayed teal in color are times you are found in searches and your services may be requested.



***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.

**Available**

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...

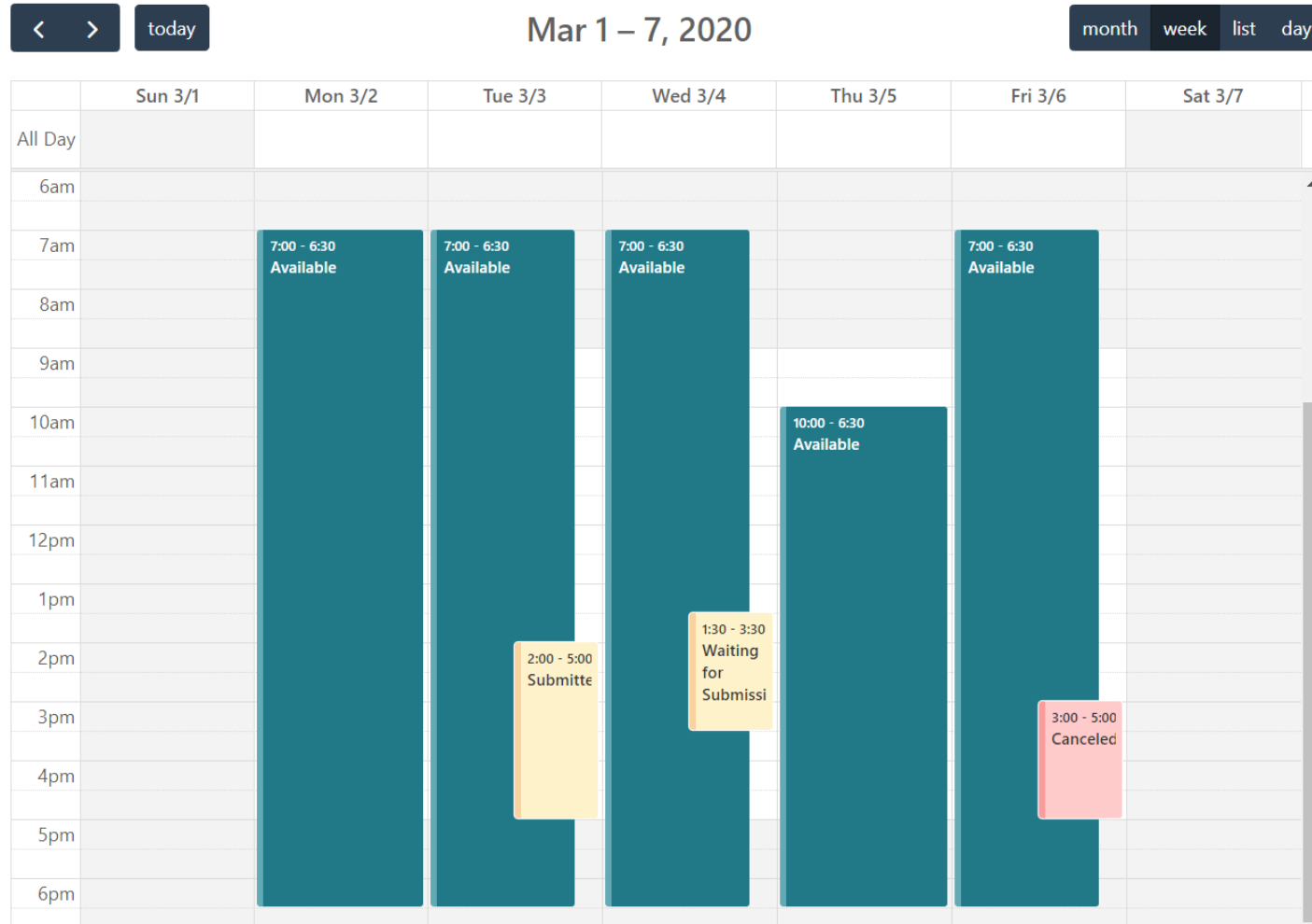
These notes are only visible to you.

Delete Availability

- Delete single occurrence
- Delete series

© 2020 - eCourt Reporters    [Read the Service Provider User Guide](#)

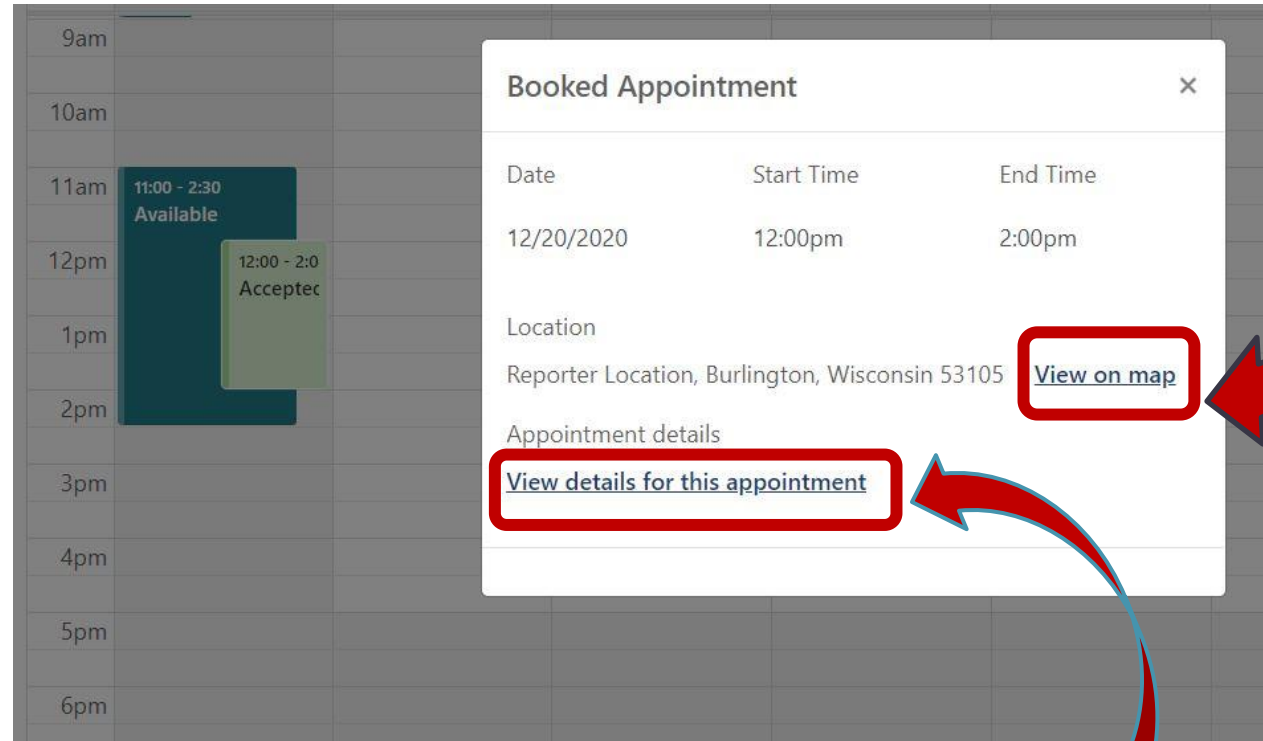
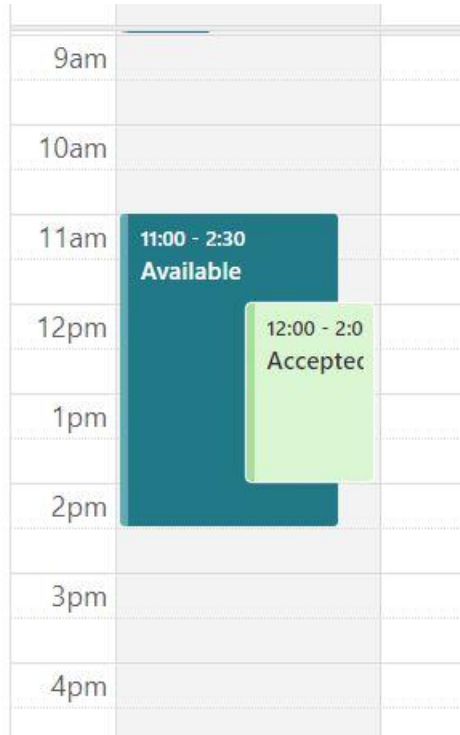
The status of your calendar will show in different colors. “Available” is shown in teal. Status of job appointments are also color coded, i.e., “Accepted,” “Submitted,” etc.



**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

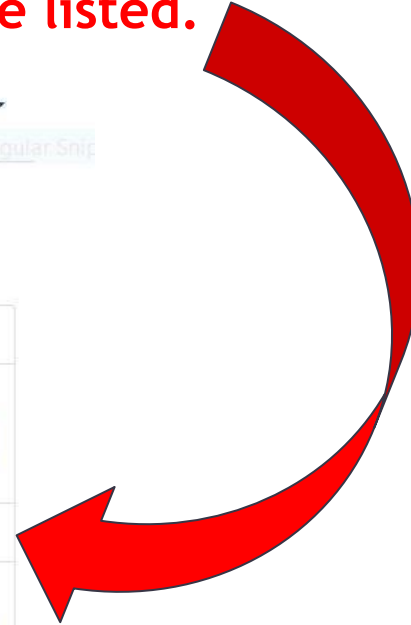
Rectangular Snip

## Dashboard for Sample Reporter3

What Would You Like To Do?

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.	



# Review information in highlighted sections. Update as necessary.

## 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.

# Update services and prices as necessary.

## 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.

**SAVE CHANGES!**

### 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

Pro Sono Services

#### Additional Charges

Amount for each item below is added to the US

<input checked="" type="checkbox"/> Medical/Expert	\$ 0.99	per page
<input checked="" type="checkbox"/> Hearings/Arbitrations	\$ 0.99	per page
<input checked="" type="checkbox"/> Videotaped	\$ 0.99	per page
<input checked="" type="checkbox"/> Interpreted	\$ 0.99	per page
<input checked="" type="checkbox"/> Audio Transcription	\$ 4.99	per page
<input checked="" type="checkbox"/> Realtime	\$ 4.99	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"/> Remote Services (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	\$ 4.99	per page
<input type="checkbox"/> Charge for Index?	\$ 0.00	per page
<input checked="" type="checkbox"/> Minimum Original Transcript Fee	\$ 399.99	fixed
<input checked="" type="checkbox"/> Copy Transcript	\$ 2.99	per page
<input checked="" type="checkbox"/> Exhibit Copy: Black & White	\$ 0.99	per page
<input checked="" type="checkbox"/> Exhibit Copy: Color	\$ 0.99	per page

#### Expedite

Expedite pricing below will be ADDED to the per page

<input checked="" type="checkbox"/> Same Day Expedite	\$ 4.99	per
<input checked="" type="checkbox"/> 1 Day Expedite	\$ 3.99	per
<input checked="" type="checkbox"/> 2 Day Expedite	\$ 2.99	per
<input checked="" type="checkbox"/> 3 Day Expedite	\$ 1.99	per
<input checked="" type="checkbox"/> 4 Day Expedite	\$ 0.99	per
<input checked="" type="checkbox"/> 5 Day Expedite	\$ 0.99	per
<input checked="" type="checkbox"/> 6 Day Expedite	\$ 0.99	per
<input checked="" type="checkbox"/> 7 Day Expedite	\$ 0.99	per
<input checked="" type="checkbox"/> 8 Day Expedite	\$ 0.99	per

#### Courthouse

<input checked="" type="checkbox"/> Courthouse Half Day	\$ 599.99	per diem
<input checked="" type="checkbox"/> Courthouse Full Day	\$ 999.99	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	\$ 0.99	per mile	
<input checked="" type="checkbox"/> Other	1 charge for actual parking	\$ 19.99	fixed

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

### Special Instructions

My average cost for parking is \$19.99. The rate charged will be my ACTUAL fee.

Save Services and Prices Cancel

Check here if you offer pro bono services for qualified pro bono cases.

Check here if you offer remote services to be found statewide.

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 “Job Actions,” click thumbs up to **accept** appointment or thumbs down to **decline** appointment. (Note: Declining jobs may affect your 5-star rating!)

Find details of assignment by clicking the icon ( 👁 ) under “Job Actions.”

Note: “Remote or In Person” for appearance.



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

Judy Sample ▾

## Appointments

Show  entries

Search:

ID	Date	From	To	Type	Name	Remote or In Person	Status	Job Actions
2256	9/12/2023	2:00 PM	3:00 PM	Court Reporter	eCourt Reporters Office	Remote	Requested	👁️ 👍 👎
2244	8/24/2023	9:00 AM	11:00 AM	Court Reporter	eCourt Reporters Office	Remote	Requested	👁️
2184	6/20/2023	10:00 AM	2:00 PM	Court Reporter	eCourt Reporters Office	Remote	Submitted	👁️
2151	5/16/2023	1:00 PM	3:00 PM	Court Reporter	eCourt Reporters Office	Remote	Submitted	👁️



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.



# Calendar Integration

You can integrate your personal calendar with your eCourt Reporters' custom calendar.

Sign into your [Dashboard](#), then to: My Profile>Manage Calendar Feeds.

The screenshot shows the eCourt Reporters user interface. At the top, there is a navigation bar with the logo and menu items: Dashboard, Appointments, Availability, Locations, My Profile, and Jg Sample. The 'My Profile' dropdown menu is open, and the 'Manage Calendar Feeds' option is highlighted with a red circle. A red arrow points from the text above to this option. Below the navigation bar, the 'External Calendar Feeds' section is visible, featuring a '+ Add a New External Calendar Feed' button, a 'Show 10 entries' dropdown, and a search box. Below this is a table with columns 'Name', 'Feed URL', and 'Actions', which is currently empty. Further down, there is a section for 'eCourt Reporters' Calendar Feed' with a 'Generate Calendar Sharing Code' button. At the bottom, there is a 'Help with Calendar Feeds' section with a 'Click here' link. A red arrow points from the text above to this link.

**External Calendar Feeds**

Add external calendars here to display in your eCourt Reporters' availability calendar. Information serve as a guide when planning your availability.

[+ Add a New External Calendar Feed](#)

Show  entries Search:

Name	Feed URL	Actions
No data available in table		

Showing 0 to 0 of 0 entries

### eCourt Reporters' Calendar Feed

Get a link to your eCourt Reporters' availabilities and appointments. This link is not shared anywhere. Only you and the people you share the link with will be able to view your events. If you wish to revoke access to your calendar feed, you can regenerate your calendar sharing code.

To import your eCourt Reporters' availability and appointments into another calendar application, click the button below to generate a calendar sharing code.

[Generate Calendar Sharing Code](#)

### Help with Calendar Feeds

[Click here](#)

**Click here for instructions on how to integrate your personal calendar.**

## Calendar Feed Help

Below is a list of instructions on how to import and export events in a format compatible with eCourt Reporters for major calendar applications. Sections titled "import" will show you how to get the events from an outside application into eCourt Reporters. Sections titled "export" will show you how to get your eCourt Reporters' calendar into the outside application.

### Google Calendar

#### Export eCourt Reporters' Calendar into Google Calendar

1. Copy your calendar sharing link from the eCourt Reporters' Calendar Management page.
2. On the Google Calendar page, select the plus icon next to "Other calendars" on the left side of the screen.
3. In the dropdown, select "From URL."
4. Paste the URL that you copied from eCourt Reporters in the text field, then select "Add calendar."

#### Import Google Calendar into eCourt Reporters' Calendar

1. On the Google Calendar page, click the gear icon at the top of the screen, then select "Settings."
2. Select the calendar you want to import on the left side of the screen under "Settings for my calendars."
3. Click "Integrate calendar."
4. Look for a section labeled either "Public address in iCal format" or "Secret address in iCal format" and copy the URL in this section.
5. Go to the eCourt Reporters' Calendar Management page and add a new external calendar feed using the URL you copied as the Feed URL.

### Outlook Calendar

You will have to perform these actions from the [Outlook web app](#) as they are not available on the desktop client.

#### Export eCourt Reporters' Calendar into Outlook Calendar

1. Copy your calendar sharing link from the eCourt Reporters' Calendar Management page.
2. Sign in to Outlook.com.
3. At the bottom of the page, select the calendar icon.
4. In the navigation pane, select "Add calendar."
5. Select "Subscribe from web."
6. Paste the URL that you copied from eCourt Reporters in the text field, then select "import."



# Calendar Feed Help (continued)

## Import Outlook calendar into eCourt Reporters' Calendar

1. On the outlook page, select the gear icon at the top of the page.
2. In the "Search Outlook settings" box, search for "Publish a calendar."
3. Using the dropdowns, select a calendar to share and choose what information will be shared.
4. Select "Publish," then select the link labeled "ICS" and then Copy link.
5. Go to the eCourt Reporters' Calendar Management page and add a new external calendar feed using the URL you copied as the Feed URL.

## iCloud Calendar

### Export eCourt Reporters' Calendar into iCloud Calendar

1. Copy your calendar sharing link from the eCourt Reporters' Calendar Management page.
2. Open the Calendar app on your Mac.
3. Select File > New Calendar Subscription.
4. Paste the URL that you copied from eCourt Reporters in the text field, then select "Subscribe."

### Import iCloud calendar into eCourt Reporters' Calendar

1. Sign in to [iCloud](#) in a web browser.
2. Select Calendar.
3. Select the Calendar sharing icon to the right of the calendar name in the sidebar, then select Public Calendar.
4. Select the "Copy Link" option.
5. Go to the eCourt Reporters' Calendar Management page and add a new external calendar feed using the URL you copied as the Feed URL.

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 your full name* (exactly as spelled on your profile listing including any hyphens, apostrophes, etc.) 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. Be sure to select “Remote Services (Zoom, etc.)” if you offer this service to be found statewide.
6. 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.
7. Add “no-reply@ecourtreporters.com” to your safe list to ensure you receive all updates on job requests.



[www.ecourtreporters.com](http://www.ecourtreporters.com)

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

[office@ecourtreporters.com](mailto:office@ecourtreporters.com)

262-210-3915

P.O. Box 250, Burlington, WI 53105