



Marketplace

User Guide

for Court Reporters and Legal Videographers

Add all locations where you qualify to be booked in those cities/towns/states. (Slide 5)

IMPORTANT: 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](#)



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.



WELCOME! PLEASE SIGN IN

Email Address


 Sign In

[Forgot Password?](#)

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This is your dashboard!

Marketplace jobs, current appointments, and all updated information is listed here.










[Dashboard](#) [Appointments](#) [Marketplace](#) [Calendar](#) [Locations](#) [My Profile](#) [Sample Stenographer](#)

Dashboard for Sample Stenographer

What Would You Like To Do?

Click an item below to navigate

 View My Appointments	You have no upcoming appointments
 View Marketplace Jobs that Match My Profile	
 View or Update the Locations I Serve	You serve 4 counties
 View or Update My Contact Information	Last Updated 6/9/2025 10:11 AM
 View or Update My Experience and References	Last Updated 6/9/2025 10:12 AM
 View or Update My Certifications and Proof	Last Updated 6/9/2025 10:13 AM
 View or Update My Services and Prices	Last Updated 6/9/2025 10:14 AM

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[Read the Service Provider User Guide](#)

Crucial information needed! Update the locations where you accept assignments.
You are only found in searches in locations where you are listed.
(Any one city/town in any state opens your profile up statewide for remote.)

Dashboard for Sample Stenographer

What Would You Like To Do?

Click an item below to navigate

- | | |
|--|-----------------------------------|
|  View My Appointments | You have no upcoming appointments |
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|  View or Update My Certifications and Proof | Last Updated 6/9/2025 10:13 AM |
|  View or Update My Services and Prices | Last Updated 6/9/2025 10:14 AM |

View Marketplace jobs that match your profile.

Dashboard for Sample Stenographer

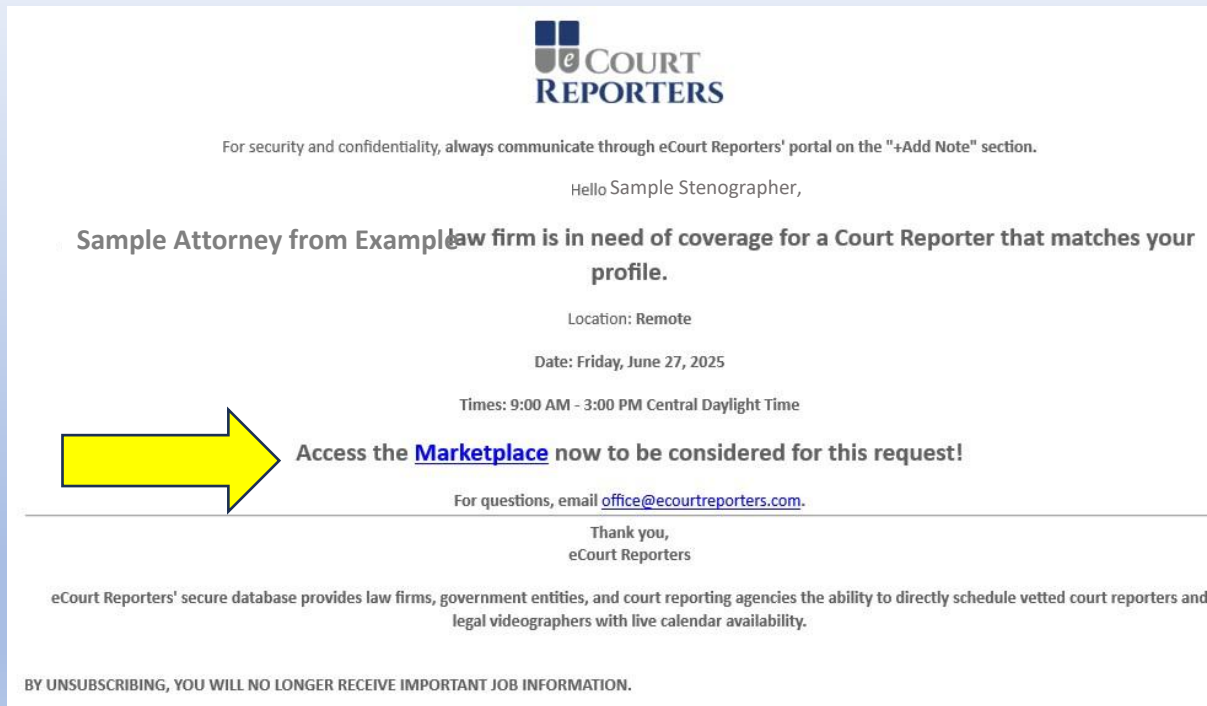
What Would You Like To Do?

Click an item below to navigate

-  [View My Appointments](#) You have no upcoming appointments
-  [View Marketplace Jobs that Match My Profile](#)
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-  [View or Update My Services and Prices](#) Last Updated 6/9/2025 10:14 AM

When your profile matches a scheduler's search, you will receive an email notification as shown below.

Click on "Marketplace" to view the job on your Dashboard/Marketplace.



The screenshot shows an email notification from eCourt Reporters. At the top is the eCourt Reporters logo. Below it is a security notice: "For security and confidentiality, always communicate through eCourt Reporters' portal on the '+Add Note' section." The main body of the email starts with "Hello Sample Stenographer," followed by a bolded message: "Sample Attorney from Example Law firm is in need of coverage for a Court Reporter that matches your profile." Below this, it specifies "Location: Remote" and "Date: Friday, June 27, 2025". The time range is "Times: 9:00 AM - 3:00 PM Central Daylight Time". A large yellow arrow points to the text "Access the [Marketplace](#) now to be considered for this request!". Below this is a footer section with "For questions, email office@ecourtreporters.com." and "Thank you, eCourt Reporters". At the bottom, a disclaimer states: "eCourt Reporters' secure database provides law firms, government entities, and court reporting agencies the ability to directly schedule vetted court reporters and legal videographers with live calendar availability." and "BY UNSUBSCRIBING, YOU WILL NO LONGER RECEIVE IMPORTANT JOB INFORMATION."

eCOURT REPORTERS

For security and confidentiality, always communicate through eCourt Reporters' portal on the "+Add Note" section.


Hello Sample Stenographer,

Sample Attorney from Example Law firm is in need of coverage for a Court Reporter that matches your profile.

Location: Remote

Date: Friday, June 27, 2025

Times: 9:00 AM - 3:00 PM Central Daylight Time

 Access the [Marketplace](#) now to be considered for this request!


For questions, email office@ecourtreporters.com.

Thank you,
eCourt Reporters

eCourt Reporters' secure database provides law firms, government entities, and court reporting agencies the ability to directly schedule vetted court reporters and legal videographers with live calendar availability.

BY UNSUBSCRIBING, YOU WILL NO LONGER RECEIVE IMPORTANT JOB INFORMATION.

Click on “View Details” to see the job information for the job you may apply for.
After you have applied for the assignment, the job moves to the section “Appointments Applied For.”



[Dashboard](#) [Appointments](#) [Marketplace](#) [Calendar](#) [Locations](#) [My Profile](#) [Sample Stenographer](#)

Marketplace

Available Appointments

Click on “View Details” and apply if you are available and would like to be considered for the appointment.

Show entries Search:

Scheduler	Date	From	To	Remote or In Person	Actions
Sample Attorney	7/1/2025	8:00 AM	11:00 AM	Remote	View Details
Sample Attorney	6/27/2025	9:00 AM	3:00 PM	Remote	View Details
Sample Attorney	6/10/2025	9:00 AM	4:00 PM	Remote	View Details

Showing 1 to 3 of 3 entries Previous **1** Next

Appointments Applied For

Schedulers have been advised of your availability of the assignments listed below. You will be notified if selected.


Show entries Search:

Scheduler	Date	From	To	Remote or In Person	Actions
You have not applied to any recent searches.					

Showing 0 to 0 of 0 entries Previous Next

When you click on the “View Details,” the job details are displayed.

To apply for this job, click on “Apply for This Job.”



[Dashboard](#) [Appointments](#) [Marketplace](#) [Calendar](#) [Locations](#) [My Profile](#) [Sample Stenographer](#)

Sample Attorney is looking for a court reporter.

Review details carefully. Click "Apply for This Job" if you are available to cover this assignment.

Appointment

Sample Attorney (Example Law Firm)

Friday, June 27, 2025
9:00 AM to 3:00 PM

Location

Remote
123 Main Street
Burlington, WI 53105

Scheduler Notes

This will be remote for the court reporter. The witness and the attorney will be in-person.


Appointment Files (Transcripts, Exhibits, Media, etc.)

Below is a list of the files the customer uploaded for this appointment. Click to open.

File	Action
white columns.jpg	

Requested Services

- Remote Services (Zoom, etc.)
- Cancellation Fee (within 24 hours)

[Apply for This Job](#)

After you have applied for the job, you will see a note highlighted in green.

A notification is sent to the scheduler of your availability. You will receive an email notification if you are chosen.

Sample Attorney is looking for a court reporter.

Sample Attorney (Example Law Firm)

Attorney Judy Gerulat (Gerulat law firm)

Friday, June 27, 2025

9:00 AM to 3:00 PM

Location

Remote

123 Main Street

Burlington, WI 53105

Scheduler Notes

This will be remote for the court reporter. The witness and the attorney will be in-person.

Appointment Files (Transcripts, Exhibits, Media, etc.)

Below is a list of the files the customer uploaded for this appointment. Click to open.

File	Action
white columns.jpg	

Requested Services

- Remote Services (Zoom, etc.)
- Cancellation Fee (within 24 hours)

You have applied to this appointment. You will receive a notification if you are chosen by the scheduler.



If the scheduler chooses your profile, you will receive an email notification that you were selected for the job.

If another service provider is chosen, you will be notified that your profile was not selected.



Click on
“appointment page”
to view the job.



For security and confidentiality, **always communicate through eCourt Reporters' portal on the "+Add Note"**

Hello Sample Stenographer,

Sample Attorney from Example Law Firm has selected you for the assignment below.

Location: **Remote**
Date: **Friday, June 27, 2025**
Times: **9:00 AM - 3:00 PM Central Daylight Time**

Please visit your [appointment page](#) for more job information.

Thank you,
eCourt Reporters

eCourt Reporters is the only platform of its kind to provide law firms, government entities, and court reporting agencies the ability to directly schedule certified, vetted court reporters and legal videographers with live search capabilities across the U.S.

BY UNSUBSCRIBING, YOU WILL NO LONGER RECEIVE IMPORTANT JOB INFORMATION.
[click here](#) if you would still like to unsubscribe and stop receiving these emails.

Dashboard for Sample Stenographer

What Would You Like To Do?

Click an item below to navigate

- [View My Appointments](#) You have 1 upcoming appointment
👍 You have 1 upcoming booked appointment.
- [View Marketplace Jobs that Match My Profile](#)
- [View or Update the Locations I Serve](#) You serve 4 counties
- [View or Update My Contact Information](#) Last Updated 6/9/2025 10:11 AM
- [View or Update My Experience and References](#) Last Updated 6/9/2025 10:12 AM
- [View or Update My Certifications and Proof](#) Last Updated 6/9/2025 10:13 AM
- [View or Update My Services and Prices](#) Last Updated 6/9/2025 10:14 AM

Click “View My Appointments” on your Dashboard.

Click the “eye” icon to see job details.




Booked assignments are listed under your “Appointments” tab.


**COURT
REPORTERS**

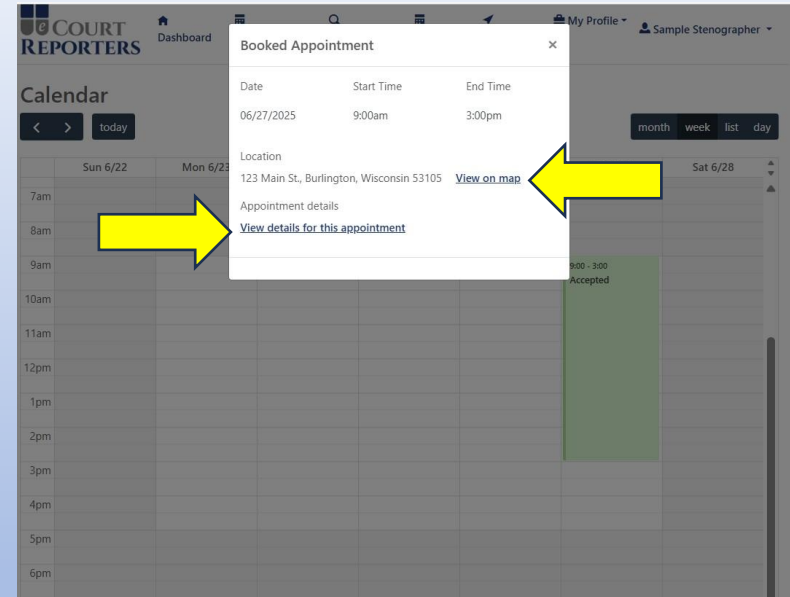
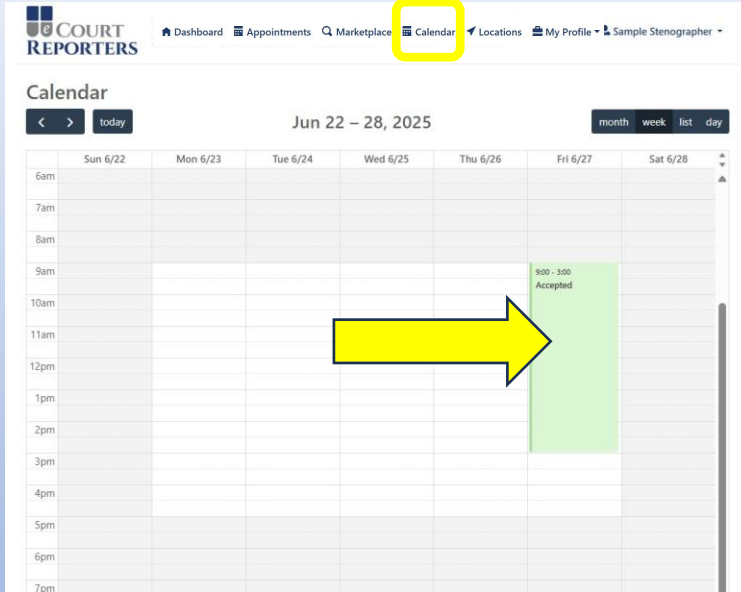
[Dashboard](#) [Appointments](#) [Marketplace](#) [Calendar](#) [Locations](#) [My Profile](#) [Sample Stenographer](#)

Appointments

Show entries Search:

ID	Date	From	To	Type	Name	Remote or In Person	Status	Actions
91	6/27/2025	9:00 AM	3:00 PM	Court Reporter	Attorney Judy Gerulat	Remote	Accepted	 
47	6/14/2024	10:00 AM	12:00 PM	Court Reporter	Attorney Judy Gerulat	In Person	Submitted	
38	4/16/2021	10:00 AM	2:00 PM	Court Reporter	Attorney Judy Gerulat	In Person	Submitted	

Click on the “Calendar” tab to see the current status of your jobs.
Click on the highlighted appointment area, and a modal will pop up.
Click “View on map” or “View details for the Appointment.”



Review highlighted areas of your dashboard and update all information as necessary.

The screenshot shows the 'Dashboard for Sample Stenographer' with a navigation bar at the top containing links for Dashboard, Appointments, Marketplace, Calendar, Locations, My Profile, and Sample Stenographer. The main content area is titled 'What Would You Like To Do?' and includes a list of actions. Three yellow arrows point to the following sections:

- View My Appointments**: This section shows two status bars: a yellow one indicating 'You have 12 appointments waiting for you to submit the job sheet!' and a green one indicating 'You have 9 upcoming booked appointments.'
- View or Update My Experience and References**: This section includes a yellow warning bar stating 'Your experience/reference information hasn't been updated in a while. Please review it now.'
- View or Update My Certifications and Proof**: This section includes a yellow warning bar stating 'Your certification information hasn't been updated in a while. Please review it now.'

Other visible sections include 'View Marketplace', 'View or Update the Locations I Serve' (You serve 2 counties), and 'View or Update My Services and Prices' (Last Updated 6/7/2025 3:03 PM).

Update services and prices as necessary.

Keep your rates current as they are locked in each time you are booked.

SAVE CHANGES HERE OR AT
BOTTOM OF PAGE!

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

Check here to be
found statewide for
remote services.

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

- ☒ Initial Appearance Fee: \$ 100.00 Hourly
- ☒ Hourly Rate: \$ 100.00 Hourly
- ☐ Take Down/No Write: \$ 0.00 Hourly
- ☐ Wait Time: \$ 0.00 Hourly
- ☐ After Hours/Weekend: \$ 0.00 Hourly
- ☐ Cancellation Fee (within 24 hours): \$ 0.00 Hourly
- ☒ Pro Bono Services

Additional Charges

Amount for each item below is added to the GDS charge

- ☒ Medical/Expert: \$ 100.00 per page
- ☐ Hearing/Arbitrations: \$ 0.00 per page
- ☐ Videotaped: \$ 0.00 per page
- ☐ Interpreted: \$ 0.00 per page
- ☐ Audio Transcription: \$ 0.00 per page
- ☐ Realtime: \$ 0.00 per page
- ☐ CART: \$ 0.00 Hourly
- ☐ Broadcast Caption: \$ 0.00 Hourly
- ☐ Rough Draft: \$ 0.00 per page
- ☐ EText: \$ 0.00 Hourly
- ☐ ASCII/txt: \$ 0.00 Hourly

Conferencing

- ☐ Provide Conference Room: \$ 0.00 Hourly
- ☒ Remote Services (Zoom, etc.): \$ 99.95 Hourly

Additional Devices

- ☒ Additional Laptop: \$ 99.95 per device
- ☐ Additional Tablet (iPad, Android): \$ 0.00 per device

Transcript

- ☒ Original Transcript and 1 Copy: \$ 150.00 per page
- ☐ Charge for Index?: \$ 0.00 per page
- ☐ Minimum Original Transcript Fee: \$ 0.00 Hourly
- ☐ Copy Transcript: \$ 0.00 per page
- ☐ Exhibit Copy: Black & White: \$ 0.00 per page
- ☐ Exhibit Copy: Color: \$ 0.00 per page

Expedite

Expedite pricing below will be ADDED to the per page price

- ☒ Same Day: \$ 100.00 Hourly
- ☐ 1 Day: \$ 90.00 Hourly
- ☐ 2 Day: \$ 80.00 Hourly
- ☐ 3 Day: \$ 70.00 Hourly
- ☐ 4 Day: \$ 60.00 Hourly
- ☐ 5 Day: \$ 50.00 Hourly
- ☐ 6 Day: \$ 0.00 Hourly
- ☐ 7 Day: \$ 0.00 Hourly
- ☐ 8 Day: \$ 0.00 Hourly

Courthouse

- ☐ Courthouse Half Day: \$ 0.00 per day
- ☐ Courthouse Full Day: \$ 0.00 per day
- ☐ Courthouse Hourly: \$ 0.00 Hourly

Miscellaneous

- ☐ Notary Public: \$ 0.00 per signature
- ☐ Delivery and Handling/Postage: \$ 0.00 Hourly
- ☐ Mileage: \$ 0.00 per mile
- ☒ Other: \$ 10.00 Hourly

If needed, further describe charges in "Special Instructions" below.

Special Instructions

Please enter any additional information not listed above that pertains to your specific profile pricing.

Note: These are SAMPLE rates only.

Notes entered in "Special Instructions"
are seen by the scheduler!

If there is something specific about your
services, enter the information here.

Do not list that your prices are
negotiable in your "Special
Instructions." (Your rates are agreed
upon at booking.)

Appointment Details - Accepted

Appointment ID: 862

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

Notes/Special Requests

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 a green checkmark.

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 the assignment at “+Add Note.”

All notes added are instantly communicated to the scheduler via an email notification.

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

Note: All communication is to be completed within the portal for transparency.

Add eCourt Reporters' Progressive Web App to your smartphone 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 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

Respond promptly to email notifications of job searches matching your profile to ensure your best chances of being booked.

Frequently review your Marketplace for available appointments.

Review and update rates and certifications as needed.

Select “**Remote Services (Zoom, etc.)**” to be found statewide for remote assignments.

Transparency is key! Always communicate with the attorney/scheduler in the “+Add Note” section.

Do not list that your prices are negotiable in your “Special Instructions.”

Keep your rates current as they are locked in each time you are booked.

Add “**no-reply@ecourtreporters.com**” to your safe list to ensure receipt of updates on job requests.



www.ecourtreporters.com

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

office@ecourtreporters.com

262-210-3915

P.O. Box 250, Burlington, WI 53105