



Marketplace

User Guide

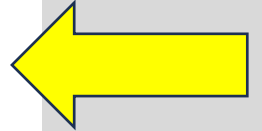
for Booking a Court Reporter or Legal Videographer

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 account. 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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To start booking, click on “Find a Service Provider.”



[Appointments](#) [Searches](#) [My Profile](#) [\\$Pay an Invoice](#)



[Sample Attorney](#)

Appointments

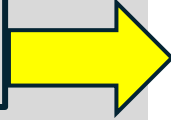


Show entries

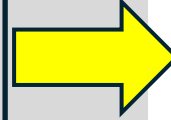
Job Actions

ID	Date	From	To	Type	Service Provider	Name	Remote or In Person	Status	Job Actions
91	6/27/2025	9:00 AM	3:00 PM	Court Reporter	Sample Stenographer	Sample Attorney	Remote	Accepted	 

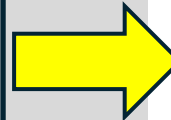
**Select:
Service Type
State
City
Date and Time**



**Add:
Notes
--
Upload:
Notice of Legal
Proceeding**



**Select any
additional
services needed.**



eCOURT REPORTERS Appointments Searches My Profile \$Pay an Invoice Sample Attorney

Find Service Providers and Book Appointments

Service Type: Court Reporter (selected) State: Wisconsin - WI City: Burlington

Remote Services or In Person: Remote Services (selected)

Address 2: Apt, suite, floor Zip Code: Location: Remote

Date: 06/11/2025 Start Time: End Time: Central Daylight Time

Notes: Enter all communication regarding this assignment here.

Upload Documents: Upload Files Drop files here

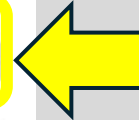
Additional Services Required: Please check the box next to any additional service you require. Only court reporters who provide all of the selected services will be displayed.

<input type="checkbox"/> Medical/Expert	<input type="checkbox"/> Hearing/Arbitration	<input type="checkbox"/> Realtime
<input type="checkbox"/> Rough Draft	<input type="checkbox"/> Expedite (Same Day)	<input type="checkbox"/> Expedite (Next Day)
<input type="checkbox"/> Expedite (2-8 Days)	<input type="checkbox"/> Videotaped	<input type="checkbox"/> Interpreted
<input type="checkbox"/> Web Conference (WebEx/Zoom)	<input type="checkbox"/> Professional Video Conference	<input type="checkbox"/> Meeting/Conference Room
<input type="checkbox"/> Courthouse	<input type="checkbox"/> Notary Public	<input type="checkbox"/> Audio Transcription/CD
<input type="checkbox"/> CART/Broadcast Caption		

Find

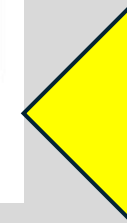
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**Select:
“Remote Services”
for virtual
proceedings**




**--
Click the dropdown
arrow to request
“In-Person Services”**

Click “Find”



After you click “Find,” an email notification goes out to all service providers matching your job details.
(See Slide 7 for sample email)

The available service providers will apply for your legal proceeding.
You will be notified via email as each provider responds or refresh your screen to update responses.



AppointmentsSearchesMy Profile\$Pay an Invoice

Sample Attorney

Appointment Searches Listed Below

Service providers that match your criteria have been notified.
You will receive notifications as service providers apply for your request. Click "View Details" to select and continue booking process.

Show 10 entries

Search:

Date	From	To	Remote or In Person	Role	Applicants	Actions
7/1/2025	8:00 AM	11:00 AM	Remote	Court Reporter	3	View Details
6/6/2025	1:00 PM	2:00 PM	Remote	Videographer	2	View Details
6/11/2025	8:00 AM	5:00 PM	Remote	Court Reporter	2	View Details

Click on “View Details” to see applicant profiles to select from.

Note: Each time a court reporter or videographer applies for your job, you will receive an email notifying you that a service provider has applied for the job.



**A Court Reporter has responded as available to
your appointment request.**

Service Provider: **Sample Stenographer**

Location: **Remote**

Date: **Wednesday, June 11, 2025**

Times: **8:00 AM - 5:00 PM** Central Daylight Time

**Please visit the [appointment search page](#) to view the Court
Reporter profile.**

Thank you,
eCourt Reporters

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

[click here](#) if you would still like to unsubscribe and stop receiving these emails.

After you click on “View Details,” all applicants who have applied are listed.

COURT REPORTERS | Appointments | Searches | My Profile | Pay an Invoice | Sample Attorney

View Applicants' Profiles Below. Select a Court Reporter and Click "Next" to Complete the Booking Process.

Appointment
Sample Attorney (Example Law Office)
Wednesday, June 11, 2025
8:00 AM to 5:00 PM

Location
Remote
123 Main St.
Burlington, WI 53105

Your Request Notes
We do expect this job to go all day.

Appointment Files (Transcripts, Exhibits, Media, etc.)
Below is a list of the files the customer uploaded for this appointment. Click to open.

File	Action
title.jpg	

Requested Services

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

Applicants

Show 10 entries | Search: All fields

Rating	Experience	Certifications	Services and Prices	Actions
Not Yet Rated	50 years	RPR: Registered Professional Reporter Test CR	Initial Appearance Fee: \$199.99 Fixed Hourly Rate: \$199.99 PerHour Pro Bono Services: \$0.00 0 + more	Next
Not Yet Rated	39 years	CSR: Certified Shorthand Reporter	Initial Appearance Fee: \$8.88 Fixed Hourly Rate: \$8.88 PerHour Original Transcript and 1 Copy: \$8.88 PerPage + more	Next

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Compare Ratings,
Years of Experience,
Certifications, and Rates

Click “+more” to see
additional rates.

See all applicants
here.

Click “Next”
when you have
chosen your
service provider.

After you click on “Next” for the service provider you have chosen, this screen will pop up.

Fill in the remaining information and then “Request Appointment.”

An automatic email to the service provider is sent confirming the appointment.

The screenshot shows the 'Appointment Request' form on the eCOURT REPORTERS website. The header includes the logo and navigation links: Appointments, Searches, My Profile, Pay an Invoice, and a user profile dropdown for 'Sample Attorney'. The main heading is 'Appointment Request' with a 'Return to Search Results' button. A blue banner states: 'You are requesting an appointment with a Court Reporter on **Wednesday, June 11, 2025 from 08:00 AM to 05:00 PM America/Chicago.**'

The 'Location Information' section includes a sub-header and instruction: 'Please provide appointment location information to proceed with booking'. It features a 'Location' dropdown menu currently set to 'Remote'. Below this are input fields for 'Address' (containing '1234 Main St'), 'Address 2' (containing 'Apt, suite, floor'), 'State' (a dropdown menu set to 'Wisconsin'), 'City' (a dropdown menu set to 'Burlington'), and 'Zip Code'.

The 'Notes' section has a text area with the placeholder text: 'Enter all communication regarding this assignment here.' Below the notes is an 'Upload Documents' section with an 'Upload Files' button and a large dashed box containing the text 'Drop files here'. A note below the box says: 'Upload or drag and drop files here, including the notice of deposition and any other relevant documentation'.

At the bottom of the form is a dark blue button labeled 'Request Appointment'.

REQUEST APPOINTMENT!

After you click on “Request Appointment,” this screen will pop up indicating your appointment was successfully booked.



Appointments

Searches

My Profile

Pay an Invoice

Sample Attorney

Appointments

Your request for a Court Reporter was successfully booked and is highlighted below.

Sample Court Reporter has been notified. Click  under "Job Actions" to communicate with the Service Provider

Find a Service Provider


Show 10 entries

Search:

ID	Date	From	To	Type	Service Provider	Name	Remote or In Person	Status	Job Actions
92	6/11/2025	8:00 AM	5:00 PM	Court Reporter	Sample Court Reporter	Sample Attorney	Remote	Accepted	 
91	6/27/2025	9:00 AM	3:00 PM	Court Reporter	Sample Stenographer	Sample Attorney	Remote	Accepted	 

Appointments





Your request for a Court Reporter was successfully booked and is highlighted below. ×

Sample Court Reporter has been notified. Click  under "Job Actions" to communicate with the Service Provider

 Find a Service Provider

Show entries

Search:

ID	Date	From	To	Type	Service Provider	Name	Remote or In Person	Status	Job Actions
92	6/11/2025	8:00 AM	5:00 PM	Court Reporter	Sample Court Reporter	Sample Attorney	Remote	Accepted	 
91	6/27/2025	9:00 AM	3:00 PM	Court Reporter	Sample Stenographer	Sample Attorney	Remote	Accepted	 

For job detail information or to communicate with the service provider, click on the job "eye" icon

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

**View Appointment Details
at any time.**

COURT REPORTERS Appointments Searches My Profile \$Pay an Invoice Sample Attorney

Appointment Details - Accepted

Appointment ID: 91

Your appointment request has been accepted!

[Cancel Appointment](#)

Appointment [Edit](#)

Sample Stenographer (Court Reporter)
Friday, June 27, 2025
9:00 AM to 3:00 PM
(Central Daylight Time)

Location [Edit](#)

Remote

Enter all communication regarding this assignment here. [+ Add Note](#)

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

Services and Prices

Below is a list of the services Sample Stenographer provides, with pricing. Required services are **highlighted**, and services you requested for this appointment are indicated with **✓**.

Initial Appearance Fee	\$199.99	fixed
Hourly Rate	\$199.99	hourly
Original Transcript and 1 Copy	\$110.99	per page
Same Day	100.00	percent
1 Day	90.00	percent
2 Day	80.00	percent
3 Day	70.00	percent
4 Day	60.00	percent
5 Day	50.00	percent
Medical/Expert	\$10.00	per page
Remote Services (Zoom, etc.)	\$99.99	fixed
Additional Laptop	\$99.99	per device
Other - Test for admin notif. when CR makes a change	\$10.00	fixed
Pro Bono Services	\$0.00	

Files

[Upload Files](#)

Drop

[Save Files](#)

Below is a list of the files you

[white_columns.jpg](#)

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Add Notes

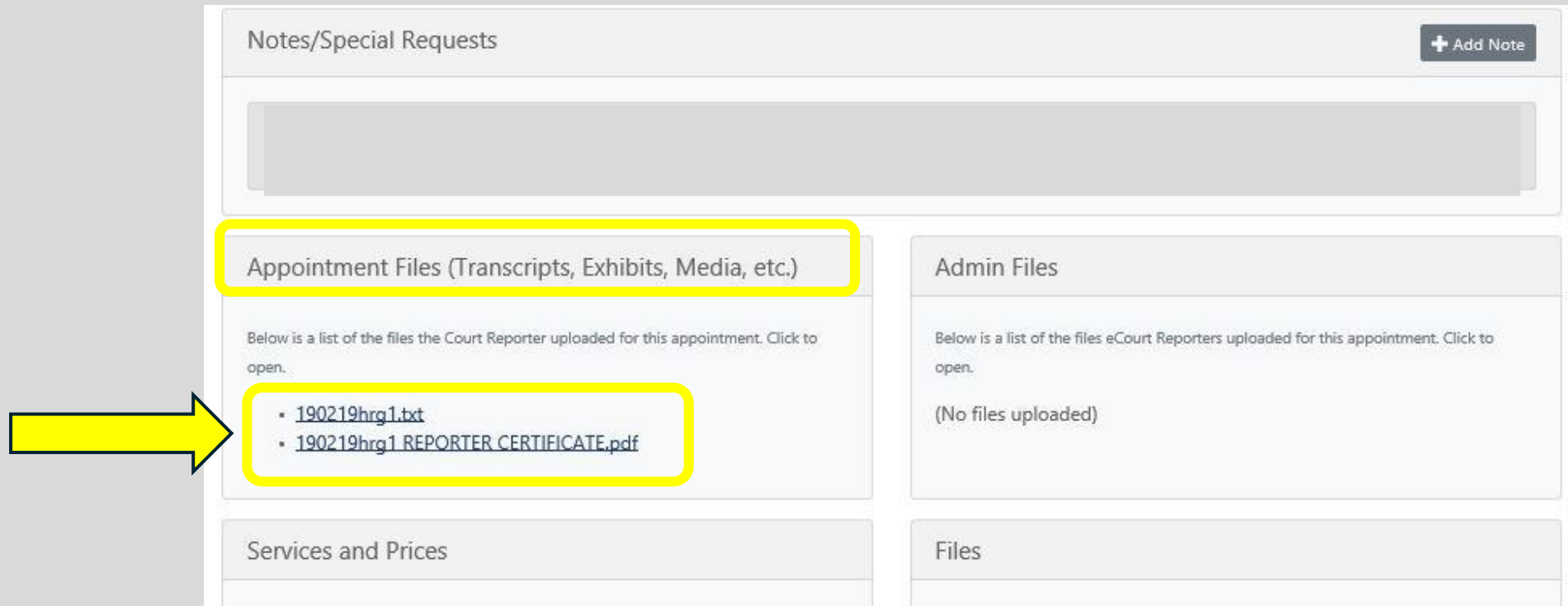
**Communicate all
information
regarding the
assignment in
“+Add Note.”**

Upload Files

Click “Save Files”

**To add documents,
click “Upload Files” and
“Save Files.”**

**You can add a Zoom link, etc., in the “+Add Note” field.
Notify the service provider of job confirmation 24 hours in advance of the appointment.**



You will receive an email notification when the transcript files are uploaded in the appointment detail page.

***An invoice will follow.
All invoices are due in 30 days from receipt.***



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

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