REPORTER WEBSITE GUIDELINES FOR HG LITIGATION

HG Litigation has a website for reporters to view jobs, turn in jobs and view pay statements.
www.hglitigation.com

All new reporters will need a username and password to sign onto their web-pages. Usernames and passwords will be assigned by your Reporter Manager. **Please request this upon being scheduled to cover a deposition, if you haven't been assigned one.

Reporter Managers:

Joanne Garza: *Texas and Mississippi*
Work: 214-459-8633
Cell: 214-232-1094
Email: jgarza@hglitigation.com

Hope Song: *All Eastern and Central Time Zone States (Except TX, MS, and LA)*
Work: 214-443-2327
Cell: 214-288-0360
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Kathryn Cantu: *All Mountain and Pacific Time Zone States, Louisiana and International*
Work: 214-459-8622
Cell: 214-406-7744
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Once you pull up the website (www.hglitigation.com), you can log-in to your personal website by clicking on // **REPORTER LOG-IN** // **in** the upper right corner of the screen or by clicking on the Reporter Resource Tab. Under the Reporter Resource Tab you will find other valuable information, so please take time to review the Reporter Resource Tab when you have a moment.

After you have logged into the website, you will be directed to **My Web > News.** Please take the time to review the information on this page, as it will include recent updates and news.

CALENDAR VIEWING:

Above the **My Web > News** you will see three tabs. Click on the Calendar Tab. This is your personal calendar. Listed are jobs you have taken and jobs assigned to you in the weeks to follow. Please familiarize yourself with the information on this page.

a. To view a job and its repository, click on the job. This should be shown in Blue.
b. You will be able to view your worksheet by clicking the tab in the upper right hand corner View Worksheet.
c. Scroll down and you will be able to review parties for the case and Repository files for this case.

If you have any questions do not hesitate to contact your Reporter Manager.

TURNING IN JOBS:

Listed below are step by step instructions for uploading your Ascii file and all other information to get your job produced and billed:

Step 1 of 7: Edit job

1.) Indicate if the job is a rush by selecting the correct information in the drop down box.
2.) In the notes section please list:
    a. All parties' e-mail addresses for those requesting an electronic transcript.
    b. If there were no exhibits – state NO EXHIBITS.
    c. Any special instructions that pertain to this job.
    d. Then click **NEXT!**

Step 2 of 7: Add witnesses

1.) Select **NEW!**
    a. Please make sure this is the correct witness.
    b. Enter the correct page count, then tab over, so the starting and ending pages will populate. For continuations, you need to enter the correct page count, then must physically enter the correct starting and ending page numbers. Also, fill in the correct volume number for the continuation.
    c. Exhibit Marked- Enter the last Exhibit marked. This is crucial for jobs where the exhibits are being marked consecutively from volume to volume.
    d. Enter <u>ACTUAL</u> Start Time and End Time, as this may differ from your job sheet.
    e. Send Original To: This is where the original (read & sign) is being sent for witness review/signature. If it's the witness's home please enter the complete address.
    f. Notes for the witness: Please list any special instructions for the witness or production regarding this transcript.
    g. Then click **SAVE & NEXT**!

Step 3 of 7: Upload files

1.) Select **NEW!**
    a. Click on Browse and select your Ascii.TXT file.
    b. Select the appropriate file type.
    c. Then click **SAVE & NEXT**!

Note: You can also upload any electronic exhibits or other documents pertaining to this job at this step.

Step 4 of 7: Add or prefill parties

1.) Select Prefill Parties 

on the left side of the screen.
    a. Check all ordering parties (It's ok if the box you check for the firm doesn't have the correct attorney's name. You can change this by hitting the orange pencil  after you have saved the prefilled list).
    b. If all counsel is not located in the Prefilled parties you will need to select **NEW!** A **New Party** tab will appear. To the right of the new party tab you will see a magnifying glass . Click on this.
    c. Once you select the Magnifying Glass an additional screen will appear and you will be asked to enter the firm name (only enter one name of the firm) and City/Town. Select **SEARCH!**
    d. Double click on the correct Firm; this will place you back into the New Party tab with the correct firm listed.
    e. You will then be able to select the correct Attorney from the drop down list under the Sold to contact.

f. Also check the box listed "**Same as Sold To**"**.**

g. Then click **SAVE!** Repeat this process for all ordering parties.

h. Once you have finished all orders, click **NEXT!**

Step 5 of 7: Add orders

1.) If no expedite is requested, skip this step by clicking **NEXT!**

2.) If an expedite is requested, you will need to go to the parties which ordered the expedite. Click on the orange pencil .

  a. Edit order tab will appear below the orders. Select the dropdown box listed Rush time. Then select the appropriate expedited option from the list.

  b. Click **SAVE & NEXT**!

Step 6 of 7: Add, copy or prefilled services

To add transcript requests: Select the blue plus sign under 'Actions' next to the sold to contact. Scroll down and you will see the tab "**New Service**"**.** Follow the instructions listed below for the ordering parties. You will have to select the blue plus sign under 'Actions' then **SAVE** for each transcript request added to the attorneys' order.

<u>ORIGINAL:</u>

When adding orders to the attorney who set the deposition always select from the **SERVICE GROUP** the **ORIGINAL** (0&1), then select the appropriate order item for the copy from the **Service Items.** The Service Group should read "**Misc. Charges**"**.** All ordering parties will receive an 0&1 (original and copy). Please make sure you add your appearance fee to the original only.

<u>COPY:</u>

Select the appropriate copy order item from the **Service Item** dropdown box. The Service Group should read "**Misc. Charges"** to add orders.

Misc. Charges Services item list:

APPEARANCE FEE
APPEARANCE FEE – AFTER HOURS
APPEARANCE FEE – FULL DAY
APPEARANCE FEE – HALF DAY
APPEARANCE FEE – WEEKEND
CANCEL UPON ARRIVAL
CANCELLATION FEE
CERTIFICATE OF NON-APPEARANCE
COPY: E-TRAN ONLY
COPY: HARD COPY
COPY: HARD COPY & E-TRAN
COPY: REPOSITORY ACCESS (use when client only wants to have access via repository only)
EXHIBITS – ELECTRONIC ONLY (used when the client only wants exhibits via repository, we do not email exhibits.)
EXHIBITS – HARD COPY
EXHIBITS – SET PROVIDED BY REPORTER AT DEPO
EXPERT/TECHNICAL/VIDEO
INTERPRETED
MILEAGE FEE
PARKING
PRE-PAID RETURN ENVELOPE
REAL TIME
REAL TIME – INTERNET STREAM
REAL TIME TOKENS
ROUGH DRAFT
STATEMENT ON THE RECORD
WAIT TIME

NOTE: If several clients are ordering the exact same thing (such as an Etrans only), enter the first order following the steps above. Select the icon to the right of that attorney. At the bottom of the screen will be a list of all the parties. Simply select the parties you would like to get the exact order.

Step 7 of 7: Finish turn-in

1.) Review all orders, then print or save your worksheet.
2.) Select **SUBMIT!** You must select **SUBMIT** for your job to appear turned in.

Once you have hit submit this information will go directly to our production and billing departments. You can go back and change or add additional orders by following the steps listed below.

ADDING ADDITIONAL ORDERS:

1.) Once logged in with your user name and password, go to the turn-in screen.
2.) In the turn in screen you will have to change the status of the drop down box from "Not Turned In" to "Turned In". Enter the job number you wish to add orders to.
    a. If an Etrans is requested the attorney's email address must be entered in Step 1 of 7.
    b. Go to step 5 of 7 and add only the new ordering Attorney who has requested the order.
    c. Go to step 6 of 7 and add which services they have ordered (blue plus sign).
    d. Proceed to step 7 of 7. Prints or save your worksheet and select **SUBMIT**.

Once you have submitted the job, Production and Billing will be notified a new order has been entered. They will produce and bill this additional order.

VIEWING PAY-STATEMENTS:

1.) Once logged in you can check your pay statement by clicking the Pay Statement tab.
    a. Click the drop down box "Pay Period". Select appropriate pay period.
    b. For more detailed information select Show Details.

Please contact Lauren Chambly lchambly@hglitigation.com if you have any questions regarding your pay statement.

Please feel free to contact your Reporter Manager if you have any questions or concerns.