REPORTER WEBSITE GUIDELINES FOR HG LITIGATION
(Instructions for turning in your ascii, signed cert pages, exhibits, etc.)

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 Resource Coordinator.
**Please request this upon being scheduled to cover a deposition, if you haven't been assigned one.

Contact info for weekday evenings 6pm to 9pm CST AND weekends:
afterhours@hglitigation.com

Resource Coordinators:

Angie Culberson
Resource Coordinator Manager / Pacific and Mountain Time Zone states; International
Work: 214-459-2696
Cell: 214-316-4136
Email: aculberson@hglitigation.com

Donna Trimble
Resource Coordinator / Eastern and Central Time Zone states
Work: 214-443-2322
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Email: dtrimble@hglitigation.com

Once you pull up the website (www.hglitigation.com), you can log-in to your personal website by clicking on REPORTER LOG-IN at the top 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 .
c. Scroll down and you will be able to review parties for the case and Repository files for this case, including exhibits. This is called the JLR. Job Log Repository.

TURNING IN JOBS: (If you have any trouble with your turn in, you can call support at 650-396-2105.)

Listed below are step by step instructions for uploading your Ascii file (along with your signed signature pages if you are not using Reallegal) and all other information to get your job produced and billed. If you want to use Reallegal and you are not already signed up with an account, please contact Amanda Reyes at areyes@production@hglitigation.com. Reallegal will allow you to submit your esignature.

First, log in with your username and password. Click on the Turn-in tab.

Step 1 of 5: Edit job
1.) Indicate if the job is a rush by selecting the correct information (Yes or No) in the drop down box.
2.) In the notes section please list the following:
a. All parties' e-mail addresses for those requesting an electronic transcript.
b. If there were no exhibits – state NO EXHIBITS. If there are exhibits, please state the delivery date.
c. Any special instructions that pertain to this job.
d. Then click NEXT!

Step 2 of 5: Witnesses
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. (Also, your Ascii should have continuous page numbering if it's a continuing job unless instructed otherwise.)
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 ACTUAL Start Time and End Time, as this may differ from your job sheet.
e. Send Original To: This is where the original (the read & sign) is being sent for the 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. Upload your Ascii file by clicking on Browse then select your Ascii.TXT file.
h. Select the appropriate file type from the dropdown box.
i. Then click SAVE & NEXT!
Note: You can also upload any electronic exhibits, your signed signature pages, or other documents pertaining to this job at this step. **(Please note that if you are a reporter in Texas, Louisiana or Arkansas, we need your ORIGINAL signed certification pages OR you can submit your signature through Reallegal.)**

Step 3 of 5: Add or prefill parties

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 later by clicking 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 NEXT! A New Party tab will appear. To the right of the new party tab, you will see a magnifying glass . Click on the magnifying glass to look up the firm.
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).
Select SEARCH!
d. Double click on the correct Firm (make sure it's the correct office location, the correct city); 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" and make sure the witness is checked. If the job is a rush, please use the dropdown box to list the Rush Type.
g. Then click NEXT! Repeat this process for all ordering parties.
h. Once you have finished all orders, click NEXT!

Step 4 of 5: Orders/Services
a. You can add services by answering "yes" to the question.
b. Billing Set: Choose Cancellation, CNA, Copy Order or Original Transcript.
c. Once you choose, you'll have a list of services to select. When adding services, make sure you click the box below to assign those services to the correct ordering party.
d. Click NEXT when you're done adding services. Should extra services appear by the attorney's name that you did not select, just click the Orange X to delete those services (this happens sometimes).
e. When you're done adding services to each ordering attorney, click NEXT.
ORIGINAL:
When adding orders to the attorney who set the deposition, always select from the ORIGINAL DROPDOWN BOX BILLING SET:
The setting attorney will be billed for the 0&1 (original and copy). Please make sure you add your appearance fee to the original only. If the ordering attorney requests E-trans. also check the E-trans box. You will need to go to the COPY dropdown box to add additional orders.
COPY:
Select the appropriate copy order item from the COPY DROPDOWN BOX BILLING SET:
NOTE: If several clients are ordering the exact same thing (such as an Etrans only), 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 5 of 5: 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 5.
b. Go to step 3 of 5 and add only the new ordering Attorney who has requested the order.
c. Go to step 4 of 5 and add which services they have ordered by selecting the ordered services from the dropdown box.
d. Proceed to step 5 of 5. Print 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 payroll@hglitigation.com if you have any questions regarding your pay statement. Please feel free to contact your Resource Coordinator if you have any questions or concerns.