



## TURNING IN YOUR JOBS ONLINE

Thank you for working with DepoTexas.

You will be required to turn in your depositions through our online portal. We have optimized and streamlined the turn-in process to make it faster and more convenient for you.

The main aspects of the turn-in procedure are:

1. Logging in to your online account
2. Finding your job to turn in
3. Marking the job as **RUSH**, if applicable
4. Putting in **DETAILED** information in the Remarks section (using our "question list")
5. Uploading your ASCII file and editing witness information
6. Listing the O/1 attorney and their service items
7. Submitting the job and completing the turn-in

Please carefully follow the instructions below to turn in a job. If you ever have any questions about the turn-in procedure, please consult your local DepoTexas scheduler.

**WARNING:** If you are taking a networking job, chances are that the affiliate court reporting firm will need you to fill out certain forms or paperwork so that they can properly produce and bill the deposition. If that is the case, you can always scan and upload those completed forms while turning in your job (in the same area where you upload your ASCII file). Or you can always fill out all of the forms/paperwork and then e-mail them to [production1@depotexas.com](mailto:production1@depotexas.com)

## LOG INTO YOUR ONLINE ACCOUNT

In order to log into your online account, go to <http://depotexas.reporterbase.com/reporter/> in your internet browser (or you can go to the main website page at [www.depotexas.com](http://www.depotexas.com) and click the “LOG IN” button on the right-hand side next to the word “REPORTER”).

Now you will see a screen that looks like this...



**DEPOTEXAS**  
DEPOSITION SERVICES

**Welcome to your Online Office**

Come here whenever you need quick access to your job calendar, pay statements, files and more.  
This site works with Internet Explorer or Firefox on Windows, and Firefox on Macs.

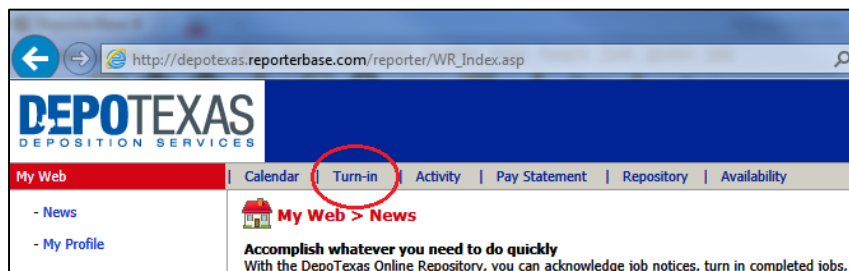
User ID:  Password:

Log In

Use the User ID and Password that has been assigned to you by your local DepoTexas scheduler. If you do not know it or wish to change it, please contact your local DepoTexas scheduler and they can assist you.

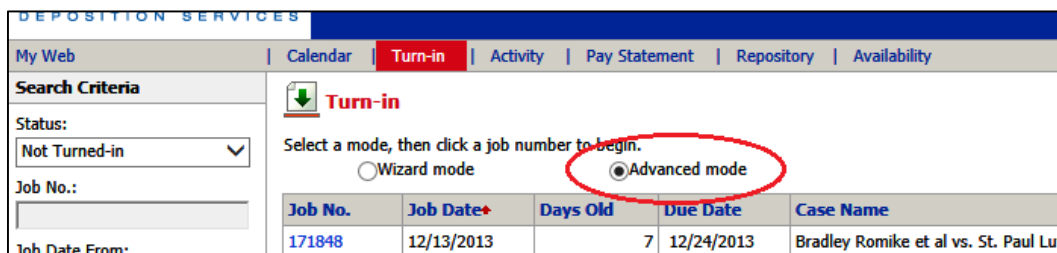
## FIND YOUR JOB TO TURN-IN

Once you are logged in, click on the “Turn In” button on the top navigation menu.



Now you can select from the list of non-turned-in jobs which job you would like to turn in. You can click on the job you want to turn in.

**WARNING:** Before clicking on the job you want to turn in, you **must** click the button for “Advanced Mode.”



DEPOSITION SERVICES

My Web | Calendar | **Turn-in** | Activity | Pay Statement | Repository | Availability

**Search Criteria**

Status:  
Not Turned-in

Job No.:

Job Date From:

**Turn-in**

Select a mode, then click a job number to begin.

Wizard mode  **Advanced mode**

Job No.	Job Date	Days Old	Due Date	Case Name
171848	12/13/2013	7	12/24/2013	Bradley Romike et al vs. St. Paul Lut

## MARK YOUR JOB AS RUSH, IF APPLICABLE

On this first screen of turn-in, you can do two things: 1) Mark the job rush, if applicable, and 2) Put in your detailed information in the Remarks section.

First, mark your job as **RUSH** if it is a **billable rush** (meaning expedited rates are able to be charged) or if it needs to be e-mailed or produced by a certain date/time.

Please do **not** mark a job rush if it is just old and hasn't been requested to be produced by a certain date.

The screenshot shows the 'Turn-in' form in the DepoTexas software. The form is titled 'Turn-in' and has a navigation bar with 'Calendar', 'Turn-in', 'Activity', 'Pay Statement', 'Repository', and 'Availability'. The form fields are as follows:

- Job No.: 171848
- Job Date: 12/13/2013
- Firm: Law Offices of Fidel Rodriguez, Jr.
- Contact: Manuel C. Maltos
- Case Name: Bradley Romike et al vs. St. Paul Lutheran Church of Bulverde, et al
- Case No.: C2012-0298D
- Rush: Yes (highlighted with a red circle)

At the bottom right, there are 'Next >' and 'Cancel' buttons.

## PUT IN DETAILED INFORMATION IN THE REMARKS SECTION

In order to guarantee that the job will be sent to the attorneys in a timely fashion (and also that the job is billed for and that you are paid as quickly as possible), DepoTexas needs **detailed** information in the Remarks section.

Please copy and paste the following questions into the Remarks section and then answer each question:

**JOB IS O/  
O/1 ATTORNEY?  
COPY ATTORNEY(S)?  
IS JOB BILLABLE RUSH?  
ROUGH DRAFT OR REALTIME?  
TECHNICAL OR INTERPRETED?  
READ AND SIGN TO?  
EXHIBITS?  
VIDEO?  
SPECIAL INSTRUCTIONS FOR PRODUCTION OR BILLING?**

As an example, the information you put in the Remarks would look like this:

**JOB IS O/4  
O/1 ATTORNEY?** Patrice Wilson  
**COPY ATTORNEY(S)?** Robert Johnson, Sheila Akers, and Mark Norton  
**IS JOB BILLABLE RUSH?** Yes, send to Wilson by 12/13/13 (3-day rush)  
**ROUGH DRAFT OR REALTIME?** Rough draft (121 pages) to Johnson  
**TECHNICAL OR INTERPRETED?** Technical  
**READ AND SIGN TO?** Send to Akers, 20 days  
**EXHIBITS?** 1-21  
**VIDEO?** Yes  
**SPECIAL INSTRUCTIONS FOR PRODUCTION OR BILLING?** Return orig. Exhibit 4 to the witness; please bill for 2 hours per diem.

You can see an example on the next page.

**Turn-in**

**Job** \*: Required field

Job No.: 172397 Job Date: 1/10/2014

Firm: Hays, McConn, Rice & Pickering, PC

Contact: John P. Cahill, Jr.

Case Name: Enduro Composites, Inc. vs Integrity Engineering, Inc.

Case No.: 2013-17980 Rush: No

Notes for this job:

O/1 ATTORNEY? Patrice Wilson  
 COPY ATTORNEY(S)? Robert Johnson, Sheila Akers, and Mark Norton  
 IS JOB BILLABLE RUSH? Yes, send to Wilson by 12/13/13 (3-day rush)  
 ROUGH DRAFT OR REALTIME? Rough draft (121 pages) to Johnson  
 TECHNICAL OR INTERPRETED? Technical  
 READ AND SIGN TO? Send to Akers, 20 days

Next > Cancel

**WARNING:** For the “Special Instructions for Production or Billing” section, please put any information we need to know in order to produce or bill the job correctly. For instance, if special production has to be done to the transcript or exhibits, or if we are to bill for services such as wait time or per diem (if applicable).

**WARNING:** Per diem is not billed in all markets; only where applicable.

Hit the “Next” button at the bottom to continue the turn-in.

## UPLOAD YOUR FILES AND EDIT WITNESS INFORMATION

Most likely on the next screen you will already see your witness listed under the “Witness” section. If so, you can click the little pencil icon to edit the witness.

Notes for this job:

O/1 ATTORNEY? Patrice Wilson  
 COPY ATTORNEY(S)? Robert Johnson, Sheila Akers, and Mark Norton  
 IS JOB BILLABLE RUSH? Yes, send to Wilson by 12/13/13 (3-day rush)  
 ROUGH DRAFT OR REALTIME? Rough draft (121 pages) to Johnson  
 TECHNICAL OR INTERPRETED? Technical  
 READ AND SIGN TO? Send to Akers, 20 days

**Witnesses** New Witness

Witness	Pages	Begin	End	Volume	Last Exh.	Action
Sandy Woodlief		0	1	0	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

If there is not a witness listed, click the button that says “New Witness.”

Notes for this job:

O/1 ATTORNEY? Patrice Wilson  
 COPY ATTORNEY(S)? Robert Johnson, Sheila Akers, and Mark Norton  
 IS JOB BILLABLE RUSH? Yes, send to Wilson by 12/13/13 (3-day rush)  
 ROUGH DRAFT OR REALTIME? Rough draft (121 pages) to Johnson  
 TECHNICAL OR INTERPRETED? Technical  
 READ AND SIGN TO? Send to Akers, 20 days

**Witnesses** New Witness

Edit the information in the following fields for the Witness page:

- **Pages**
- **Last Exh. Marked**
- **Actual Start Time**
- **Actual End Time**
- **Send Original To** (read and sign information, or signature waived information, goes here)
- **Notes for This Witness** (if you were unable to fit all your notes in the Remarks Section from the previous page)

After filling out this information, click the “Save” button.

The screenshot shows the 'Witnesses' form with the following details:

Witness	Pages	Begin	End	Volume	Last Exh.	Action
Sandy Woodlief	0	1	0	1		

Witness:\* Sandy Woodlief

Pages:\* 130      Begin Page: 1      End Page: 130

Volume: 1      Last Exh. Marked: 21

Actual Start Time: 09:06 AM      Actual End Time: 02:10 PM

Send Original To: Send to Akers, 20 days

Notes for this witness: Witness wants original Exhibit 4 returned to her:  
Sandy Woodlief  
1234 Main Street  
Houston, Texas 77002

**Save**      Cancel

Now click the “New File” button under the Files section to upload your ASCII file, Transcript Order forms, and any necessary receipts.

The screenshot shows the 'Witnesses' and 'Files' sections. The 'New File' button is circled in red.

**Witnesses**

Witness	Pages	Begin	End	Volume	Last Exh.	Action
Sandy Woodlief	130	1	130	1	21	

**Files**      **New File**

Witness	File Type	File Name	Size(KB)	Description	Action

Click the “Browse” button.

The screenshot shows the 'Files' form with the following details:

Witness	File Type	File Name	Size(KB)	Description	Action

Witness:\* Sandy Woodlief

File Name:\*  **Browse...**

File Type:\* ASCII

Description:

**Save**      **Cancel**

Now search your computer to find your first file for this witness and then select it. Once the file is selected, click the “Save” button to upload it.

The screenshot shows the 'Files' form with the following details:

Witness	File Type	File Name	Size(KB)	Description	Action

Witness:\* Sandy Woodlief

File Name:\* SandyWoodlief.txt **Browse...**

File Type:\* ASCII

Description:

**Save**      **Cancel**

Repeat for all your files (ASCII file, scanned Transcript Order form, receipts, etc.). You are now done uploading all of your files and editing this witness information. The turn-in process is almost finished.

## LIST THE O/1 ATTORNEY AND THEIR SERVICE ITEMS

Now click the button that says “Prefill Parties.”

Sold To Firm	Sold To Contact	Original	COD	Bill To Firm	Bill To Contact	Action

Click the “Add” checkbox and “Original” checkbox **ONLY** for the O/1 attorney for this deposition (or the attorney who asked the first question).

Then click the “Save” button to complete this step.

The following parties are from previous turn-ins. Click the **Add** checkbox next to each party you want to add, indicate if original, select a rush type, then click **Save**.

Add	Sold To Firm	Sold To Contact	Bill To Firm	Bill To Contact	Original	Rush Type
<input type="checkbox"/>	Bracewell & Giuliani, LLP	Richard F. Whiteley	Bracewell & Giuliani, LLP	Richard F. Whiteley	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Hays, McConn, Rice & Pickering, PC	John P. Cahill, Jr.	Hays, McConn, Rice & Pickering, PC	John P. Cahill, Jr.	<input checked="" type="checkbox"/>	

The following parties are from the job. Click the **Add** checkbox next to each party you want to add, indicate if original, select a rush type, then click **Save**.

Add	Sold To Firm	Sold To Contact	Bill To Firm	Bill To Contact	Original	Rush Type
<input type="checkbox"/>	Bracewell & Giuliani, LLP	Richard F. Whiteley			<input type="checkbox"/>	
<input type="checkbox"/>	Bracewell & Giuliani, LLP	Staci M. Wilson			<input type="checkbox"/>	
<input type="checkbox"/>	Hays, McConn, Rice & Pickering, PC	John P. Cahill, Jr.	Hays, McConn, Rice & Pickering, PC	John P. Cahill, Jr.	<input checked="" type="checkbox"/>	

**Save** **Cancel**

If the website didn’t automatically take you to the Prefill Services page, then click the button that says “Prefill Services.”

Witness	Sold To Firm	Sold To Contact	Rush Type	Action
Sandy Woodlief	Hays, McConn, Rice & Pickering, PC	John P. Cahill, Jr.		
		Service Name	Units	Split(%)

Click the drop-down list that says “Billing Set” and select “REPORTER TURN IN - App Fee/CNA/Non-Transcribe”

**Billing Set:**

- Allied Misc. C.A.R.T. Services
- Allied TXDOT Hearings
- HISD/Allied Hearings
- HISD/CART SERVICES
- Laredo Jobs
- REPORTER TURN IN- App Fee/CNA/Non-Transcribe**
- Written Questions

Now select the service “Original” (or select the appropriate item based on a special job situation, such as a CNA, Non-transcribe, or Appearance Fee, etc.)

Then select the checkbox under “Prefill” or “Add” to add these services to the O/1 attorney.

Finally, click the “Save” button.

**Billing Set:** REPORTER TURN IN- App Fee/CNA/Non-Transcribe

Add	Service Name	Units
<input checked="" type="checkbox"/>	Original	1.00
<input type="checkbox"/>	Certificate of Nonappearance	0.00
<input type="checkbox"/>	Not Transcribed	0.00
<input type="checkbox"/>	Appearance Fee	0.00
<input type="checkbox"/>	Mileage/Reporter	0.00

Click the **Prefill** checkbox next to each party name you want to add the selected service items for, then click **Save**.

Prefill	Firm	Contact	Witness
<input checked="" type="checkbox"/>	Kane, Russell, Coleman & Logan, PC	Marcy L. Rothman	Trooper Alec Martinez

**Save** **Cancel**

## SUBMIT THE JOB TO COMPLETE THE TURN-IN

Now you can click the “Next” button at the bottom.

**Services** New Service Prefill Services

Witness	Sold To Firm	Sold To Contact	Rush Type	Action
Sandy Woodlief	Hays, McConn, Rice & Pickering, PC	John P. Cahill, Jr.		

Service Name	Units	Split(%)	Action
Original	0.00	0.000	

**< Back** **Next >**

Now you are able to review the Billing Sheet you have generated to make sure all of the information is correct. If something was entered incorrectly, you can always click the “Back” button to edit any information you need to.

Once you have reviewed all of the information, you can click the “Submit” button at the bottom.

**WARNING:** If these instructions are not followed when doing your turn-in, we cannot guarantee that the job will be sent out to the clients promptly, which may delay your payment for this job. Also, if Transcript Order Forms are not completed and signed by a copy attorney, we cannot fulfill or pay you for that copy until a signed form is obtained.