



## Quick Reference Guide to Hutchings' Online Calendar Service

View your office's secure online calendar 24/7 anywhere you have internet access, as well as schedule, modify and cancel all of your settings. You can set your calendar viewing preferences, such as whether you want to see jobs in a list or monthly calendar format, and our service will remember them the next time you sign in. The monthly calendar format makes it easy to see how many jobs you have scheduled for each day.

Accessing Hutchings' Login In Site: [www.hutchings.com](http://www.hutchings.com)

Under QuickLinks go to Client Direct Login and then enter your User ID & Password

### Viewing your real-time calendar

Once you're logged in:

1. Click **Calendar** in the navigation bar.
2. In the Calendar screen, your scheduled jobs for the current month appear. You can choose a **View Style** in the drop-down:
  - **Calendar** - To see scheduled jobs a month at a time.
  - **List** - To see jobs in a list format.
3. Limit the jobs shown by selecting one or more search filters in the **Search Criteria** pane:
  - **Job Date** (List View only)- To find jobs for different time periods, enter new beginning and end dates, or click the attached calendar buttons and select dates in the pop-up Date Navigators.
  - **Case** - To find jobs for a specific case, enter part of the case name into the field.
  - **Witness** - To find jobs for a specific witness, enter part of a witness's name in the field.
  - **Ordering Contact** - To find jobs for a specific attorney, select one in the drop-down list. The default is ALL.
  - **Exclude Billed Jobs** - To see billed jobs also, select No in the drop-down. The default is Yes.
  - **Exclude Cancelled Jobs** - To exclude cancelled jobs, select Yes in the drop-down. The default is No.
4. Click **Search**.
5. If viewing in calendar format, you can view the next month by clicking the right arrow button. View the previous month by clicking the left arrow button.  
Click the double arrow buttons to move the calendar one year at a time.
6. In calendar format, pause the cursor over a case name to see its witness and attorney.

	2	3	4
09:00 AM Beale vs. Alford			
	9	10	11

**TIP:** In list format, you can sort the information by any column in either ascending or descending order. Simply click the heading of the column you want to sort the rows by. Click the column header again to switch the sort order.

## Viewing scheduled jobs' details

Review individual scheduled jobs in detail including driving directions by MapQuest.

1. To see a scheduled job's details, click its job number or case name link (highlighted in blue) in the Calendar screen.
2. In the Calendar Detail screen, the information for the job you clicked appears.
3. In the Location section, click the link labeled **View Map** to bring up MapQuest directions.

Location	Harris County Civil Courthouse 301 Fannin Houston, Texas 77002 <a href="#">View Map</a> Contact: Madeleine Clifton (Trial Coordinator)
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4. Click **Back** (located at the bottom of the screen) to return to the Calendar screen or use your back arrow on your web browser menu bar.

## Entering a new job request

If you are starting a new case, use the **Request New Job** form to set your deposition. Please complete the required fields noted by the \* (job date & estimated duration – *the end time only has to be an estimate*, attorney name). If the attorney is not listed, please let us know in the Remarks section and we'll add him/her to your office's selection menu.

**Note:** You can select job type (i.e. Depo w/ Interpreter, Depo w/ Videographer, etc.) If you would like to schedule an interpreter, please enter the language requested in the "Remarks" box below the date and time entry fields.

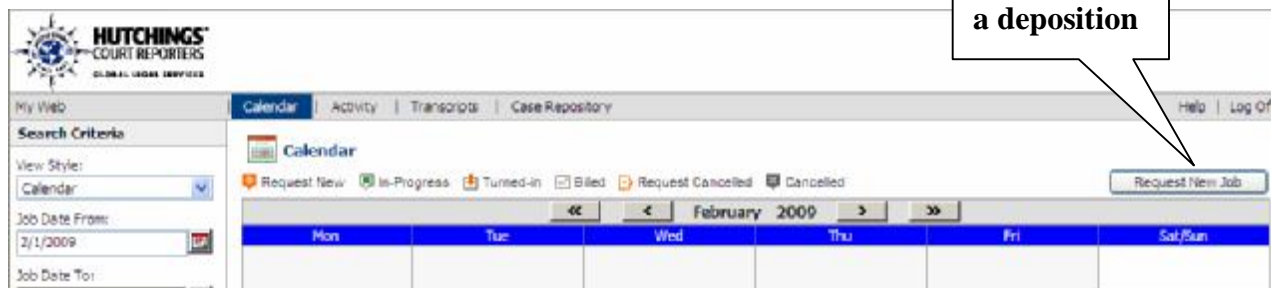
**Attach your Notice of Deposition:** Scroll down to the bottom of the screen and attach your deposition notice and we'll take care of the rest.

**Ordered by:** Enter your name as the contact person so we can contact you should we have any questions about your setting. We will also confirm the setting with you the business day before the proceeding.

There are a number of fields that are optional (i.e. Expert Type, Case No.) which don't need to be completed. If you attach your notice of deposition we'll insert the case name, deposition location and the witness name for you.

Click **Save** and you'll receive an email acknowledgement sent to the email address entered in the Confirmation Email window.

1. In the Calendar screen, click **Request New Job**.



Remarks Box - Enter any additional requests, such as for a specific reporter or special equipment.

Remarks :	<b>Enter Interpreter Language Below Plus Additional Information:</b> Interpreter - Spanish Reporter to arrive 30 minutes early	<b>Schedule an Interpreter &amp; language and any other special requests go here</b>
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2. Under Location Information, click the **Same Location as Ordering** checkbox if the job is going to be at your office. Otherwise, enter the location name, address and contact information. **Remember:** this won't be necessary if you attach your Deposition Notice.

3. Under Ordering Information, enter the following applicable information:

- **Ordered By** - Enter your full name for any questions and confirmation purposes.
- **Request Services** - Click the lookup button. In the Services window, click a blank checkbox to add a service. Click a marked checkbox to remove a service.

Request Services:	<input type="text"/>		
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Click a blank checkbox to add a specialty

Services
<b>Calendar Service</b>
<input type="checkbox"/> Conference Call Service - Firm Will Arrange
<input type="checkbox"/> Conference Call Service - Hutchings arrange
<input type="checkbox"/> ELMO
<input type="checkbox"/> ELMO & Videoconferencing Service
<input type="checkbox"/> ELMO and Projector
<input type="checkbox"/> ELMO, projector and projection screen
<input type="checkbox"/> Email of Rough Draft (no realtime feed necessary)
<input type="checkbox"/> Laptop loaner for realtime feed to attorney
<input type="checkbox"/> Need Conference Room (R)
<input type="checkbox"/> Projection Screen
<input type="checkbox"/> Projector
<input type="checkbox"/> Realtime (Reporter to provide realtime feed)
<input type="checkbox"/> Videoconferencing
<input type="checkbox"/> Videographer

4. Under Billing Information (please provide what is necessary to process your office's invoices as not all of the below fields are pertinent to your protocol), click the **Same as Ordering** checkbox if your office will be billed. Otherwise, enter the following applicable information:

- **Direct Billing Notes** - Enter the name and complete billing address of the third party to be billed, such as an insurance company, third party administrator, etc.
- **Client Matter No.** - Enter your reference or file number.
- **Claim No.** - Enter the insurance claim number.
- **Name of Insured** - Enter the name of the insured.
- **Date of Loss** - Enter the date of loss (accident), or click the calendar button next to the field and select a date in the Date Navigator.

5. Under Attachments, click **Browse** to select a file (such as your Notice of Deposition) to send with the request if desired. You can attach up to 3 files for each job request.

6. Click **Save**. An email acknowledgement will be sent to the email address you provided in the setting. Or click **Cancel** to return to the Calendar screen without saving your request.

## Creating recurring jobs

If you are entering jobs occurring over a range of days, such as trials, save time by using the create jobs wizard.

1. Click Set Multiple Dates.
2. Click the lookup button next to the Job Date field.
3. In the Set Multiple Dates window, enter the following information:
  - **Schedule Type** - Select 'Fixed Dates' in the drop-down to enter job dates manually one at a time. Otherwise, leave 'Scheduler' as the default.
  - **Occurs** - Select 'Daily' to create jobs for every day including Saturday and Sunday. Select 'Weekly' to select the days of the week.
  - **Weekdays** - Select the days of the week.
  - **Duration** - Enter the start date, end date, start time and end time.

http://www.reporterbase.com - Set Multiple Dates - Microsoft Internet Explorer

Schedule Type: Scheduler

Occurs:  
 Daily  
 Weekly

Weekdays:  
 Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

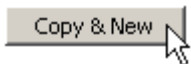
Duration:  
Start Date: 12/4/2006 End Date: 12/11/2006  
Start Time: 09:30 AM End Time: 05:00 PM

4. Click OK.

## Creating new requests from old jobs

If you are entering a new job request on a continuing case, save time and reduce errors by copying an existing job and entering only the new information, instead of starting a request from scratch.

1. In the Calendar screen, search for a previous job, and then click its job number or case name link (highlighted in blue) to display details.
2. In the Calendar Detail screen, click the **Copy & New** button (at the bottom of the screen).



3. Every field is copied from the selected job except **Job Date**, **Time** and **Witness**. Enter a new job date, time and witness. Make any other changes to reflect your new request.
4. Click **Save**. An email acknowledgement will be sent to the email address you provided in the setting. Or click **Cancel** to return to the Calendar screen without saving your request.

## Changing job requests

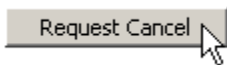
After our office acknowledges your request by changing its status from "Request New" to "In Progress," you won't be able to make any changes to it. Until then, you can make any necessary changes except the job date. You cannot change the job date by editing the request. You must cancel the request and copy it as a new request. (See "Canceling online job requests.")

1. In the Calendar screen, search for a previous request, and then click its job number or case name link (highlighted in blue) to display details.
2. In the Calendar Detail screen, make any necessary changes, then click **Save**. Or click **Cancel** to return to the Calendar screen without saving your request.

## Canceling online job requests

If a job is cancelled, send us a cancel request. If a job is being rescheduled, you must cancel the existing job first and copy it as a new request. (See "Creating new requests from old jobs.")

1. In the Calendar screen, search for the job you want to cancel. Then click its job number or case name link (highlighted in blue) to display details.
2. In the Calendar Detail screen, click the **Request Cancel** button (at the bottom of the screen).



## Transcripts

E-Transcript & Exhibit files are separated and ready for viewing or downloading

In the Transcripts screen, any available transcripts for jobs taken in the past month appear. Search for transcripts by selecting one or more search filters in the Search Criteria pane:

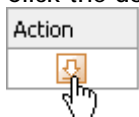
- **Uploaded Date** - To see transcripts for different time periods, enter new beginning and end dates, or click the attached calendar buttons and select dates in the pop-up Date Navigators.
- **Case** - To find transcripts on a specific case, enter part of the case name into the field.
- **Witness** - To find a specific witness, enter part of a witness's name in the field.
- **Job Date** - To find transcripts for a specific job date range, enter new beginning and end dates, or click the attached calendar buttons and select dates in the pop-up Date Navigators.
- **Contact** - To find transcripts for a specific attorney, select one in the drop-down list.

Click **Search**.

All potential matches to the information you entered appear. Click the plus (+) sign in front of the witness name to see the associated files available for download.

	<b>Witness</b>	<b>Job Date</b>
+	Dr. Yong Lee	11/27/2006
+	William H. Gates	11/27/2006

Click the download (arrow) button next to the file you want to download.



**TIPS:** To change the order of the listings in the Transcripts, select a category in the **Sort By** drop-down, then click **Search**. For example, to sort a list by case, choose **Case Name** in the **Sort By** drop-down.

**Questions? Contact your Hutchings Client Services representative:**

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*All representatives can also be reached via 800.697.3210*