

## Tips on Online Scheduling & Calendar Review

**IMPORTANT:** If your deposition will take place within 3 business days, please call our Calendar Team directly at 800-697-3210 to ensure coverage! For matters currently scheduled, please contact our Calendar Team directly regarding cancellations or modifications that will take place the next business day.

After your firm has been activated for online access, you will receive a unique user ID and password. Typically, we create a universal access for your office. If you need an alternative activation let us know. Your firm has the option of modifying the password after you've been activated, however, please remember to notify your team members of any changes. If you notice there are changes to the attorney list such as the deletion or addition of an attorney, please advise us and we will make the appropriate change.

You can access our online scheduling portal by going to [www.hutchings.com](http://www.hutchings.com) and click on the Scheduling tab. Click on **Registered Clients** under Online Scheduling. After a notification page, you will be prompted to type the user name and password. Click on **Enter.** This will take you to the Online Scheduling Home page.

### Please note the following:

If you're unable to view the "Help" menu on the upper right side of the Home page, we suggest you adjust the size of your screen area. Right click anywhere on the Windows page. Click on Properties, then on Settings. In the Screen Area, move the arrow to 800 by 600 pixels or more.

Your settings go through a review by a calendar team member prior to being posted on your calendar portal. This occurs within 1 business day of the setting. Prior to the matter being posted, you will be able to review and edit that "one" setting but you will not be able to replicate it. The replicating feature is only available once the setting has been posted.

### Calendar Tracking

From the **Home page**, you are able view your next five scheduled depositions. Click on the date and you will see details regarding that particular deposition.

### View Deposition Scheduling

Click on the **Calendar** tab to view your entire deposition schedule in either list or calendar format. Search depositions by witness name, case name or date. To view all of your recent requests, go to the **Online Orders** page.

### Scheduling a New Deposition

If you'd like to schedule a deposition, click on **Online Orders**. Click on **New** and you will be prompted to enter your name, along with information regarding the date, case name, deponent, location, billing information and other special requests, such as realtime, interpreters or videographers. You must use the drop down calendar window for date selection. When you are finished, click **Save** and your request will be sent to our Calendar Team. You'll receive immediate confirmation via email that your request has been sent. If you'd like to schedule another deposition, you can either click **New** again or, to eliminate re-keying of information, use the **Replicate** button under "Action." **Please note that you can't replicate a new setting until it is posted.** This will give you a template to work with instead of starting from scratch. Change the fields as needed and click **Save**. This will notify our Calendar Team of your request and you'll receive immediate confirmation via email.

### Canceling a Deposition

To cancel a deposition, click **Online Orders** and select the deposition from the list. Use the "Cancel" button under "Action." Enter your name and email address. Our Calendar Team will be notified of your request and you'll receive immediate confirmation via email.

### Rescheduling a Deposition

There are two steps to rescheduling a deposition. First, click on **Online Orders** and select the deposition you'd like to reschedule. Then select **Replicate** and make the necessary changes to the date and time. Click on **Save**. Next, you will need to Cancel the previous deposition. Click on the deposition on the Online Orders page. Fill in the required fields with your name and email address. Select **Cancel**. You will be notified of your changes with an immediate email confirmation.

If you need assistance, click on **Help** from the Home Page or please feel free to contact us.

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