



HUTCHINGSSM
COURT REPORTERS, LLC
CSR 649
GLOBAL LEGAL SERVICES

Complimentary Presentation to Learn More About Hutchings' Expansive Deposition & Related Support Services – Southern California Only

■ Introduction and Highlights of Global Services

- Brief history of our agency – servicing the legal community since 1953!
- Expansive international capabilities with over 600 independently-owned affiliate agencies
- All inclusive services: Court reporters, videographers, interpreters, conference rooms, document depositories, imaging, videoconferencing
- Why Hutchings?

⇒ Scheduling Services Featuring Online Calendar

- 24-hour scheduling options
- Online Scheduling & Calendar Review
- Schedule, modify and cancel depositions online
- Review your current calendar in either month-at-a-glance or list format
- Receive immediate confirmations of your requests via email

🔗 Tips on Creating & Improving Your Electronic File Management System

- Receive transcripts via email with E-Transcript™ - Complimentary service!
- How to receive, attach, send and archive your transcripts
- Perform word search, copy, paste, printing capabilities
- Save time and increase efficiency by organizing an electronic file management system
- Demonstration

💻 Transcripts and Imaged Exhibits on Compact Disks

- Quickly access, search and view case transcripts and exhibits
- Scanning and hyperlinking options

🔗 Realtime Transcription

- What you need to know about realtime
- What questions to ask to ensure a successful realtime proceeding
- Suggestions for your deposition notice
- Advantages and benefits
- Demonstration

■ Conclusion

- Transcript Formatting and Hidden Costs
- Q&A

Hutchings Court Reporters, LLC ■ 800.697.3210 ■ www.hutchings.com