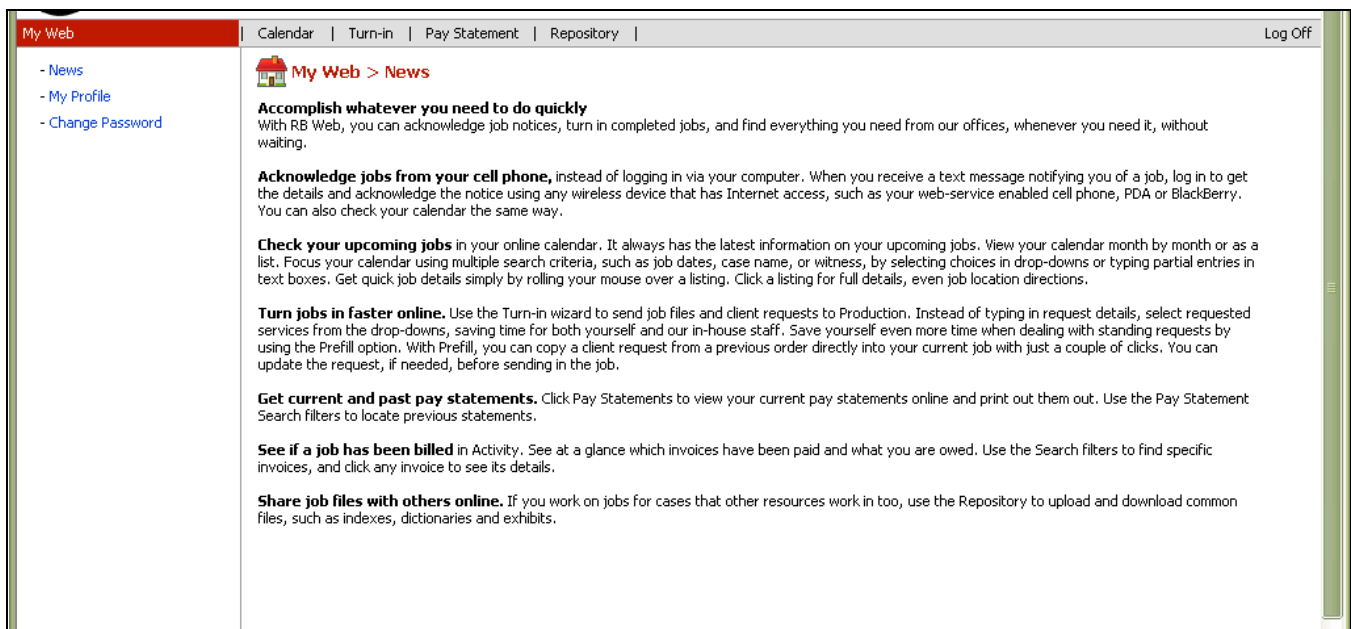# Instructions for the Reporter Turn-in
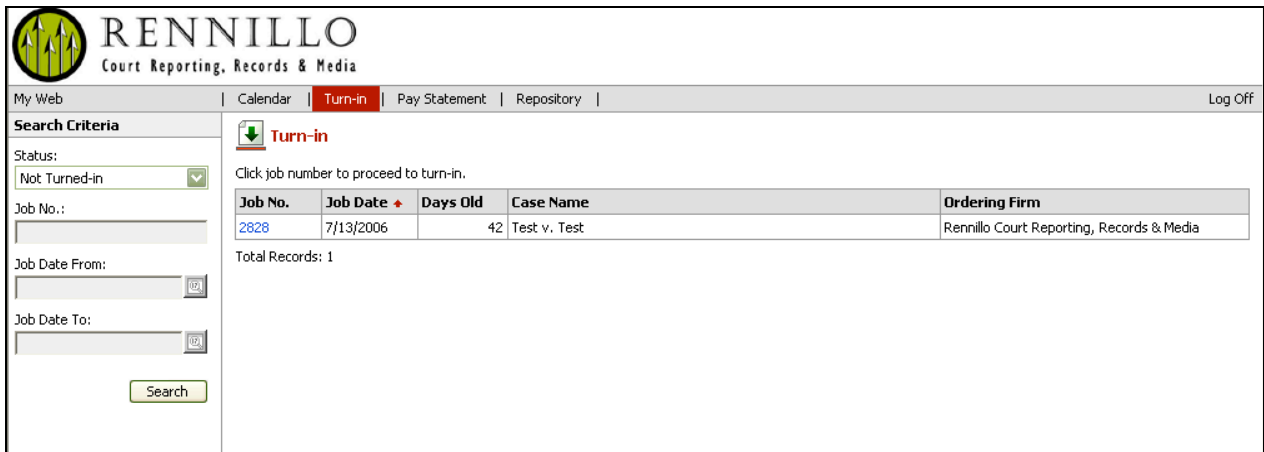
1. Make sure your Title and Appearance are first completed. This will be uploaded in Turn-In.
2. Go to www.rennillo.com
3. Go to the "Reporter Area" and choose "Reporter Log-in"

4. Enter username and password at bottom of screen

5. Go to Turn-in (this will show all of your jobs that need to be turned in.)

RENNILLO
Court Reporting, Records & Media

| My Web | | Calendar | Turn-in | Pay Statement | Repository | | Log Off |

Search Criteria

Status:
Not Turned-in

Job No.:

Job Date From:

Job Date To:

Search

⬇ **Turn-in**

Click job number to proceed to turn-in.

Job No.	Job Date ↑	Days Old	Case Name	Ordering Firm
2828	7/13/2006	42	Test v. Test	Rennillo Court Reporting, Records & Media

Total Records: 1

6. Select job number that you would like to turn in by clicking on the job number. Now you're in the Turn-in screen!

Step 1: **Edit Job**
1. Change **Rush Status** if applicable.
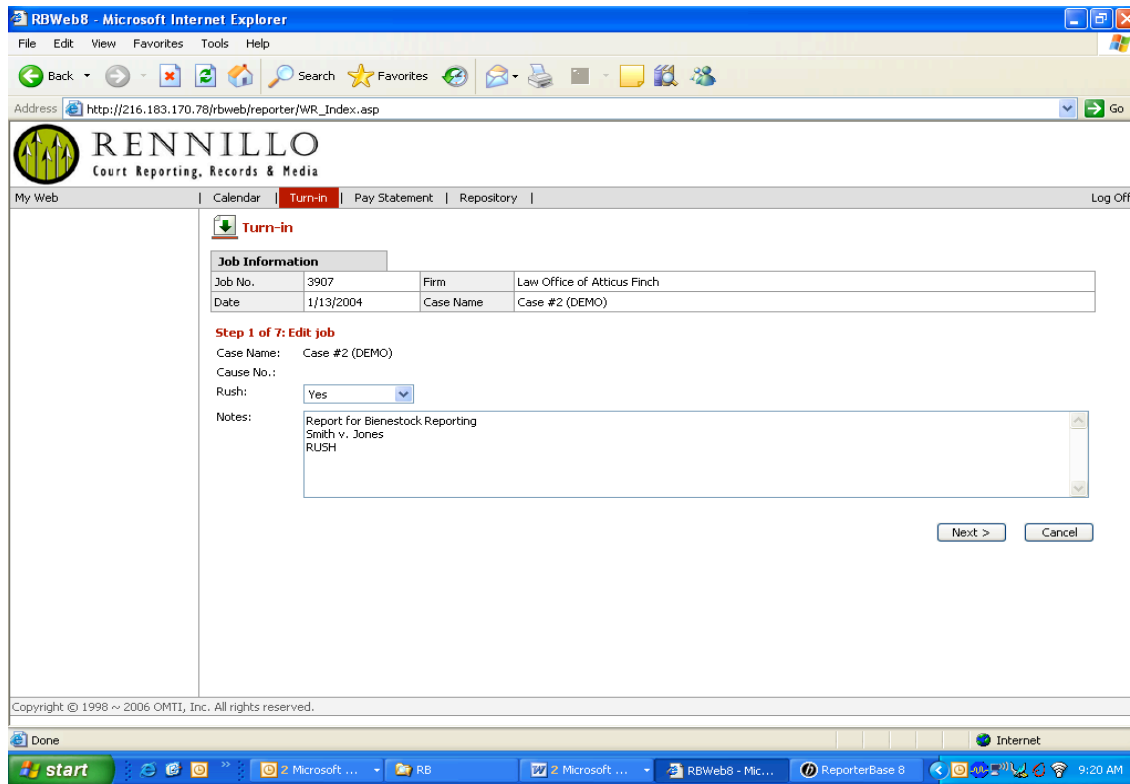2. In the Notes section, enter the following:
   Required:
   o   Who we are reporting for: Note Interagency specifically
   o   Case Name
   o   Rush Status or Non-write
   Optional: Personal messages to the frontdesk.
        THESE NOTES DO NOT SAVE! They are only a FYI to assist us.
3. Click "Next".

RBWeb8 - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address http://216.183.170.78/rbweb/reporter/WR_Index.asp   Go

RENNILLO
Court Reporting, Records & Media

| My Web | | Calendar | Turn-in | Pay Statement | Repository | | Log Off |

⬇ **Turn-in**

Job Information

Job No.	3907	Firm	Law Office of Atticus Finch
Date	1/13/2004	Case Name	Case #2 (DEMO)

Step 1 of 7: Edit job

Case Name: Case #2 (DEMO)
Cause No.:
Rush: Yes
Notes: Report for Bienestock Reporting
         Smith v. Jones
         RUSH

Next >   Cancel

Done   Internet

start   2 Microsoft ...   RB   2 Microsoft ...   RBWeb8 - Mic...   ReporterBase 8   9:20 AM

Step 2: **Add Witness**

1. Click "New"

1. Enter **Witness Name:** if there is already a witness entered, revise if needed. (Detail may have entered the witness when tracking exhibits without knowing the complete witness name.)
2. Enter **Pages** (Beginning & End)
3. Enter **Volume**
4. Enter **Last Exhibit # (**If there are **no exhibits**, please type **NONE**)
5. Enter **Start** and **End** Time
6. Under the "Send Original To" Enter **Signature waive/no waive information**
7. **Notes** (this is where you enter all important information)
   a. **Total Hours of Attendance**
   b. **Due Date-NOTE If this is a RUSH or NON-WRITE and ALWAYS include due date.**
   c. Any other **special instructions** that we need to know e.g. secretary email.
   d. **Exhibit** information
   e. **All orders for Interagency work need to be specified here!**
   f. Save then Next
   g. You will be directed back to the Add Witnesses Screen

| Calendar | Turn-in | Pay Statement | Repository | | | | | Log Off |

Turn-in

Job Information

| Job No. | 3246 | Firm | Rennillo Court Reporting, Records & Media | | | | |
| Date | 8/3/2006 | Case Name | Test v. Test | | | | |

Step 2 of 7: Add witnesses [New]

Witness	Pages	Begin	End	Volume	Last Exh.	Action
Lou Rennillo	100	1	100	1	5	✎ ✗

[< Back] [Next >] [Cancel]

h. You'll do the same for each witness; if there is only one witness, Click "Next".
NOTE: You can tab through this section

Step 3: **Upload Files (Title and Appearance and Non-writes)**
1. Click "New"
2. Select the correct witness
3. Browse your computer to find you TA or TA with non-write file.
4. Select correct file, type "TA" or "Non-Write"
5. Give description of file
6. Click "Save"
7. Once you have uploaded TA and/or Non-Writes for each witness, click "Next"

| Calendar | Turn-in | Pay Statement | Repository | | | | | Log Off |

Turn-in

Job Information

| Job No. | 3246 | Firm | Rennillo Court Reporting, Records & Media | | | |
| Date | 8/3/2006 | Case Name | Test v. Test | | | |

Step 3 of 7: Upload files [New]

Witness	File Type	File Name	Size(KB)	Description	Action
Lou Rennillo	Others	Stephanie0724061.JPG	21	Title & Appearances	✎ ✗

[< Back] [Next >] [Cancel]

Step 4: **Add or Prefill Parties**
• Click "Prefill Parties" to see if there are previous attorney appearances from which to choose.
• Check the box beside the firms that appeared
• Click the "save" button. You will be directed back to the orders screen.
REMEMBER:
IF YOU ARE WORKING FOR ANOTHER AGENCY (INTERAGENCY JOB) CHECK THAT AGENCY AS APPEARING ON THIS JOB.

PREFILL FROM THE CASE LEVEL, NOT THE JOB LEVEL.

NOTE: If appearing Attorneys are not listed in "Prefill Parties" is not available, you need to ADD each attorney individually.

4

Edit Party *: Required field

Sold To Firm:* Climaco, Lefkowitz, Peca, Wilcox & Garofoli
Sold To Contact:* Dawn Chmielewski
☐ Original
☑ Same as Sold To
Bill To Firm:* Climaco, Lefkowitz, Peca, Wilcox & Garofoli
Bill To Contact:* Dawn Chmielewski
[Save] [Cancel]

1. If parties are **NOT** available press the cancel button to return to the "Add or Prefill Parties" screen.
2. New Party to Case
   a. Search for Firm by clicking the Lookup Firm icon 🔍
   b. When searching for firm you may use as little # of characters as possible.
   c. Select the firm by clicking in box
   d. Then, select the attorney by using scroll down arrow
   e. If that attorney received the original, click the box by Original
   f. If that attorney did not receive the original, don't click it, but click the Same as Sold to box (this applies to all attorneys)
   g. Click on the box by the witness (system requires that you select a witness whether they ordered or not)
   h. Once all attorneys have been entered, click on Next
3. If you do not find the firm the database after searching in both the Prefill Parties & Searching under "New":
4. When you are in "New" Screen Click the "New" button at the top right.
5. The screen below will appear:

http://216.183.170.78 - Lookup Firms - Microsoft Internet Explorer

New Firm *: Required field

Firm Name:*
Address:
City/Town:
State/Province: Post Code:
Phone: Fax:

New Contact

Salutation: Gender:
First Name: Middle Name:
Last Name: Full Name:*
Phone: Fax:
Email:

[Save] [Cancel]

Done   Internet

6. Enter the Firm Information as follows:
    a. **PRIOR TO ENTERING ANY FIRM, THE FIRM MUST BE SEARCHED** to make sure it is not a duplicate.
    b. All Streets, Boulevards, Avenues, etc. shall be spelled out (not abbreviated).
    c. All streets designated by a number shall have the numerical digit used, e.g. East 9th Street.
    d. Directions shall be written out if they are part of the street name or appear at the end of the street name. e.g. East 9th Street or Washington, East.
    e. If they are multidirectional e.g Washington, N.E., they are to be abbreviated.
    f. Numerical and directional designations in official titles shall be written out e.g. Second Circuit Court.
    g. After the street address is typed, hit enter so that suite numbers are typed on the second line of the address field.
    h. P.O. Box shall be used for Post Office Box
    i. "Law Offices of "shall be entered "Law Office of "(singular). This office "type" shall always be assigned as "Law Office of"
    j. Enter the appropriate State & Zip Code
    k. Enter BOTH Phone & Fax numbers
7. In the same screen you have the ability to add the new contact at the same time. Enter the information as follows:
    a. salutation
    b. gender
    c. direct phone
    d. direct fax
    e. email address
8. Once you are back in the orders screen, click the edit icon next to the party ordering the original.
9. Under "Edit Party" below the Contact Name, check off "Original"

   NOTE: If the attorney appears at the job but does not order
   you **STILL** add them under this step
ALSO, if you have prefilled the original ordering party, you must go back into that contact and check off the original box.

Step 5: **Add Orders**
10. **IF THIS IS AN INTERAGENCY JOB, YOU NEED TO CREATE SEPARATE ORDERS FOR EACH INDIVIDUAL ATTORNEYS ORDER**
    a. Example: Irene Rennillo orders the original, Rebecca Minadeo ordered the copy. We worked for Bienenstock. You will add 2 orders for Bienenstock under this screen – 1 for the Original & 1 for the Copy
11. The attorneys that you just entered under "Add or Prefill parties" will appear
12. Verify orders (use the delete icon , to delete any attorneys that did not order)

↓ Turn-in

Job Information

Job No.	3381	Firm	Rennillo Court Reporting, Records & Media
Date	8/11/2006	Case Name	Test v. Test

Step 5 of 7: Add orders　　　　　　　　　　　　　　　　　　　　　　　　　New

Witness	Sold To Firm	Sold To Contact	Rush Type	Bill To Firm	Bill To Contact	Action
Lou Rennillo	Law Office of Susan Stephanoff	Susan M. Stephanoff				✎ ⊠
	Rennillo Court Reporting, Records & Media	Irene Holyk Rennillo		Rennillo Court Reporting, Records & Media	Irene Holyk Rennillo	✎ ⊠

　　　　　　　　　　　　　　　　　　　　　　　　< Back　　Next >　　Cancel

13. If transcript is rush, click the edit icon ✎
14. Click on scroll down to the right of "Rush Type" and select the appropriate type.
15. Click "Save"
16. You will be directed back to the "Add Orders" screen
17. Click "Next"

Step 6: **Add, Copy or Prefill Services**

↓ Turn-in

Job Information

Job No.	3246	Firm	Rennillo Court Reporting, Records & Media
Date	8/3/2006	Case Name	Test v. Test

Step 6 of 7: Add, copy or prefill services

Witness	Sold To Firm	Sold To Contact		Action
Lou Rennillo	Law Office of Susan Stephanoff	Susan M. Stephanoff		⊞ ✳ ▣
	Service Name	Units	Split(%)	Action
	Rennillo Court Reporting, Records & Media	Irene Holyk Rennillo		⊞ ✳ ▣
	Service Name	Units	Split(%)	Action

　　　　　　　　　　　　　　　　　　　　　< Back　　Next >　　Cancel

　　　　　　　　　　　　　　　　　　　　　　　　　　　　🌐 Internet

1. Click on the prefill item icon ✳ to add prefill services
2. Select One of the follow:
   a. **Attendance Only**
   b. **Original Out of Town**
   c. **Original In Town**
   d. **Copy Out of Town**
   e. **Copy In Town**
3. Check off the boxes in front of the items in each of the prefill orders.
4. Click "Save"

5. Click on the **Add Service icon** ⊕ to add a new service item.
   a. You would use this to add **Realtime & Rough Draft**
      i. Under Service Group Select **Misc. Charge**
      ii. Under Service Group Select **Transcript**
      iii. Under Service Item **Select Service Item** (Realtime or Rough Draft)

6. Click on the copy service icon 🗐 to copy a service item. Check the box beside the firm who has the services you would like to copy.
7. Select the firm or firms you would like copied to
8. Click "Save"

| Calendar | Turn-in | Pay Statement | Repository | | | | Log Off |

Turn-in

Job Information

| Job No. | 3246 | Firm | Rennillo Court Reporting, Records & Media |
| Date | 8/3/2006 | Case Name | Test v. Test |

Step 6 of 7: Add, copy or prefill services

Witness	Sold To Firm	Sold To Contact		Action
Lou Rennillo	Law Office of Susan Stephanoff	Susan M. Stephanoff		⊞ ✳ ⧉
	Service Name	Units	Split(%)	Action
	Rennillo Court Reporting, Records & Media	Irene Holyk Rennillo		⊞ ✳ ⧉
	Service Name	Units	Split(%)	Action

< Back   Next >   Cancel

Copy Service

Add	Sold To Firm	Sold To Contact
	Witness: Lou Rennillo	
☐	Rennillo Court Reporting, Records & Media	Irene Holyk Rennillo

Save   Cancel

9. Click "Save"
10. You will be directed back to the "Add, Copy or Prefill Services" screen
11. Once you have added the services to all orders, Click "Next"

Step 7: **Billing Sheet**
1. Review the Billing Sheet that is generated to make sure that everything is accurate.
2. If changes need to be made, click the "Back" button in the lower right of the screen.
3. **If everything is correct, click the "Submit" button**

NOTE: If you do not click the submit button,
the billing sheet will **NOT** be submitted to the office.

Only **Ordering Attorneys** will appear on the Billing Sheet

4. After the billing sheet is submitted, you will be directed back to the turn-in screen.