



JPA REPORTING, LLC
CERTIFIED COURT REPORTERS

Repository Instructions At-A-Glance

- **Viewing Your Calendar**
 - Calendar dates automatically reflect today's date through one year. You may look at earlier dates by simply clicking [Change Dates](#).
 - You may also select Today, Tomorrow, Next day or Previous day.
 - Select attorney's calendar you wish to review by selecting that attorney from the pull-down menu located at the top, middle of the screen and click [Change Perspective](#).
- **Managing Your Calendar**
 - Click on Date hyperlink to **view witnesses, make a change, cancel or confirm scheduling**.
 - Click on Plaintiff hyperlink to schedule in that same case.
 - Click on Defendant hyperlink to view past and present schedulings.
- **Schedule a Deposition**
 - From the Manage Calendar screen, click [Schedule Now](#). Click [Add New Action](#), fill in the appropriate information and click [Submit Changes](#).
 - If this is a case that you have scheduled with JPA previously, click on the Plaintiff hyperlink of that case, fill in the appropriate information, and click [Submit Changes](#).
- **Cancel or Change a Previously Scheduled Deposition**
 - From the Manage Calendar screen, click on the Date hyperlink that corresponds to the deposition you need to make changes to.
 - If this is a case that you have scheduled with JPA previously, click on the Plaintiff hyperlink of that case, fill in the appropriate information, and click [Submit Changes](#).
 - To cancel the deposition, select [Cancel](#) in the pull-down menu located under the time that is entitled "Change Status To" and then click [Submit Changes](#).

- **Download Transcripts**

- From the Transcript Repository screen, click on the witness' name for the transcript you wish to view.
- You may conduct a search by Plaintiff, Defendant, Witness, etc., by typing that information in the Search box, clicking on the corresponding choice and then clicking on Requery.

- **Reviewing Invoices**

- From the Invoice History screen, you may view Paid, Unpaid, or All invoices by selecting one of these choices and clicking on Submit.
- To view a particular invoice, click on the invoice number located to the left.
- To have an invoice e-mailed to you, click the box at the far right, then click Send Selected Invoices located at the top of the screen above your e-mail address.

- **Helpful Hints**

- Never click on the “Back” button in your Internet browser to return to the previous screen.
- Instead click on the choices such as Return to Actions, or Return to Invoices or click on the hyperlinks located at the top of the screen beginning with Manage Calendar.

- **Definition of Terms**

- Action = Case

Status Values:

S = **S**cheduled

N = Ca**N**celled

C = **C**onfirmed

I = **I**nvoiced

R = **R**escheduled

W = **W**eb Scheduled (Will change to S once received by scheduling department at JPA)