Huseby.com

Guide to the

Client Community Portal

Instructions and Navigation

calendar@huseby.com

(800) 333-2082

www.Huseby.com

Huseby.com

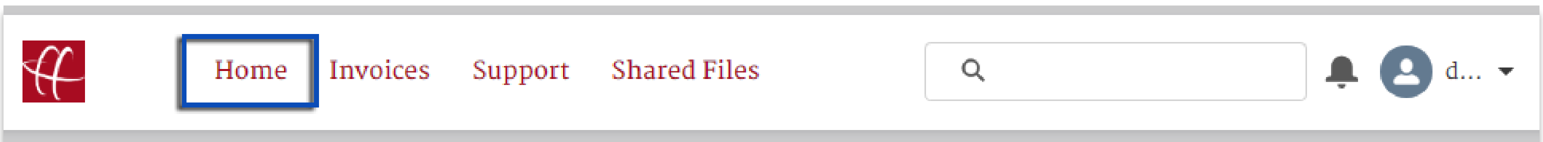
Welcome to the **Huseby Client Community Portal**. Take advantage of the portal to access your calendar of upcoming events and the details of those events. Find links to your remote depositions, or Google Maps links to your in-person events. Download job files, review invoices by line item, make payments, request support or schedule a job, and so much more!

Need access or assistance?

*Contact **Support** at*

support@huseby.com

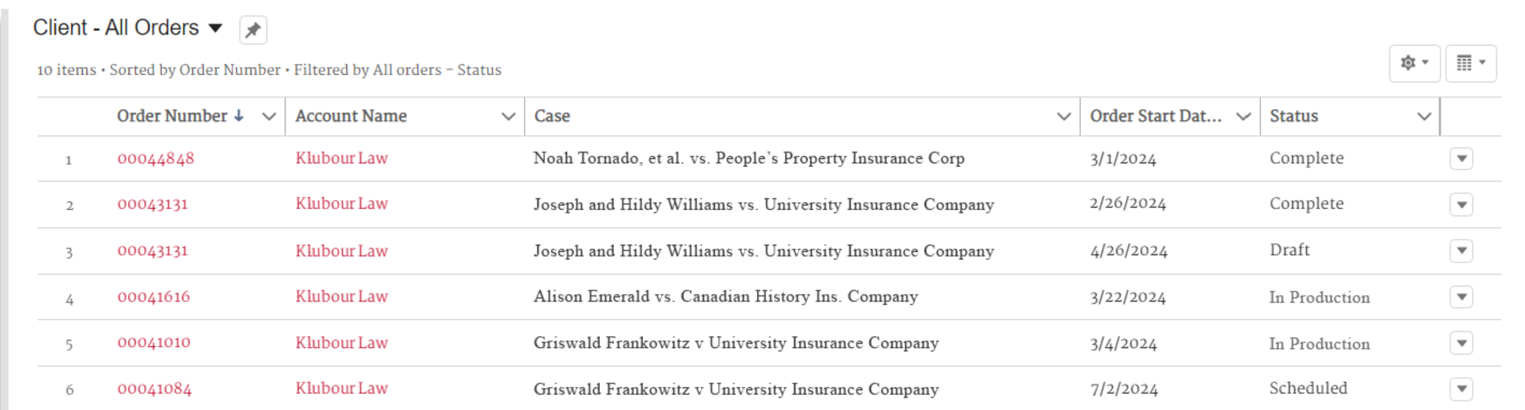
Upon logging in, the **HOME** tab is your default view.



ORDERS (EVENTS):

At the home button, you'll find your **ORDER/EVENT** information – for both scheduled *and* past events.

Line items include ***Order Number*** (*a link*), ***Account Name*** (*a link*), ***Case***, ***Order Start Date***, and order ***Status***.

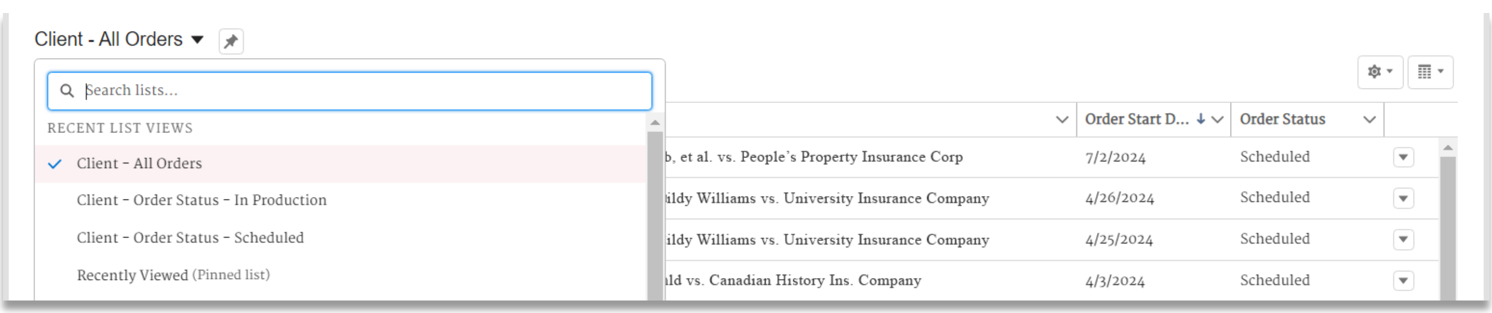


Client - All Orders

10 items • Sorted by Order Number • Filtered by All orders - Status

	Order Number	Account Name	Case	Order Start Dat...	Status
1	00044848	Klubour Law	Noah Tornado, et al. vs. People's Property Insurance Corp	3/1/2024	Complete
2	00043131	Klubour Law	Joseph and Hildy Williams vs. University Insurance Company	2/26/2024	Complete
3	00043131	Klubour Law	Joseph and Hildy Williams vs. University Insurance Company	4/26/2024	Draft
4	00041616	Klubour Law	Alison Emerald vs. Canadian History Ins. Company	3/22/2024	In Production
5	00041010	Klubour Law	Griswald Frankowitz v University Insurance Company	3/4/2024	In Production
6	00041084	Klubour Law	Griswald Frankowitz v University Insurance Company	7/2/2024	Scheduled

You can change your view between ***ALL ORDERS***, ***RECENTLY VIEWED***, ***SCHEDULED***, ***IN PRODUCTION***, ***and TRANSCRIPTION DRAFT ORDERS***.



RECENTLY VIEWED:

Recently Viewed

3 items

	Order Number	Account Name	Case	Order Start Date ...	Status
1	00041084	Klubour Law	Griswald Frankowitz v University Insurance Company	1/23/2024	Complete
2	00040284	Klubour Law	Cher Freeman, et al. vs. University Insurance Company	1/24/2024	Complete
3	00039696	Klubour Law	Second Coastal B&B Corporation v. Elm Street Canadian Insurance Co.	8/28/2023	Draft

ORDER STATUS – SCHEDULED:

Client - Order Status - Scheduled

10 items • Sorted by Order Number • Filtered by All orders - Status

	Order Number ↓	Account Name	Case	Order Start Dat...	Order Status
1	00044848	Klubour Law	Noah Tornado, et al. vs. People's Property Insurance Corp	3/21/2024	Scheduled
2	00043131	Klubour Law	Joseph and Hildy Williams vs. University Insurance Company	4/3/2024	Scheduled
3	00043131	Klubour Law	Joseph and Hildy Williams vs. University Insurance Company	4/26/2024	Scheduled
4	00041616	Klubour Law	Alison Emerald vs. Canadian History Ins. Company	4/25/2024	Scheduled

ORDER STATUS – IN PRODUCTION:

Client - Order Status - In Production

0 items • Sorted by Order Number • Filtered by My orders - Status

	Order Number ↑	Account Name	Case	Order Start Date DNU	Order Status
1	00044848	Klubour Law	Noah Tornado, et al. vs. People's Pr	3/21/2024	In Production
2	00043131	Klubour Law	Joseph and Hildy Williams vs. Univ	4/3/2024	In Production
3	00043131	Klubour Law	Joseph and Hildy Williams vs. Univ	4/26/2024	In Production

TRANSCRIPTION – DRAFT ORDERS:

Transcription - Draft Orders

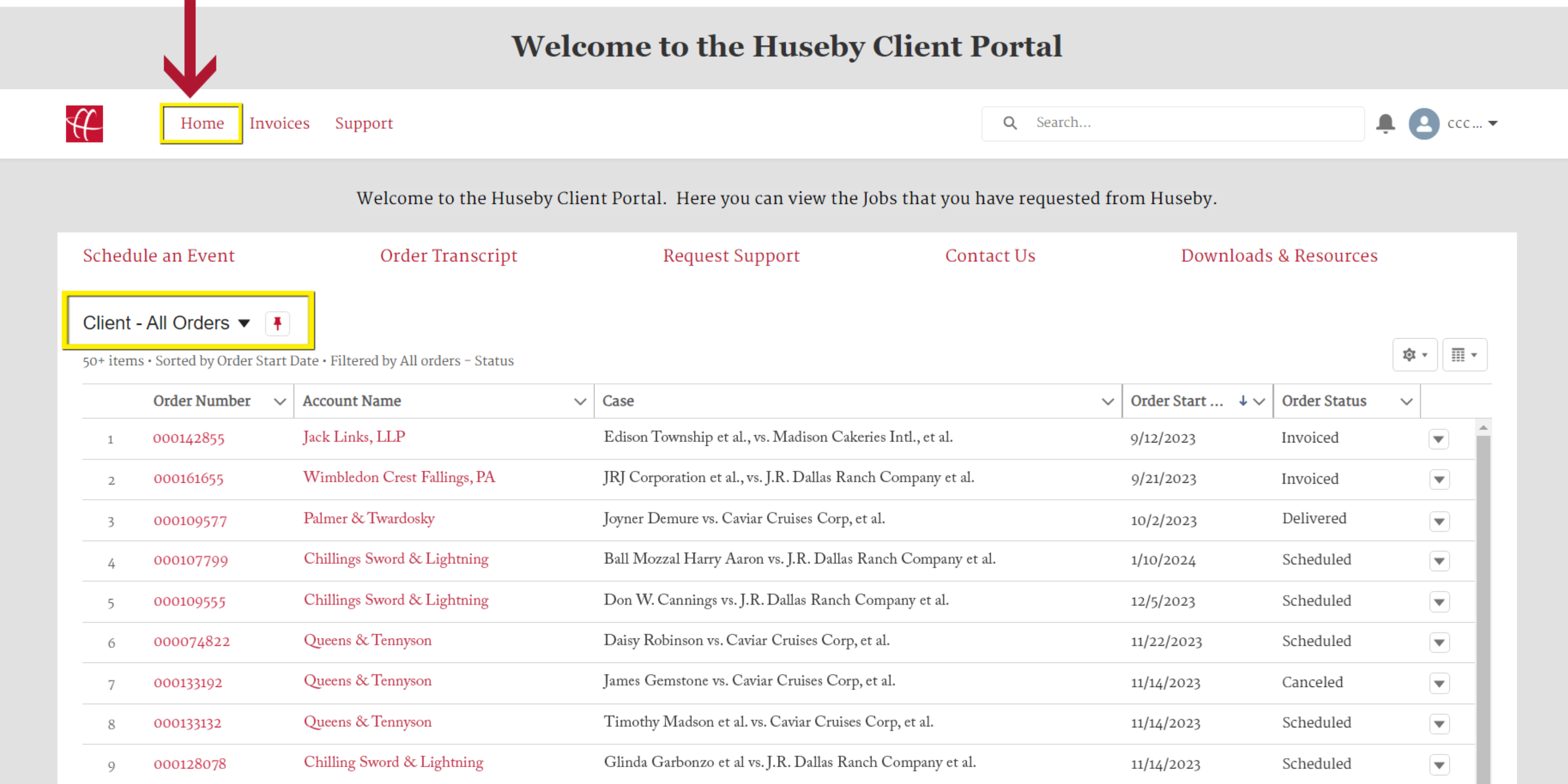
17 items • Sorted by Order Number • Filtered by All orders - Status

	Order Number ↑	Account Name	Order Amount	Order Start Date D...	Status	Created By Alias	Created Date
1	00044848	Klubour Law	$100.00	7/17/2023	Draft		7/6/2023, 9:36 PM
2	00043131	Klubour Law	$100.00	7/18/2023	Draft		7/6/2023, 11:23 PM

You can also **PIN** your favorite view.

YOUR ORDERS

On your **HOME** screen - *the default when logging in* - you can view all of your **ORDERS**.



Welcome to the Huseby Client Portal

Home Invoices Support

Search...

ccc...

Welcome to the Huseby Client Portal. Here you can view the Jobs that you have requested from Huseby.

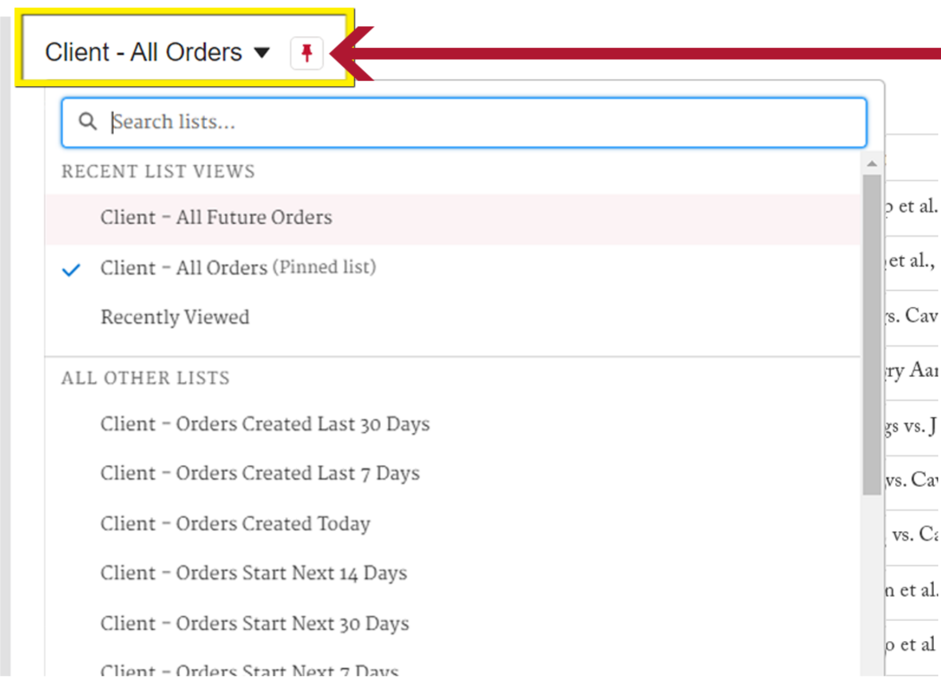
Schedule an Event | Order Transcript | Request Support | Contact Us | Downloads & Resources

Client - All Orders

50+ items • Sorted by Order Start Date • Filtered by All orders – Status

	Order Number	Account Name	Case	Order Start ...	Order Status
1	000142855	Jack Links, LLP	Edison Township et al., vs. Madison Cakeries Intl., et al.	9/12/2023	Invoiced
2	000161655	Wimbledon Crest Fallings, PA	JRJ Corporation et al., vs. J.R. Dallas Ranch Company et al.	9/21/2023	Invoiced
3	000109577	Palmer & Twardosky	Joyner Demure vs. Caviar Cruises Corp, et al.	10/2/2023	Delivered
4	000107799	Chillings Sword & Lightning	Ball Mozzal Harry Aaron vs. J.R. Dallas Ranch Company et al.	1/10/2024	Scheduled
5	000109555	Chillings Sword & Lightning	Don W. Cannings vs. J.R. Dallas Ranch Company et al.	12/5/2023	Scheduled
6	000074822	Queens & Tennyson	Daisy Robinson vs. Caviar Cruises Corp, et al.	11/22/2023	Scheduled
7	000133192	Queens & Tennyson	James Gemstone vs. Caviar Cruises Corp, et al.	11/14/2023	Canceled
8	000133132	Queens & Tennyson	Timothy Madson et al. vs. Caviar Cruises Corp, et al.	11/14/2023	Scheduled
9	000128078	Chilling Sword & Lightning	Glinda Garbonzo et al vs. J.R. Dallas Ranch Company et al.	11/14/2023	Scheduled

Click the **drop-down arrow** to choose from different views. It's helpful to set your DEFAULT view to CLIENT-ALL ORDERS, by first choosing it in the drop-down menu, then ***pinning*** it:



ORDER DETAILS

ORDER DETAILS

The **ORDER NUMBER** takes you to the details for that order. Simply click to go to details page.

Schedule an Event | Order Transcript | Request Support | Contact Us | Downloads & Resources

Client - All Orders

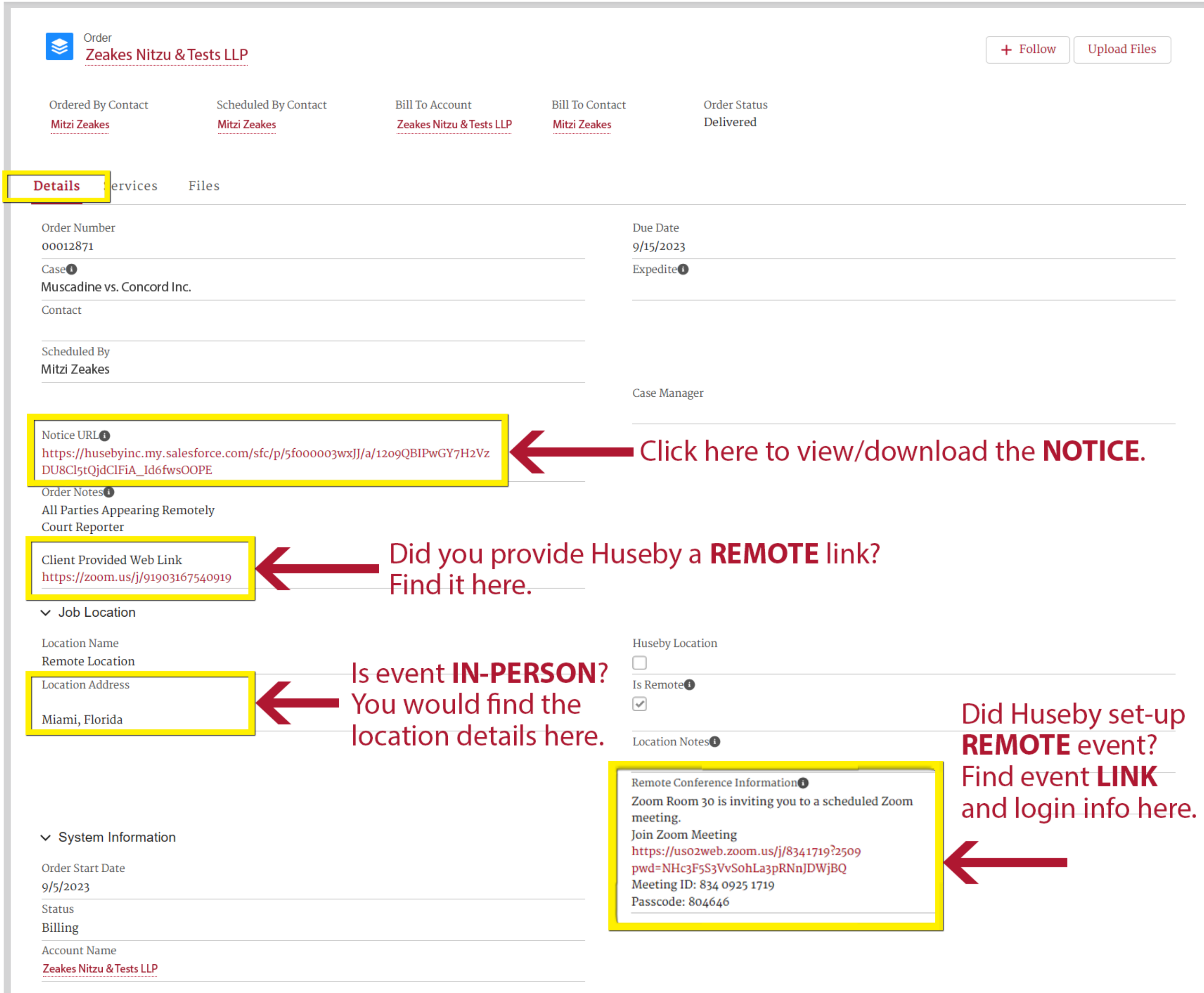
50+ items • Sorted by Order Start Date • Filtered by All orders - Status

	Order Number	Account Name	Case	Order Start ...	Order Status
1	000142855	Jack Links, LLP	Edison Township et al., vs. Madison Cakeries Intl., et al.	9/12/2023	Invoiced
2	000161655	Wimbledon Crest Fallings, PA	JRJ Corporation et al., vs. J.R. Dallas Ranch Company et al.	9/21/2023	Invoiced
3	000109577	Palmer & Twardosky	Joyner Demure vs. Caviar Cruises Corp, et al.	10/2/2023	Delivered

Invoiced - *Job Order Complete and Billed*
Delivered - *Job Order Delivered; will be Billed*
Scheduled - *Upcoming Jobs on Calendar*
Canceled - *Canceled Jobs on Calendar*

ORDER DETAILS TAB

Your go-to for Job Details - past and upcoming - including future job details: Job Notice, location information and/or remote event link.



Order
Zeakes Nitzu & Tests LLP

Follow | Upload Files

Ordered By Contact	Scheduled By Contact	Bill To Account	Bill To Contact	Order Status
Mitzi Zeakes	Mitzi Zeakes	Zeakes Nitzu & Tests LLP	Mitzi Zeakes	Delivered

Details | Services | Files

Order Number
00012871

Due Date
9/15/2023

Case
Muscadine vs. Concord Inc.

Expedite

Contact

Scheduled By
Mitzi Zeakes

Case Manager

Notice URL
https://husebyinc.my.salesforce.com/sfc/p/5f000003wxJJ/a/1209QBIPwGY7H2VzDU8Cl5tQjdClFiA_Id6fwsOOPE

Click here to view/download the **NOTICE**.

Order Notes
All Parties Appearing Remotely
Court Reporter

Client Provided Web Link
https://zoom.us/j/91903167540919

Did you provide Huseby a **REMOTE** link? Find it here.

Job Location

Location Name
Remote Location

Huseby Location

Location Address
Miami, Florida

Is Remote

Is event **IN-PERSON**? You would find the location details here.

Location Notes

Remote Conference Information
Zoom Room 30 is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
https://us02web.zoom.us/j/8341719?2509pwd=NHc3F5S3VvSohLa3pRNnJDWjBQ
Meeting ID: 834 0925 1719
Passcode: 804646

Did Huseby set-up **REMOTE** event? Find event **LINK** and login info here.

System Information

Order Start Date
9/5/2023

Status
Billing

Account Name
Zeakes Nitzu & Tests LLP

SERVICES TAB

The **SERVICES** tab provides details about **1) Original Services Ordered**; and

Order
Locke West & Anderson

+ Follow

Scheduled By Contact	Ordered By Contact	Order Status	Event Class	Job Type
Rosalee de Roma	Rosalee de Roma	Delivered	Deposition	Deposition

Details **Services** Files

Original Services Ordered

Showing 3 of 3 items

Service	Witness	Scheduled Service Date
Reporter	Dr. Jon Ruckel	6/8/2023
Rough ASCII	Dr. Jon Ruckel	6/8/2023
Expedite 2 Day	Dr. Jon Ruckel	6/8/2023

2) Invoiced Services, for past/invoiced jobs.

Invoiced Services

Showing 4 of 4 items

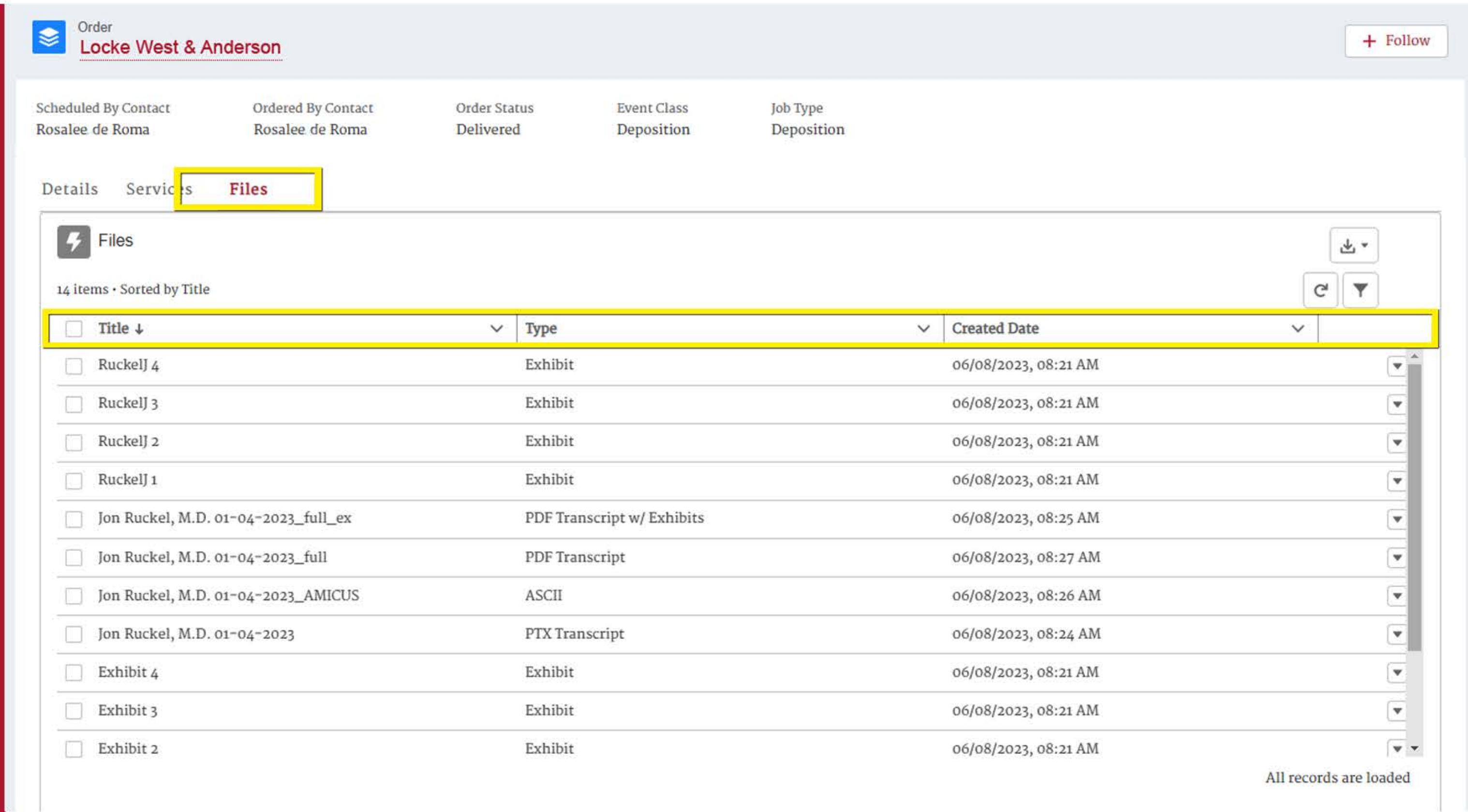
Service	Witness	Service Date	Unit	Rate	Quantity	Line Total
Huseby Connect Webconferencing	Dr. Jon Ruckel	6/8/2023	Hourly	$100.00	5.5	$550.00
Appearance	Dr. Jon Ruckel	6/8/2023	Hourly	$55.00	5.5	$302.50
Original	Dr. Jon Ruckel	6/8/2023	Per Page	$4.25	312	$1,326.00
Exhibits	Dr. Jon Ruckel	6/8/2023		$50.00	1	$50.00

Here in the **Invoiced Services** area, you'll find **line item details**:

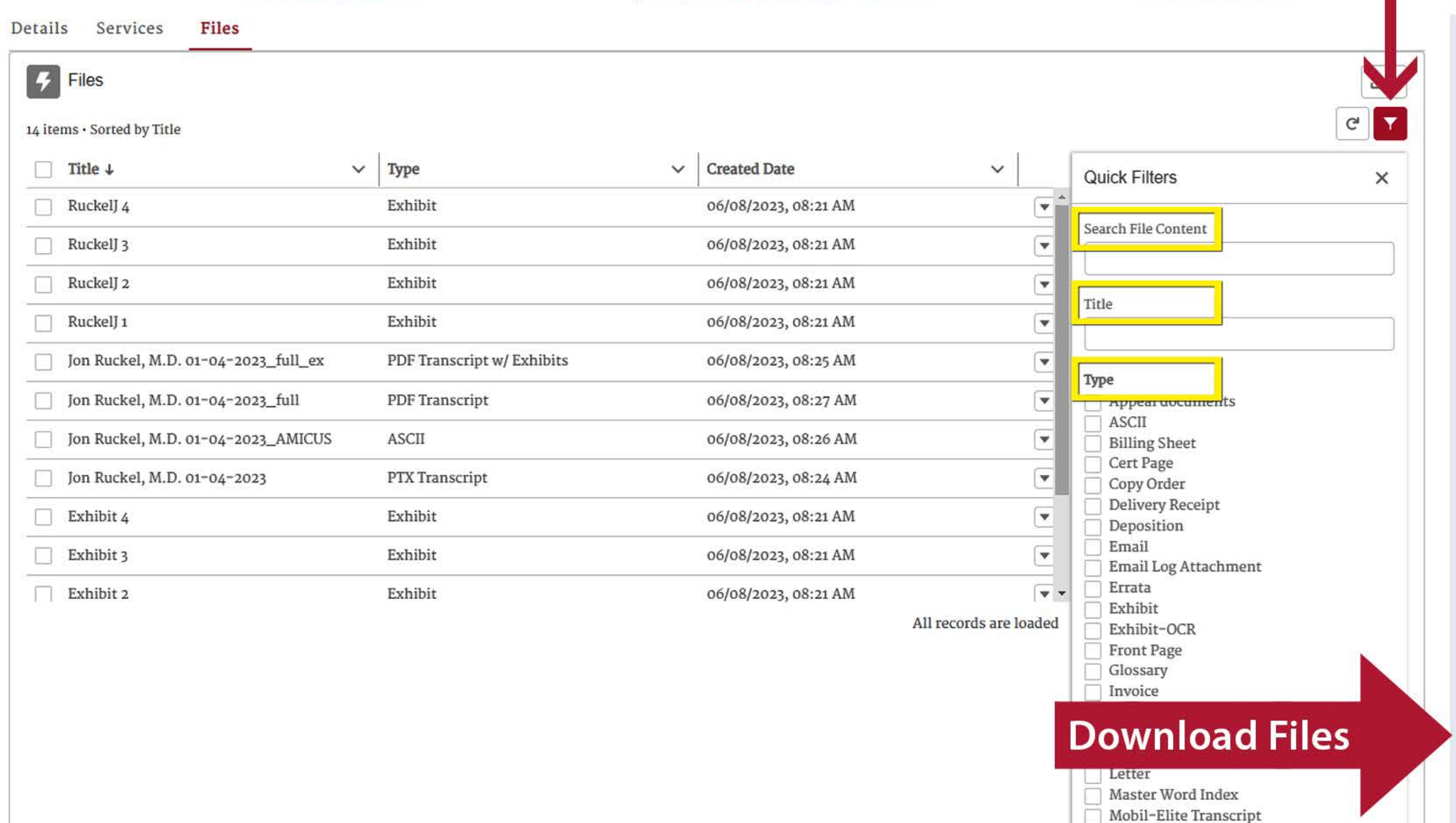
- **Service** - type of service or product
- **Witness** - witness name
- **Service Date**
- **Unit Type** - hourly, per page, per session, etc.
- **Rate** - rate per unit
- **Quantity** - amount of units
- **Line Total** - rate x quantity

FILES TAB

The **FILES** tab contains job exhibits, PDF transcript files, ASCII files, and more - all of the files for the delivered job. Click inside the headers to sort by file Title, file Type, or Created Date.

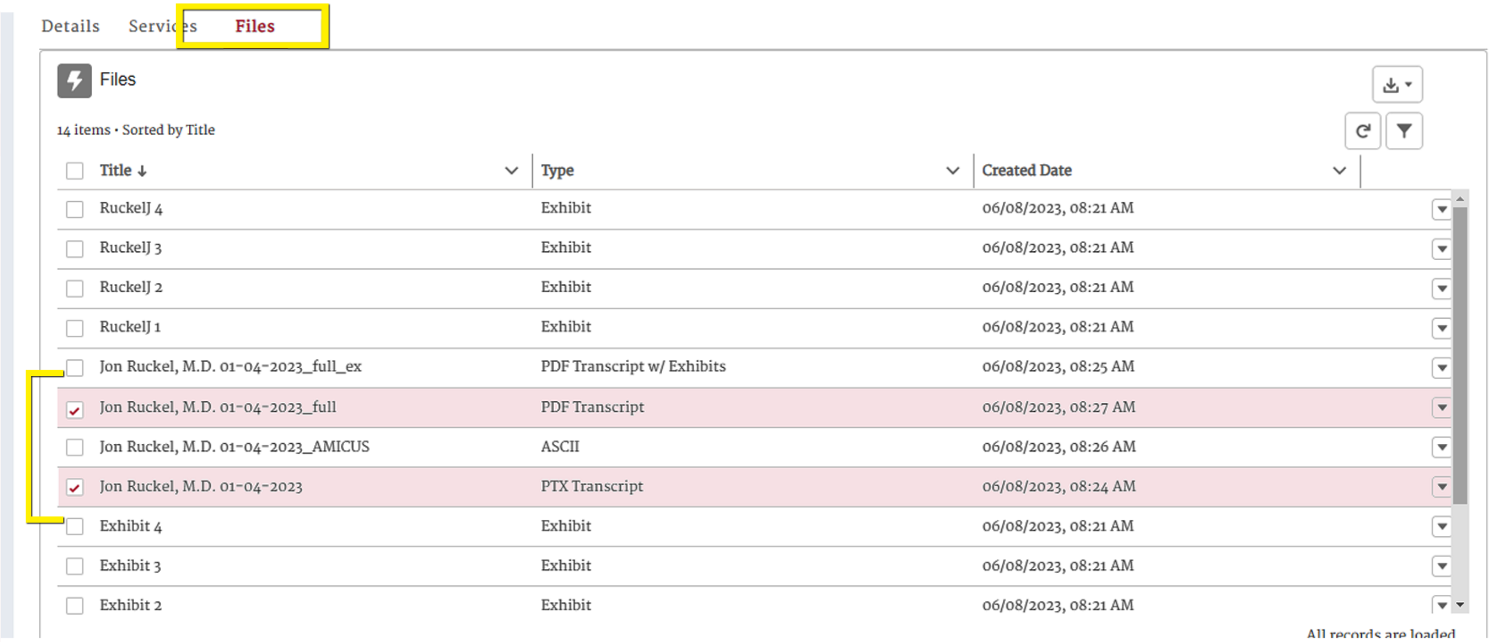


You can click the **file filter icon** to search/sort by FILE CONTENT, TITLE, or ***one or more*** FILE TYPES.

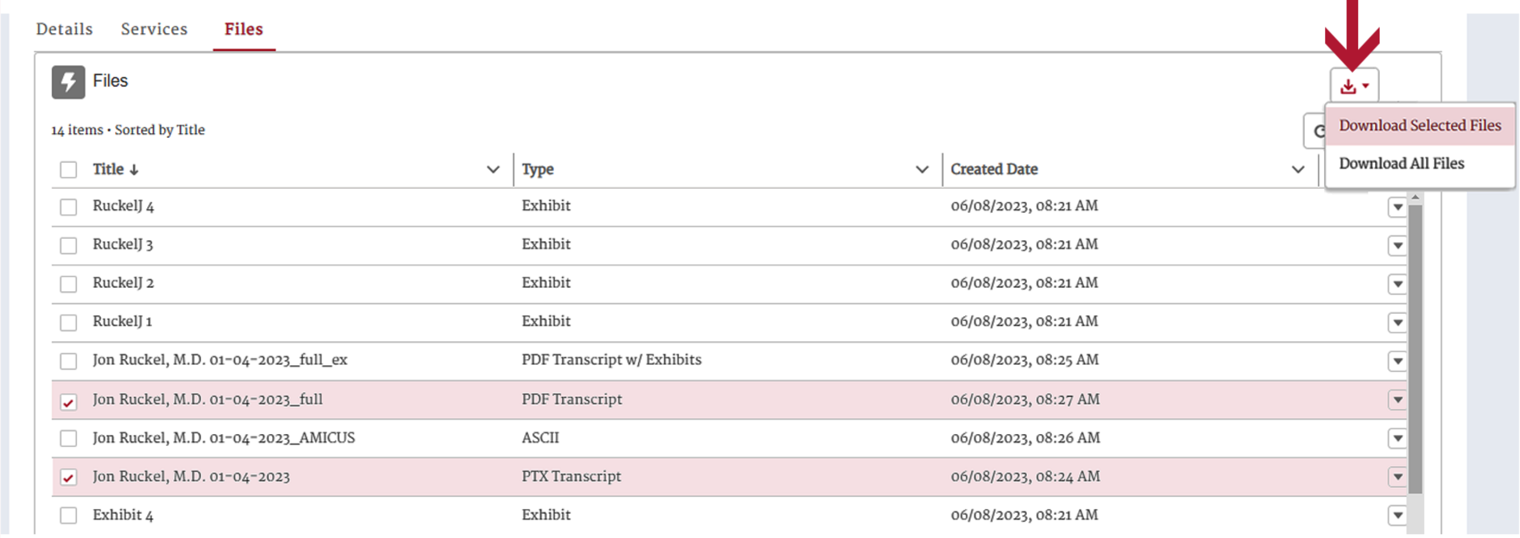


FILES TAB: Downloading Files

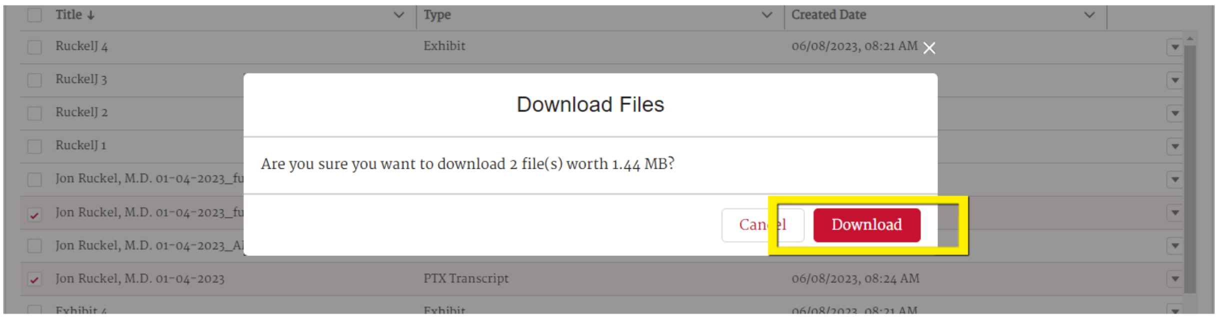
Simply click to checkmark the box next to TITLE to choose all files, or click box(es) next to individual files you wish to download.



Next, click the DOWNLOAD icon and choose 'Download Selected Files' or 'Download All Files.'



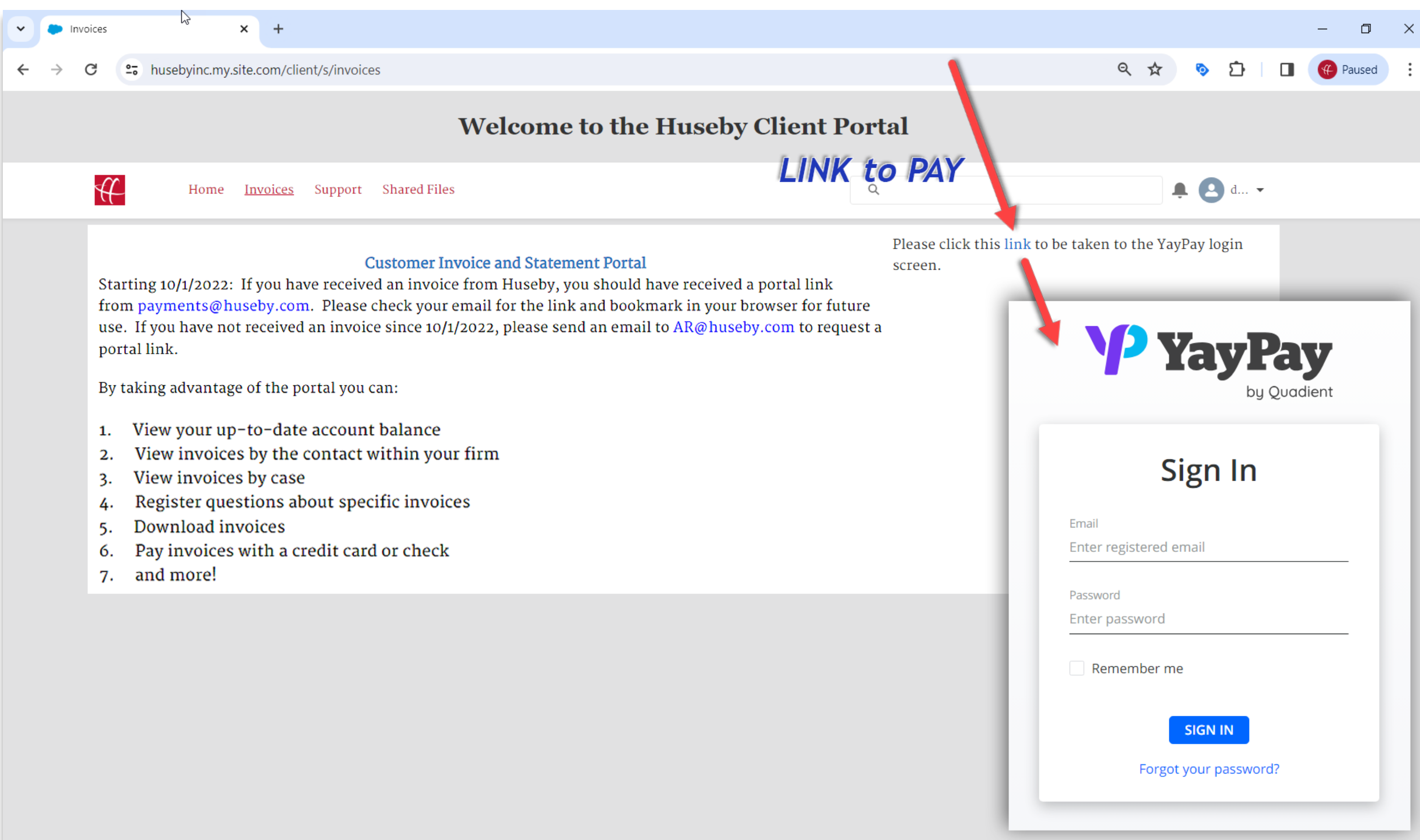
Next, click the DOWNLOAD button.



INVOICES

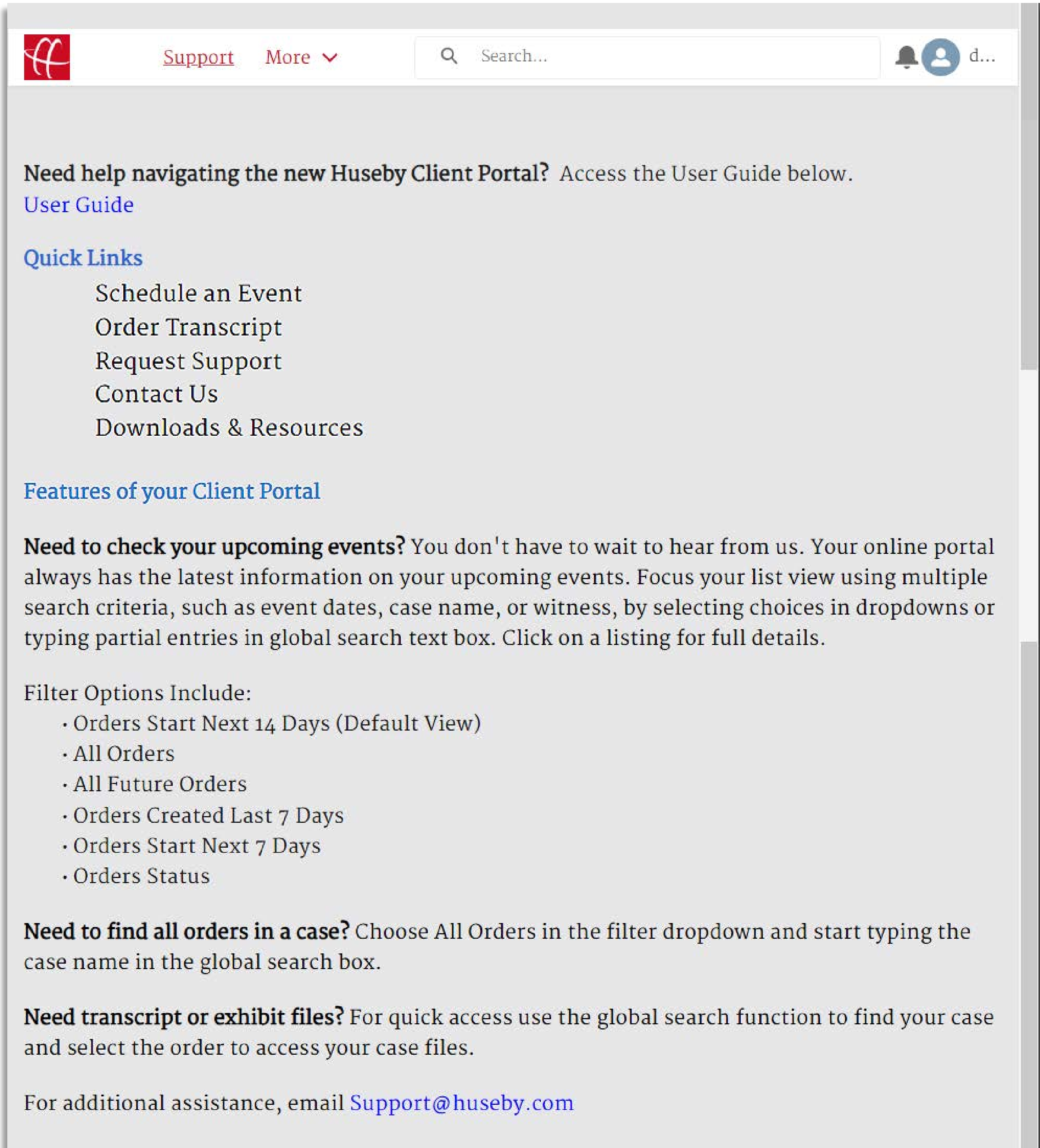
Click the **INVOICES** tab, then sign-in to **YayPay** to:

1. View your up-to-date account balance;
2. View invoices by the contact within your firm;
3. View invoices by case;
4. Register questions about specific invoices;
5. Download invoices; and
6. Pay invoices with a credit card or check.



SUPPORT

On the **SUPPORT** page you'll find helpful links and important information:



Need help navigating the new Huseby Client Portal? Access the User Guide below.
User Guide

Quick Links

Schedule an Event
Order Transcript
Request Support
Contact Us
Downloads & Resources

Features of your Client Portal

Need to check your upcoming events? You don't have to wait to hear from us. Your online portal always has the latest information on your upcoming events. Focus your list view using multiple search criteria, such as event dates, case name, or witness, by selecting choices in dropdowns or typing partial entries in global search text box. Click on a listing for full details.

Filter Options Include:

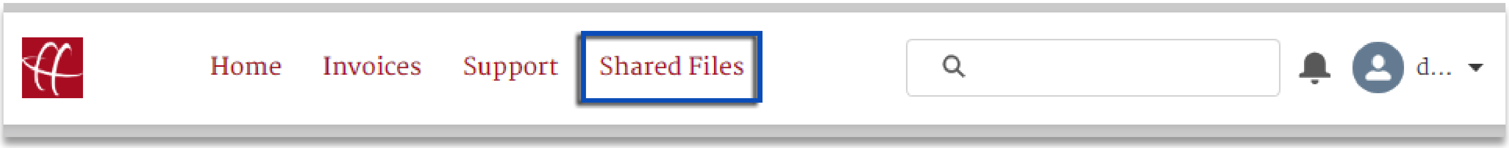
- Orders Start Next 14 Days (Default View)
- All Orders
- All Future Orders
- Orders Created Last 7 Days
- Orders Start Next 7 Days
- Orders Status

Need to find all orders in a case? Choose All Orders in the filter dropdown and start typing the case name in the global search box.

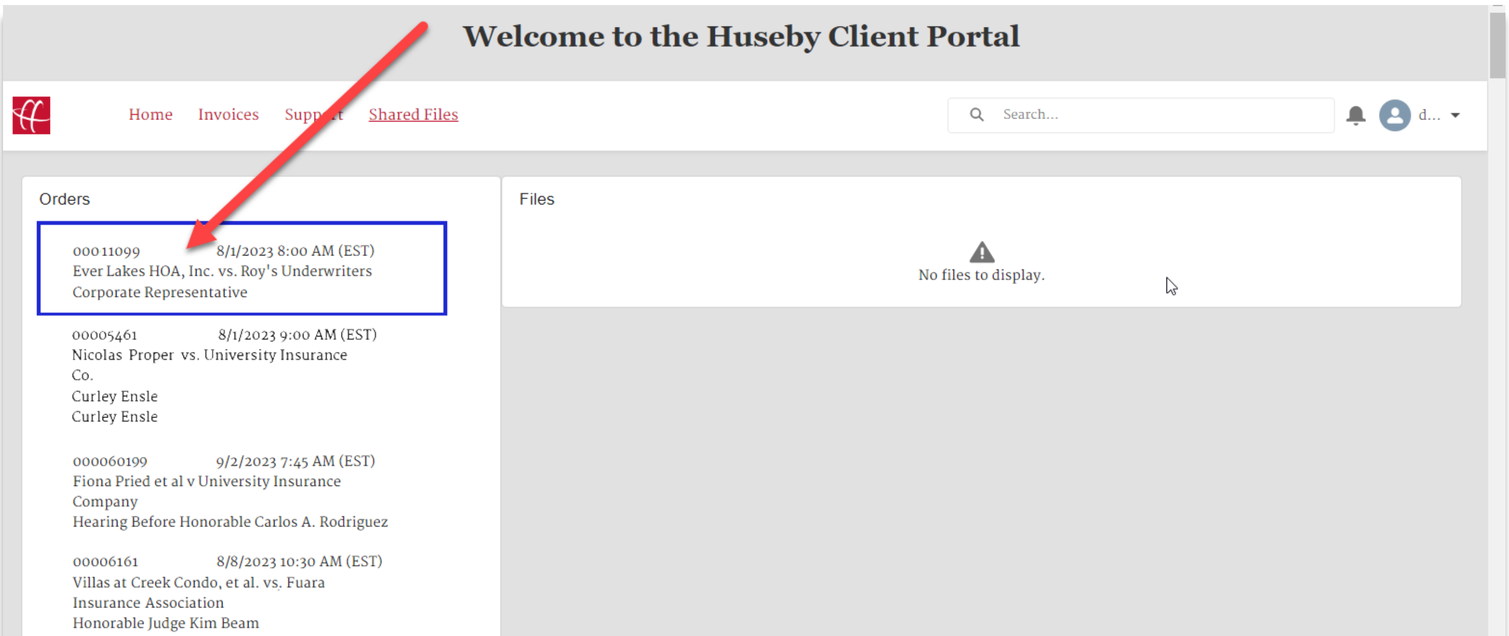
Need transcript or exhibit files? For quick access use the global search function to find your case and select the order to access your case files.

For additional assistance, email Support@huseby.com

SHARED FILES

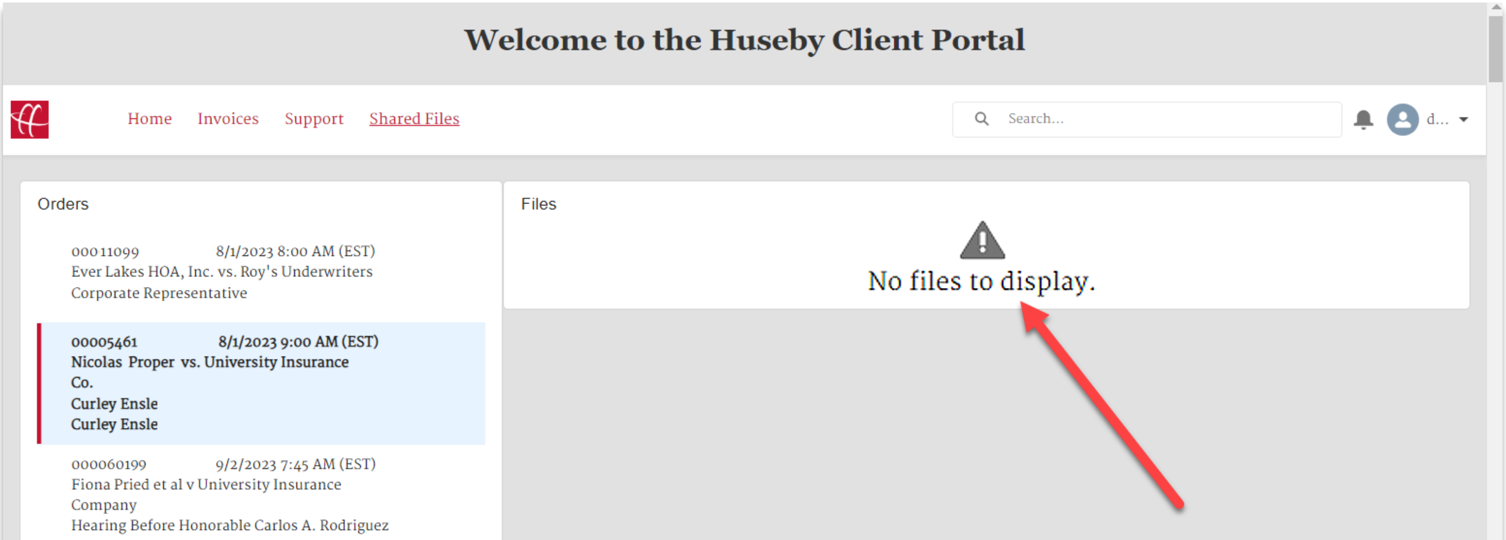


In the **SHARED FILES** area, click an **ORDER** to view associated files:

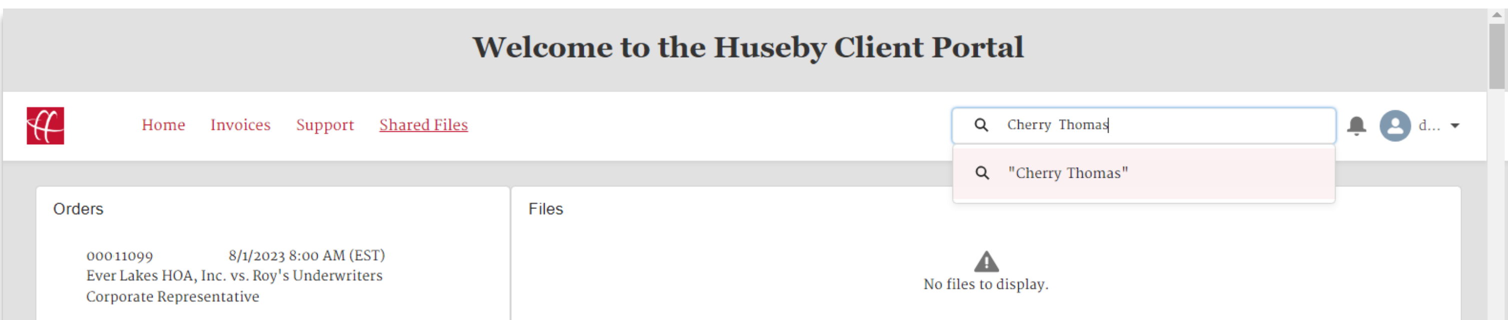


The files for that order will display. To **DOWNLOAD** one file, click the **DOWNLOAD BUTTON** to the right of that file name. To download 2 or more, checkmark each, then click **DOWNLOAD SELECTED**.

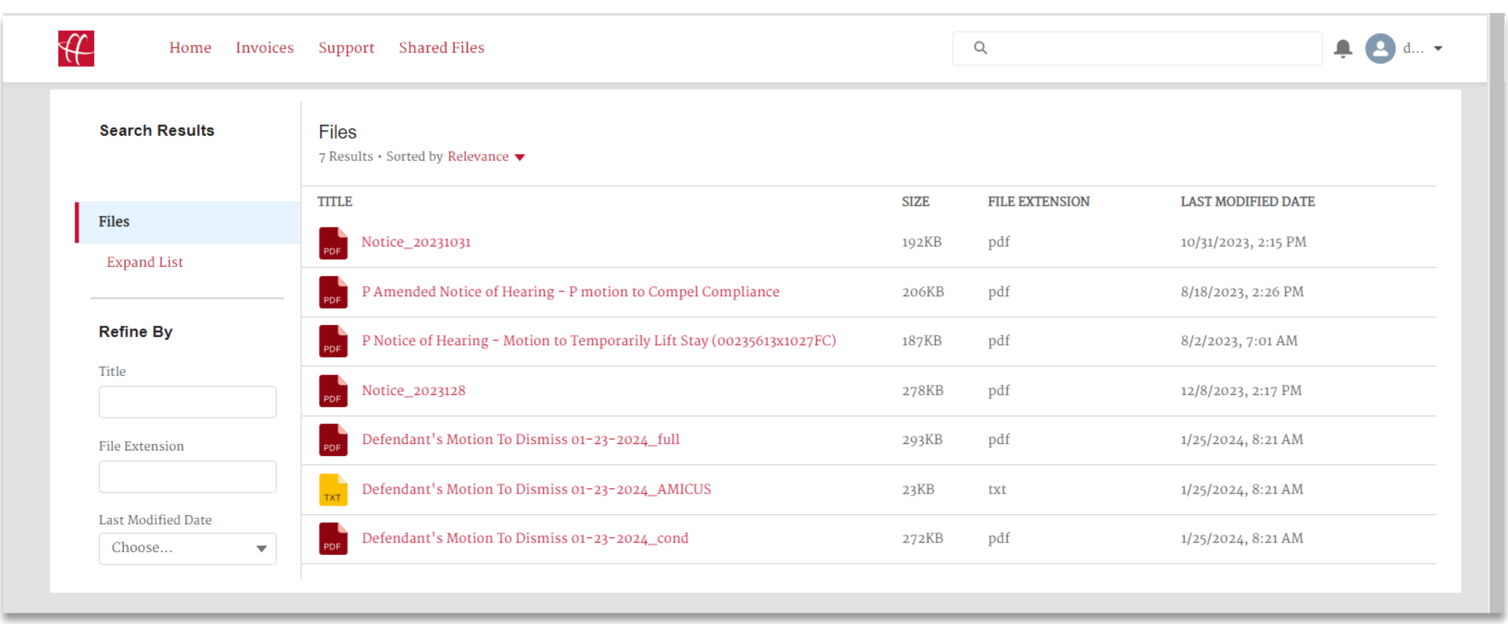
If there are no files for an **ORDER**, ‘***NO FILES TO DISPLAY***’ will appear in the file area.



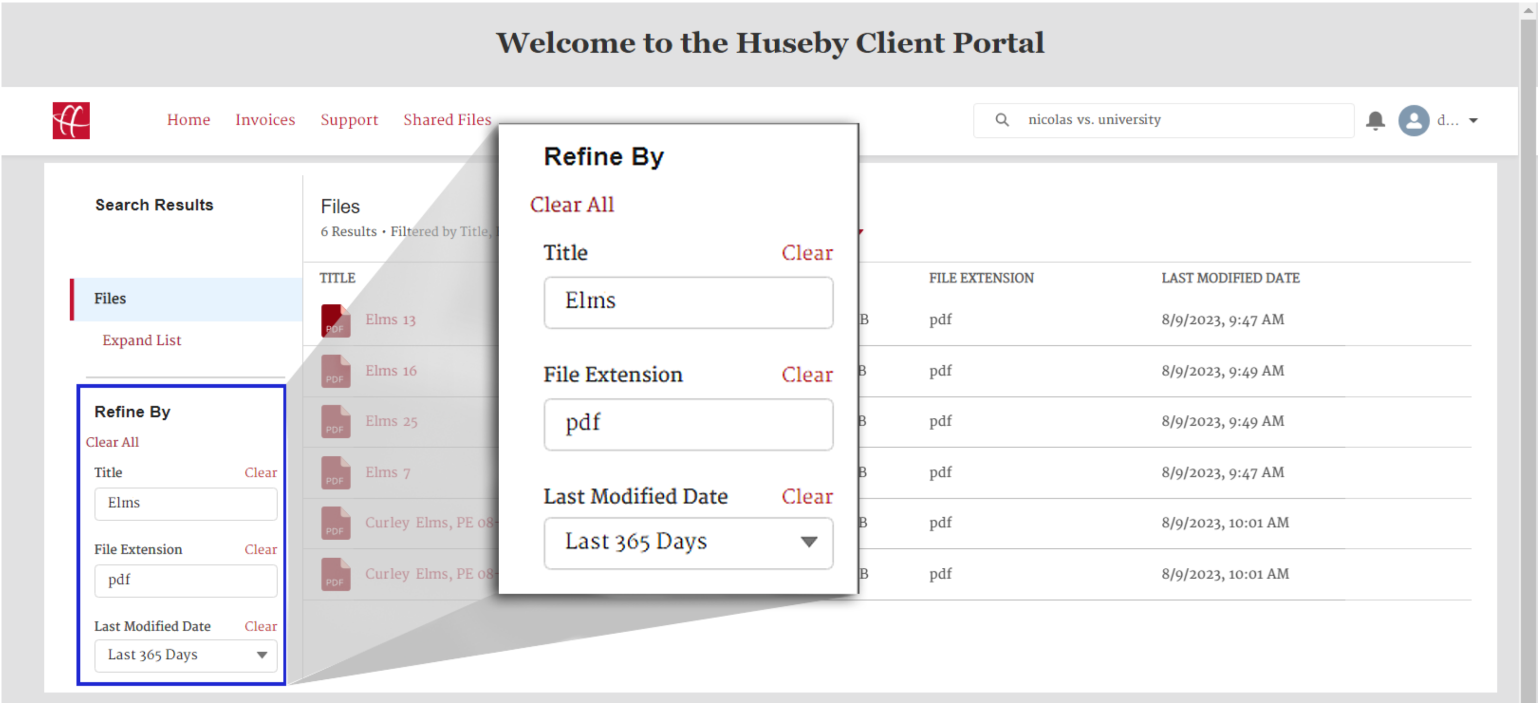
SEARCH for file(s) by *case name* or *witness* in the search box.



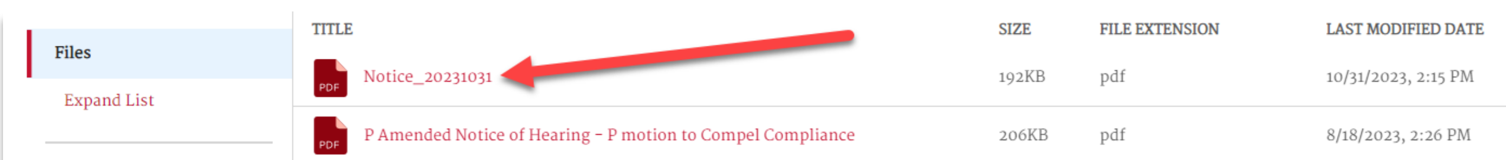
The associated files will appear.

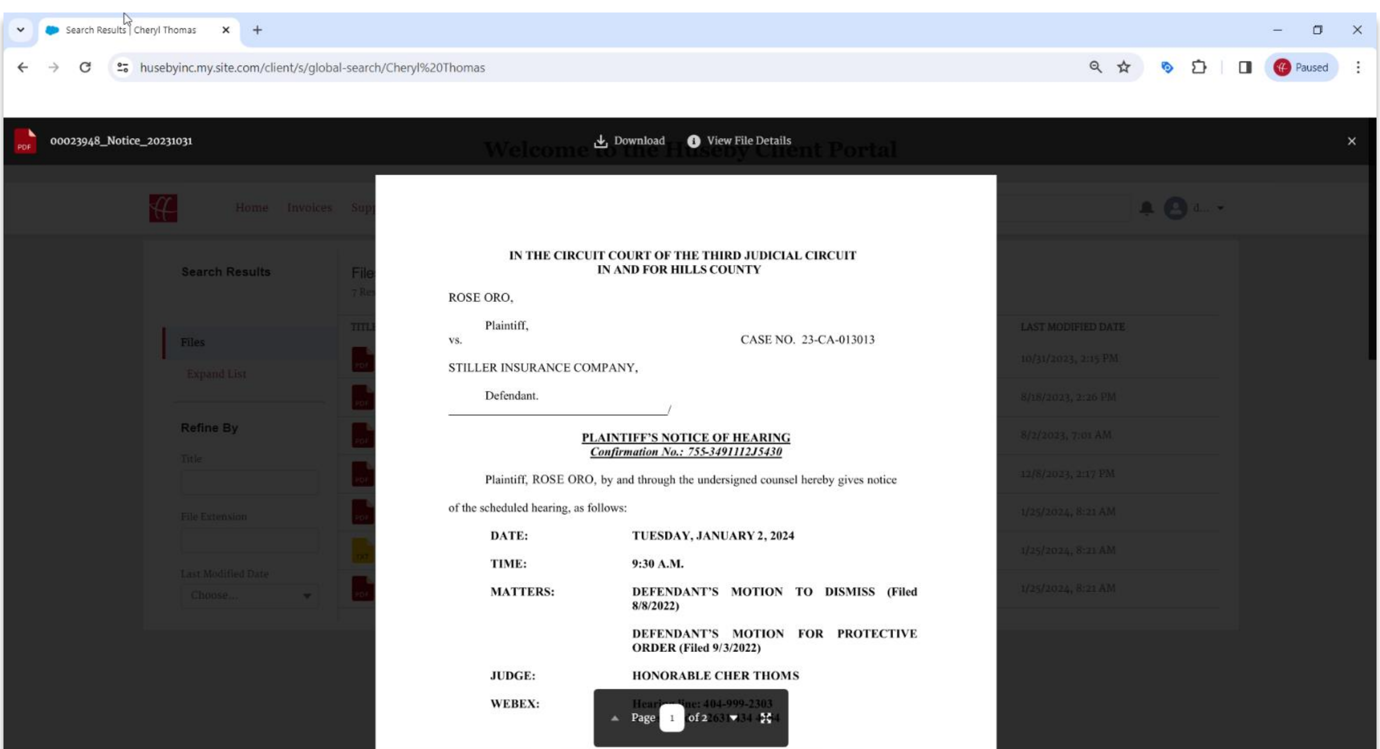


You can **REFINE SEARCH** by ***TITLE***, ***FILE EXTENSION***, or ***LAST MODIFIED DATE***.



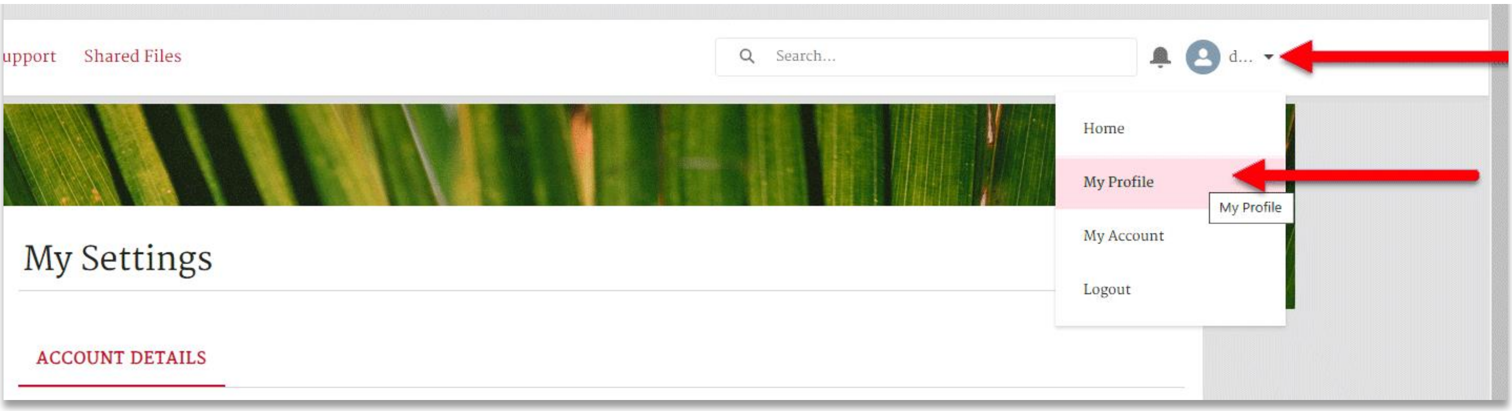
PREVIEW a document by clicking the file name.



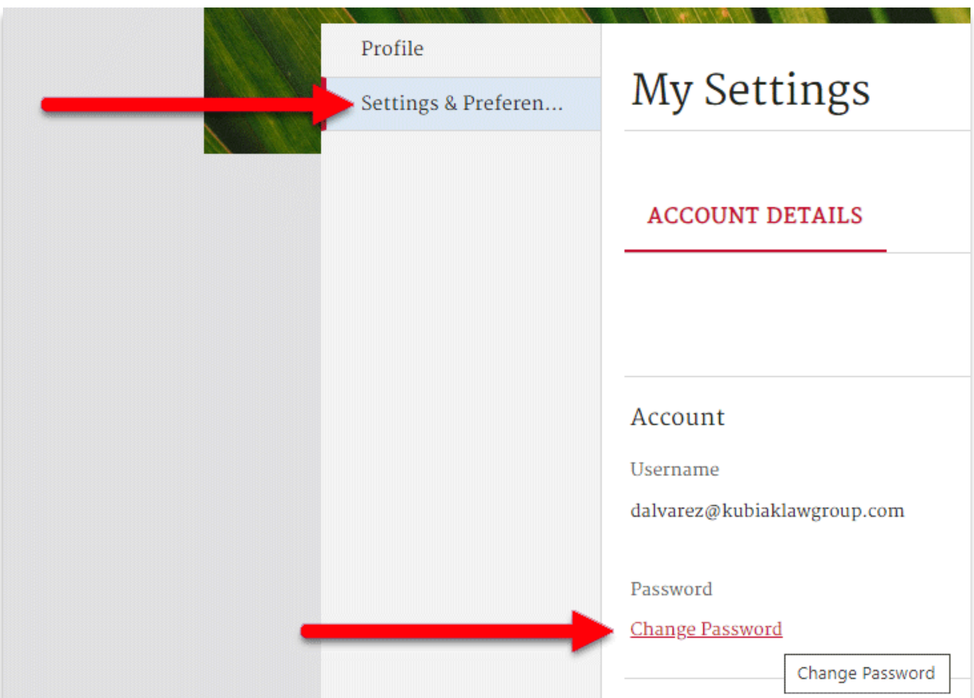


CHANGING YOUR PASSWORD

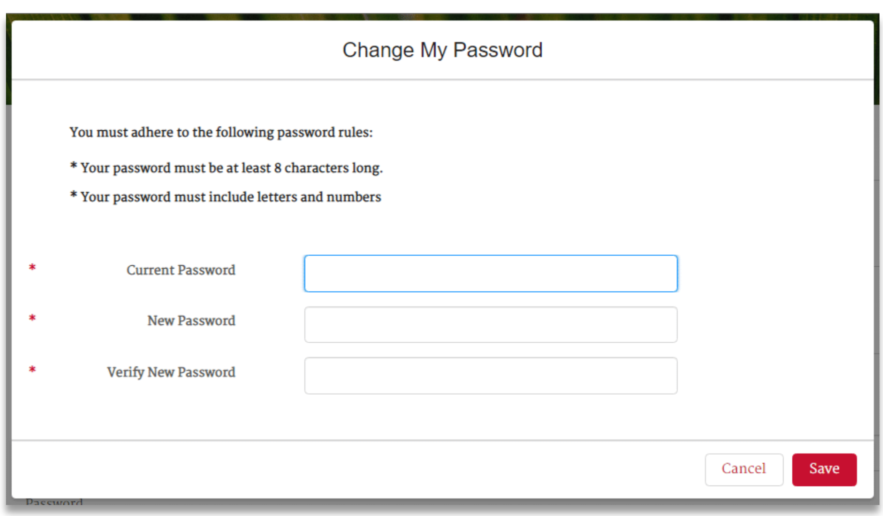
Click the *drop-down next to your account name*, then click **MY PROFILE**.



Choose **SETTINGS & PREFERENCES,** then click **CHANGE PASSWORD**.



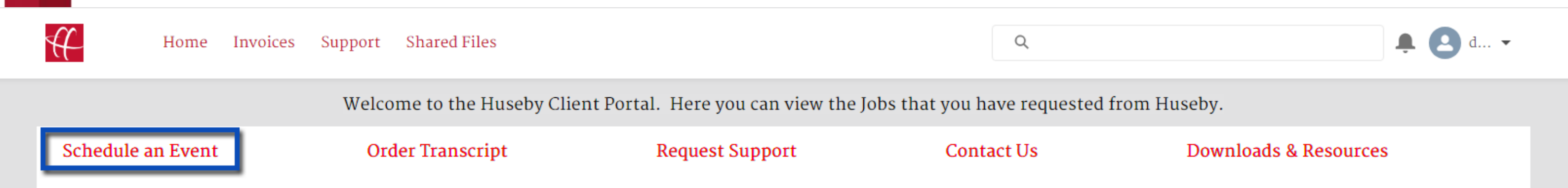
Create your new password, then click **SAVE**.

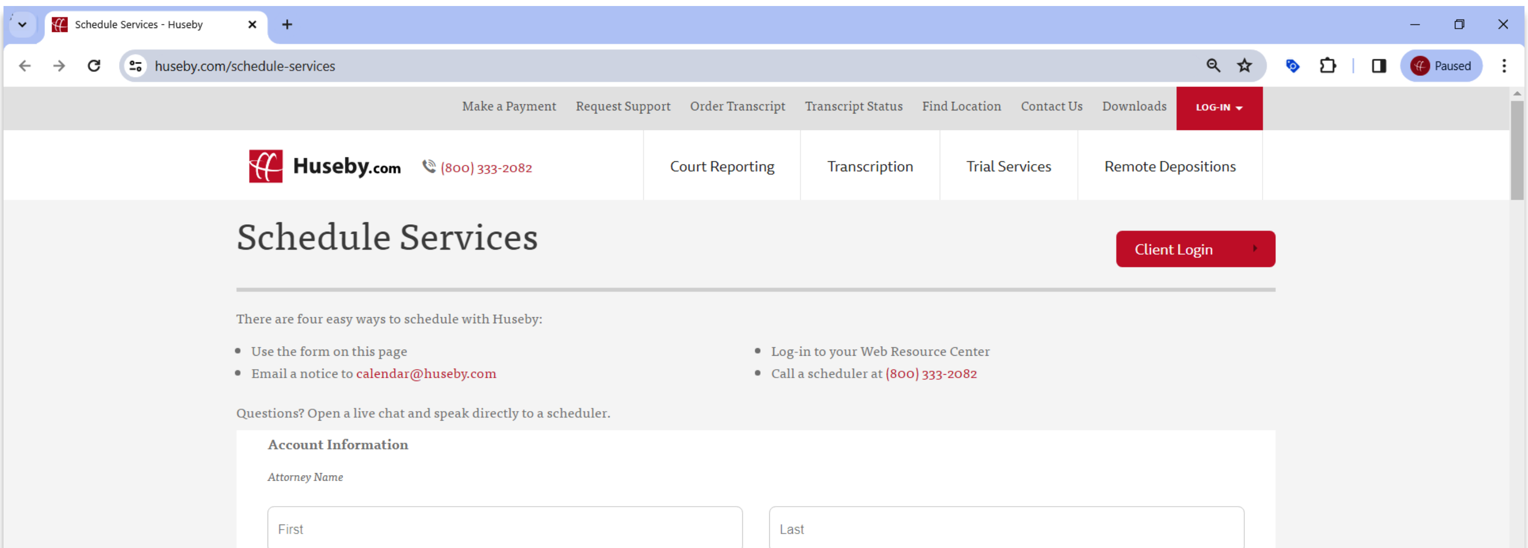


IMPORTANT LINKS

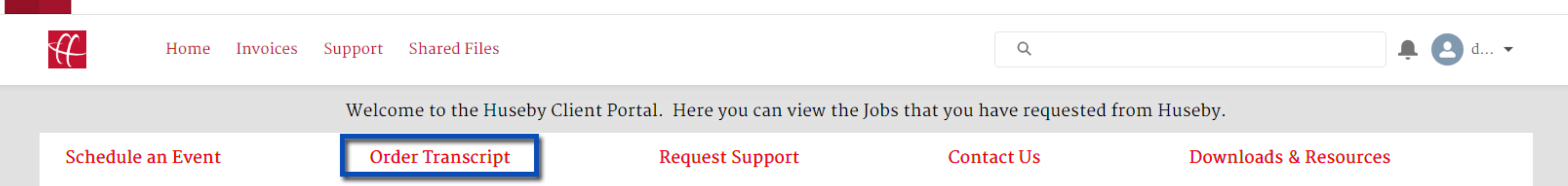
Your client portal includes important links:

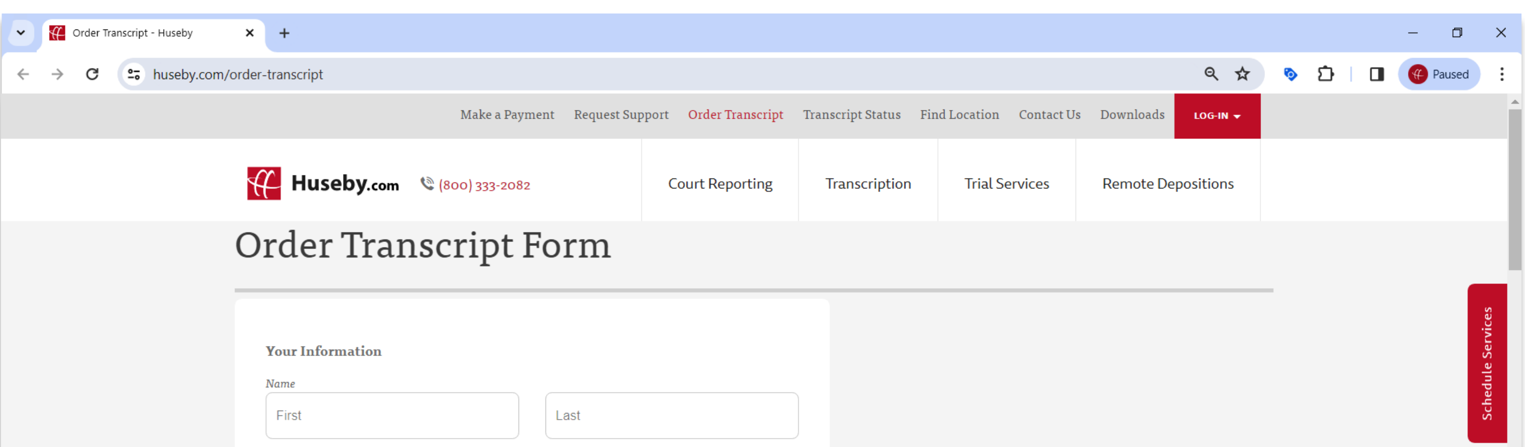
Schedule an Event



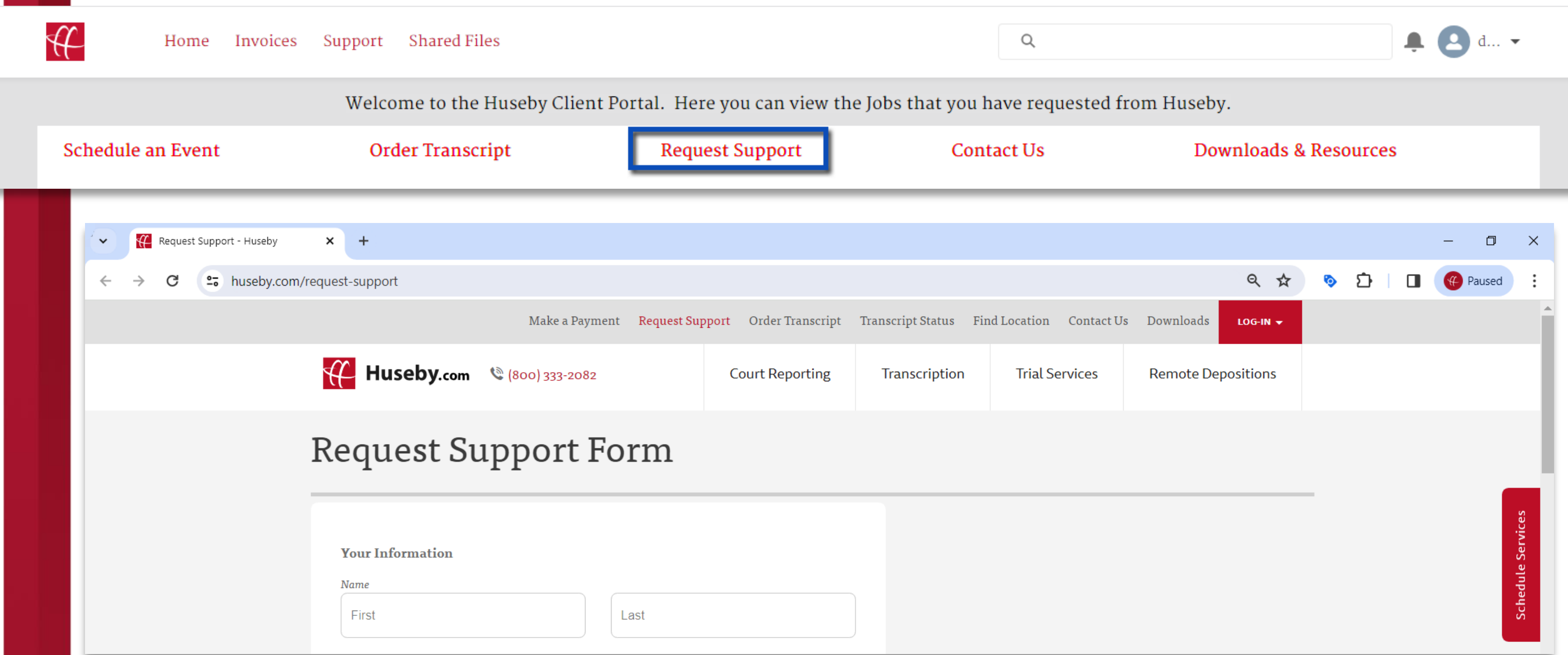


Order Transcript(s)





Request Support



Contact Us