Huseby *Resource Portal:* Job Turn-In

1) Log-in to the Resource Community Portal and click the **MY JOBS** tab.
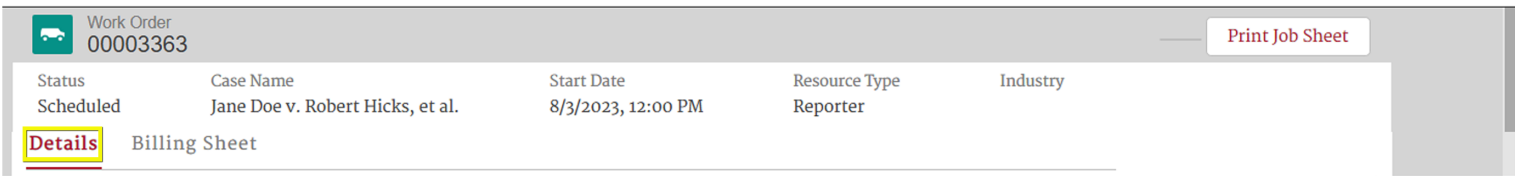
Important: *Click drop-down, choose 'My Jobs' as view, then PIN to make default view.* ▶

Job Invitations	My Jobs	Payments	Calendar

My Jobs ▼ 📌

6 items · Sorted by Work Order Number · Filtered by My work orders   ⚙️▼ ▦▼

Work Order... ↑ ▼	Start Date ▼	Account ▼	Case Name ▼	Priority ▼	Status ▼	City/State ▼	Location ▼
➤ 00003363	8/3/2023, 12:00 PM	Employee Law Center LLP	Jane Doe v. Robert ...	Low	Scheduled	Manteo, North Carolina	County Justice Center

2) Choose a job by clicking the **WORK ORDER NUMBER**.
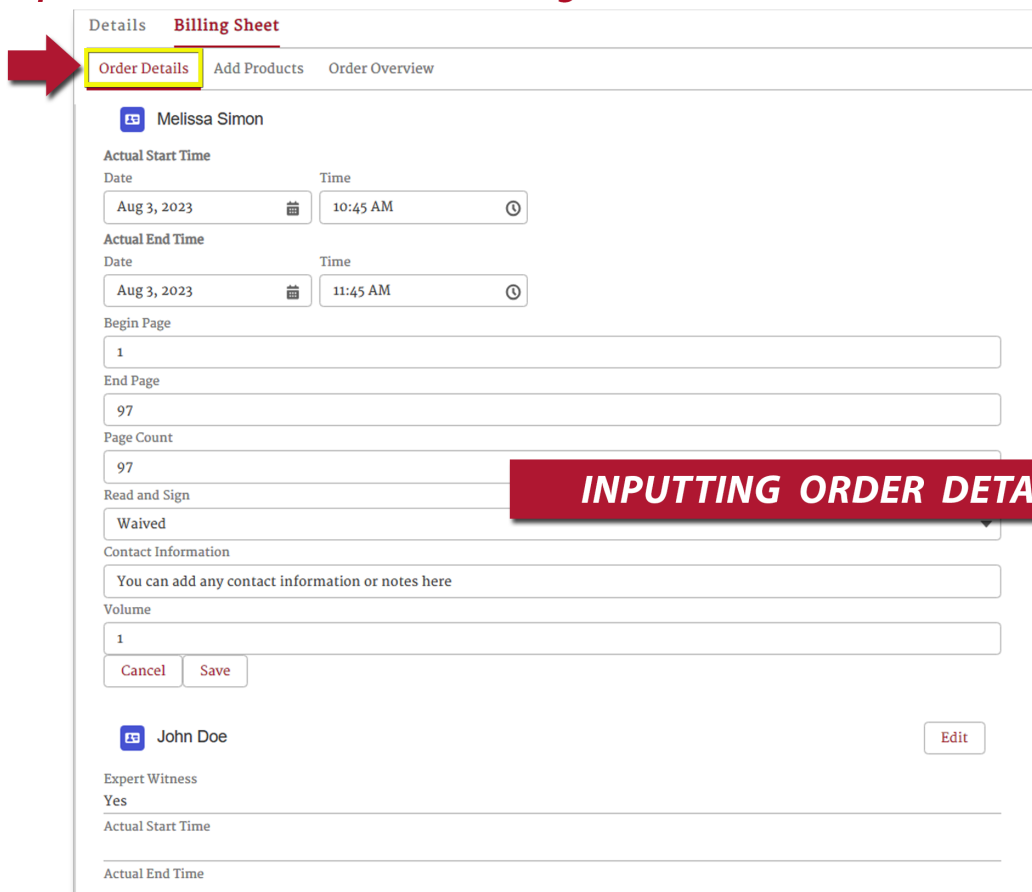
The view will default to the Work Order **DETAILS** tab.

🚗 Work Order
00003363   Print Job Sheet

Status	Case Name	Start Date	Resource Type	Industry
Scheduled	Jane Doe v. Robert Hicks, et al.	8/3/2023, 12:00 PM	Reporter	

Details   Billing Sheet

3) Choose the **BILLING SHEET** tab to start the turn-in process.

Details	**Billing Sheet**

Order Details   Add Products   Order Overview

4) You'll first input information under the Billing Sheet/ **ORDER DETAILS** tab.

Details   **Billing Sheet**

➤ **Order Details**   Add Products   Order Overview

🪪 Melissa Simon

Actual Start Time
Date   Time
Aug 3, 2023   📅   10:45 AM   🕐

Actual End Time
Date   Time
Aug 3, 2023   📅   11:45 AM   🕐

Begin Page
1

End Page
97

Page Count
97

Read and Sign   **INPUTTING ORDER DETAILS** ➤
Waived

Contact Information
You can add any contact information or notes here

Volume
1

Cancel   Save

🪪 John Doe   Edit

Expert Witness
Yes

Actual Start Time

Actual End Time

Ver.11.2.23

✉️ *support@huseby.com*

A. INPUTTING *Order* DETAILS: WITNESSES ON CASE

1) Click the Edit Button to edit witness details.

📇 Witnesses on Case

📇 Melissa Simon   Edit

Expert Witness
No

Actual Start Time

2) Input all details for the witness.

📇 Melissa Simon

Actual Start Time

Date | Time
Aug 3, 2023 📅 | 10:45 AM 🕐

Actual End Time

Date | Time
Aug 3, 2023 📅 | 11:45 AM 🕐

Begin Page

| 1 |

End Page

| 97 |

Page Count

| 97 |

Read and Sign

| Waived ▼ |

Contact Information

| You can add any contact information or notes here |

Volume

| 1 |

Cancel | Save ⬅

3) Click the SAVE button.

4) Repeat for each witness.

5) To ADD a witness, input name, choose EXPERT status, then click CREATE NEW WITNESS.

📇 New Witness

Name

| |

Expert Witness

| No ▼ |

Create new Witness

6) Input and save details for added witness(es).   ✉ *support@huseby.com*

B. INPUTTING *Order* DETAILS - PARTIES ON THE ORDER:

📇 Parties on this Order

📇 Tomas Mick - Mick & Allen, PLLC   [Remove]

Email
tommick@malaw.com

📇 Kelly Boeing - Mick & Allen, PLLC   [Remove]

Email
kellyboeing@malaw.com

📇 Jonathan Sanders, Esq. - Sanders, Locke & Pitman   [Remove]

Email
jsanders@sanderslockepitman.com

*Choose **REMOVE PARTY** when applicable.*

*To add a party not already listed: under **ADD A PARTY,** input Firm Name, Contact Name, Contact E-mail, then click **CREATE NEW PARTY**.*

📇 Add a Party

Firm Name

[   ]

Name

[   ]

Email

[   ]

[Create new Party]

Once a new party is entered, you will have the option to edit further or remove.

📇 Mary Pitman, Esq. - Sanders, Locke & Pitman   [Edit] [Remove]

Firm Name
Sanders, Locke & Pitman

Contact Name
Mary Pitman, Esq.

Email
mpitman@sanderslockepitman.com

support@huseby.com

C. ADDING PRODUCTS:

1) Next choose ADD PRODUCTS tab.

Details   **Billing Sheet**

Order Details   **Add Products**   Order Overview

2) CLICK to select: a) ORDERING PARTY(IES); b) WITNESS(ES); and c) PRODUCTS. A checkmark will appear next to the entry after selecting.

before | *after*

Add new Products

Select Ordering Parties
- + Kim Anvil, Esq. – Employee Law LLP
- + Tes Jordan – Tes Firm
- + Samuel Jones – Smith & Jones LLP

Select Witnesses
- + John Doe
- + Melissa Simon
- + Jordan Doe

Select Products
- + Additional Hours
- + Appearance (Full Day)
- + Appearance (Half Day)
- + Arbitration
- + Cancellation Fees Products
- + Copy
- + Deposition
- + Expedite 2 Day
- + Expedite 3 Day
- + Expedite 4 Day
- + Expedite 5 Day
- + Expedite 6 Day
- + Expedite 7 Day
- + Expedite Next Day
- + Expedite Same Day
- + No Show / Cancellation
- + Original
- + Read & Sign
- + Realtime
- + Rough Draft Transcript
- + Transcript Original + 1 Copy

Add Products

This does not represent the full list of products in the Portal.

Add new Products

Select Ordering Parties
- ✓ Kim Anvil, Esq. – Employee Law LLP
- + Tes Jordan – Tes Firm
- + Samuel Jones – Smith & Jones LLP

Select Witnesses
- ✓ John Doe
- + Melissa Simon
- + Jordan Doe

Select Products
- + Additional Hours
- + Appearance (Full Day)
- ✓ Appearance (Half Day)
- + Arbitration
- + Cancellation Fees Products
- + Copy
- ✓ Deposition
- + Expedite 2 Day
- + Expedite 3 Day
- + Expedite 4 Day
- ✓ Expedite 5 Day
- + Expedite 6 Day
- + Expedite 7 Day
- + Expedite Next Day
- + Expedite Same Day
- + No Show / Cancellation
- + Original
- + Read & Sign
- + Realtime
- + Rough Draft Transcript
- ✓ Transcript Original + 1 Copy

Add Products

3) Click ADD PRODUCTS at bottom of list.

IMPORTANT NOTE: You can choose more than one party and/or more than one witness at a time, if products pertain to them all. If, however, a product pertains to only one party/witness, simply 1) choose that one party and/or witness; 2) select products(s) pertaining to only them; 3) click ADD PRODUCTS. You can make selections and then click ADD PRODUCTS multiple times. You will have a chance to review products for all parties and witnesses on the ORDER OVERVIEW tab.

✉ *support@huseby.com*

D. ORDER OVERVIEW:

1) Next choose ORDER OVERVIEW tab.

Details   **Billing Sheet**

Order Details   Add Products   Order Overview

2) Review your product selections here by firm/witness. To make additions, go back to Add Products tab.

Kim Anvil, Esq. - Employment Law LLP

John Doe
Appearance (Half Day)
Deposition
Expedite 5 Day
Transcript Original + 1 Copy

Melissa Simon
Appearance (Half Day)
Deposition
Expedite 3 Day
Transcript Original + 1 Copy

Smith & Jones LLP - Samuel Jones
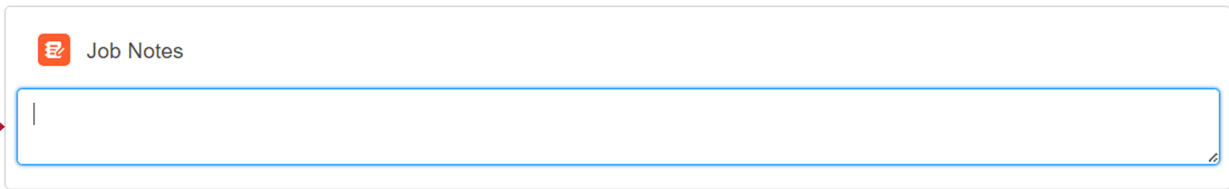
John Doe
Deposition
Copy
Expedite 7 Day

3) If you need to DELETE a product, scroll to bottom of page and click EDIT button.

Edit   Submit

Kim Anvil, Esq. - Employment Law LLP

John Doe
🗑 Appearance (Half Day)
🗑 Deposition
🗑 Expedite 5 Day
🗑

4) A trash icon (🗑) will appear next to each product. Click a trash icon to delete that product for that party/witness.

Melissa Simon
🗑 Appearance (Half Day)
🗑 Deposition
🗑 Expedite 3 Day
🗑 Transcript Original + 1 Copy

Smith & Jones LLP - Samuel Jones

John Doe
🗑 Deposition
🗑 Copy
🗑 Expedite 7 Day

Don't forget to SAVE!

5) Scroll back to bottom of page and click SAVE CHANGES button.

Cancel   Save Changes

✉ *support@huseby.com*

D. ORDER OVERVIEW (continued):

1) If you have any job notes to enter, you will do so under *JOB NOTES*.
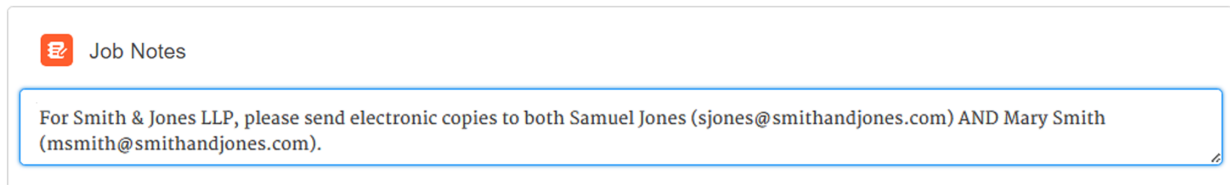
➡️ **Job Notes**

2) Scroll to bottom of page and click *EDIT* button.

Edit   **Submit**

3) Scroll back up to notes field and enter notes.

Job Notes

For Smith & Jones LLP, please send electronic copies to both Samuel Jones (sjones@smithandjones.com) AND Mary Smith (msmith@smithandjones.com).

4) Scroll back to bottom of page and click *SAVE CHANGES* button.

Cancel   **Save Changes**

UPLOADING FILES ➡️

E. FILE UPLOAD

*You will upload files **per witness** under the Order Overview tab.*

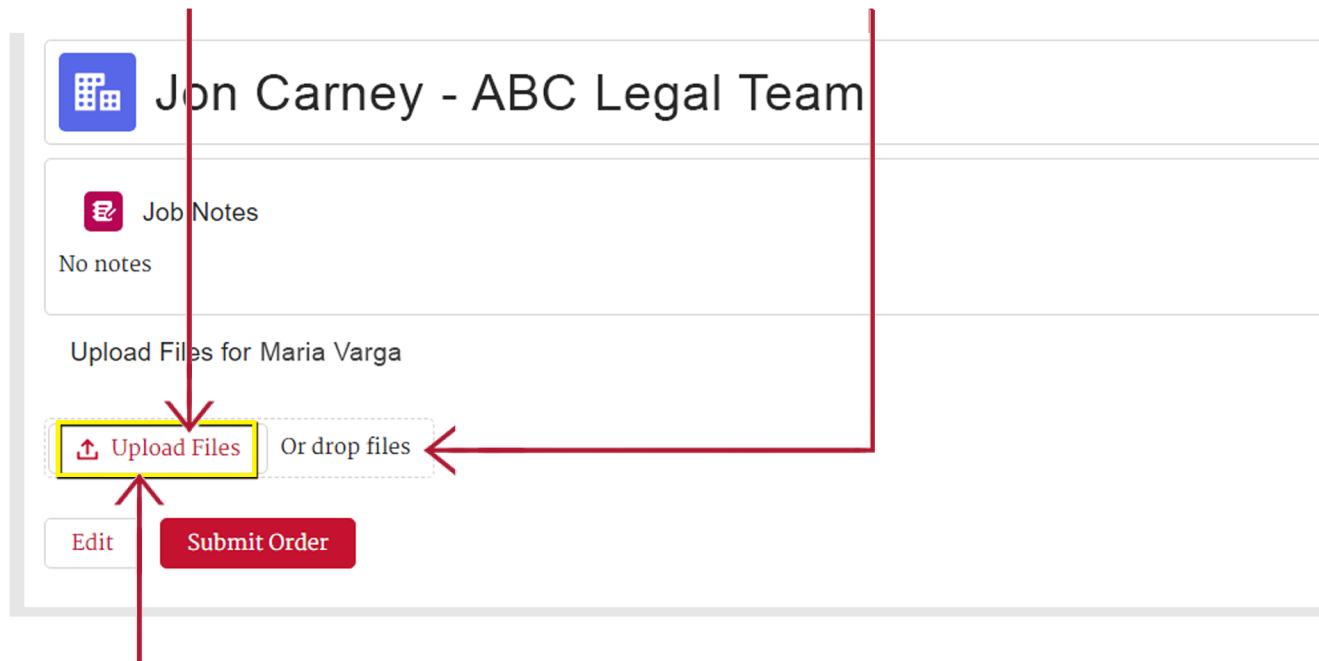| Details	**Billing Sheet**	
Order Details	Add Products	Order Overview

1. **Scroll down past the ordering party/products details to the witness area. Then, per witness, you'll upload all files.**

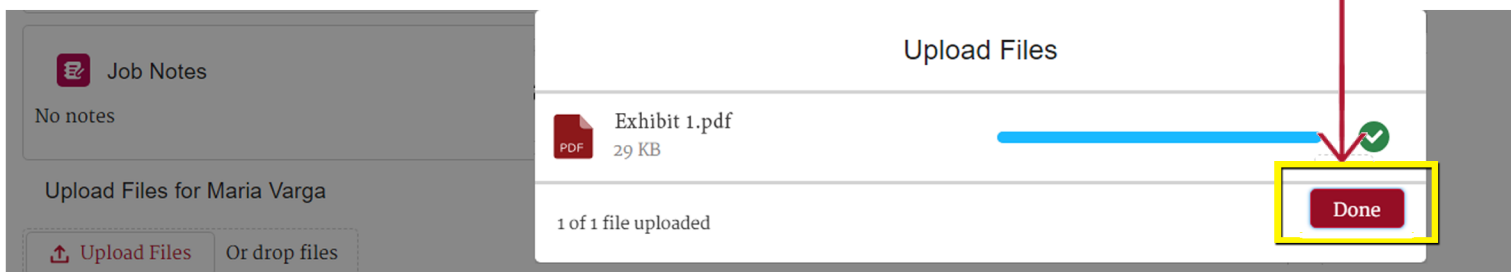You can click to **UPLOAD FILES** from a desktop folder.

OR

You can **DRAG-N-DROP** from a desktop folder.

Jon Carney - ABC Legal Team

Job Notes

No notes

Upload Files for Maria Varga

⬆ Upload Files | Or drop files

Edit | **Submit Order**

2. **Click Upload Files button to open a folder on your desktop.**

3. **Navigate to and choose one or more files, then click OPEN.**

4. **An 'Upload Files' pop-up window will appear. Click DONE.**

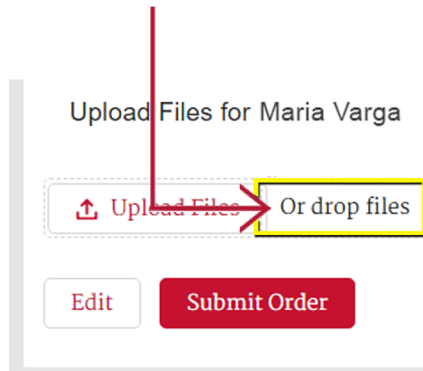Job Notes

No notes

Upload Files for Maria Varga

⬆ Upload Files | Or drop files

Upload Files

PDF Exhibit 1.pdf
29 KB

1 of 1 file uploaded

Done

OR USE DRAG-N-DROP METHOD →

✉ *support@huseby.com*

E. FILE UPLOAD

Drag-n-Drop Method:

1. Click 'Or drop files' button to open a folder on your desktop.

Upload Files for Maria Varga

⬆ Upload Files → Or drop files

Edit   **Submit Order**

2. Navigate to and choose one or more files, then drag them *directly onto* 'Or drop files' button and drop.

Jon Carney- ABC Legal Team

Job Notes
No notes

Tip!
Ready to 'drop' when the blue highlght box appears!

Upload Files for Maria Varga

⬆ Upload Files   Or drop files

Exhibit 1

Videos
Local Disk (C:)
HP_RECOVERY (E:)
Local Disk (H:)
Jobs-backup (\\W2K11SBS) (.
HP_TOOLS (N:)

PDF
Exhibit 2.pdf

File Name: Exhibit 2.pdf

+ Copy

Exhibit   ▼   **Download**

3. An 'Upload Files' pop-up window will appear. Click DONE.

Job Notes
No notes

Upload Files for Maria Varga

⬆ Upload Files   Or drop files

Upload Files

PDF Exhibit 1.pdf
     29 KB   ✓
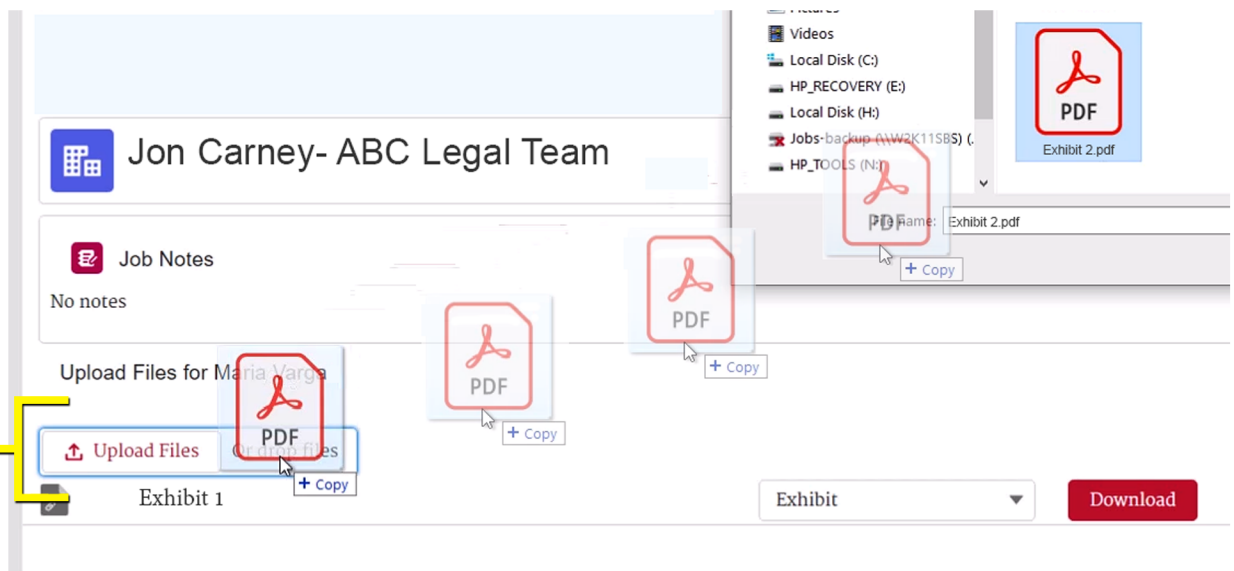
1 of 1 file uploaded   **Done**
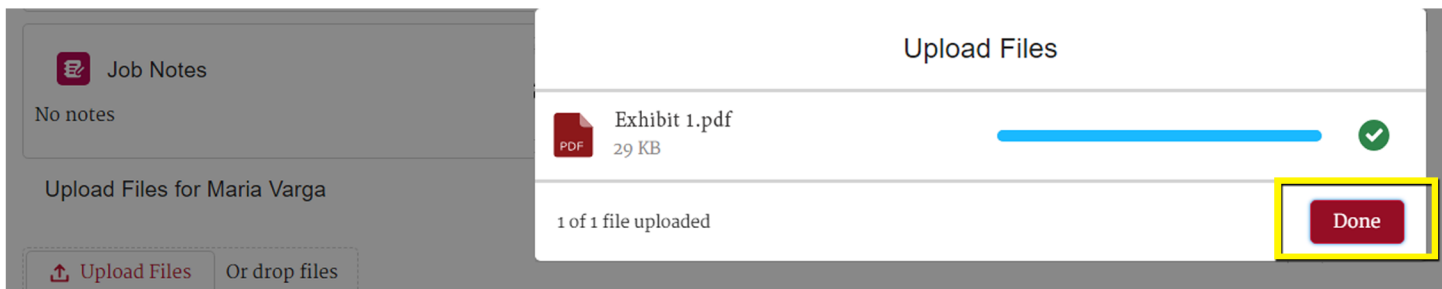
WHICHEVER FILE UPLOAD METHOD YOU USE, YOU'LL NEXT CHOOSE FILE TYPES →

✉ *support@huseby.com*

E. FILE UPLOAD

*Choose a **File Type** for each file you've uploaded by clicking drop-down(s).*

Upload Files for Maria Varga

⬆ Upload Files | Or drop files

📎 Exhibit 1	Exhibit ▼	Download
📎 Exhibit 2	Exhibit ▼	Download
📎 Exhibit 3	Front Page ▼	Download
📎 Front Page	Exhibit ▼	Download
📎 Glossary	Select an Option ▼	Download

Exhibit
Exhibit-OCR
Front Page
Glossary
Invoice
Job Sheet
LEF Exhibit Linked
LEF No Exhibits

REVIEW, THEN SUBMIT JOB ➜

✉ *support@huseby.com*

F. SUBMIT JOB:

Details **Billing Sheet**

Order Details   Add Products   Order Overview

John Smith - ABC Corporation Ltd.

John Doe
Appearance – Half Day Per Diem
Deposition
Transcript Original + 1 Copy

Jane Lee Doe
Appearance – Half Day Per Diem
Deposition
Transcript Original + 1 Copy

Madison & Farms, LLC - Dolly Madison, Esq.

John Doe
Copy
Expedite 5 Day

Jane Lee Doe
Copy

Job Notes
Send Madison & Farms transcripts to both dmadison@madisonfarms.com AND paralegal1@madisonfarms.com

Upload Files for Jane Doe

⬆ Upload Files   Or drop files

🔗	Exhibit 1	Exhibit ▼	Download
🔗	Exhibit 2	Exhibit ▼	Download
🔗	Exhibit 3	Exhibit ▼	Download
🔗	Exhibit 4	Exhibit ▼	Download
🔗	Word List	Word List ▼	Download

Upload Files for John Doe

⬆ Upload Files   Or drop files

🔗	Exhibit 1	Exhibit ▼	Download
🔗	Exhibit 2	Exhibit ▼	Download
🔗	Exhibit 3	Exhibit ▼	Download
🔗	Exhibit 4	Exhibit ▼	Download
🔗	Word List	Word List ▼	Download

Edit   **Submit Order**

1) Carefully review the details of the job in the ORDER OVERVIEW tab.

2) At the bottom, click SUBMIT ORDER.

Edit   **Submit Order**

Your job has been submitted!

Details **Billing Sheet**

Order Details   Add Products   **Order Overview**

✓ This job has been submitted

John Smith - ABC Corporation Ltd.