



Huseby Resource Portal: *Submit Job*

After inputting all details for witness(es), party(ies), products, after adding any job notes, and after uploading all files...

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

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 John Doe

Choose or drag files from your device to upload

Choose files or drag here

- ✔ Uploaded - Cert Page - John Doe.docx
- ✔ Uploaded - Exhibit A - John Doe.pdf
- ✔ Uploaded - Exhibit B - John Doe.pdf
- ✔ Uploaded - Exhibit C - John Doe.pdf
- ✔ Uploaded - Rough ASCII - John Doe.txt
- ✔ Uploaded - Word List - John Doe.docx

Upload

Cancel

Previously Uploaded Files

File Name Created Date Type

Upload Files for Jane Lee Doe

Choose or drag files from your device to upload

Choose files or drag here

- ✔ Uploaded - Cert Page - Jane Lee Doe.docx
- ✔ Uploaded - Exhibit A - Jane Lee Doe.pdf
- ✔ Uploaded - Exhibit B - Jane Lee Doe.pdf
- ✔ Uploaded - Exhibit C - Jane Lee Doe.pdf
- ✔ Uploaded - Rough ASCII - Jane Lee Doe.txt
- ✔ Uploaded - Word List - Jane Lee Doe.docx

Upload

Cancel

Previously Uploaded Files

File Name Created Date Type

Edit **Submit Order**

2) At the bottom, click **SUBMIT ORDER.**

Edit

Submit Order

Your job has been submitted!

Details **Billing Sheet**



This job has been submitted

Order Details Add Products **Order Overview**

John Smith - ABC Corporation Ltd.