

E-Transcript Signatures™

Signing a Transcript from
within Reporter Edition



RealLegal
a division of LiveNote

1.888.584.9988
www.reallegal.com

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LiveNote, Inc.

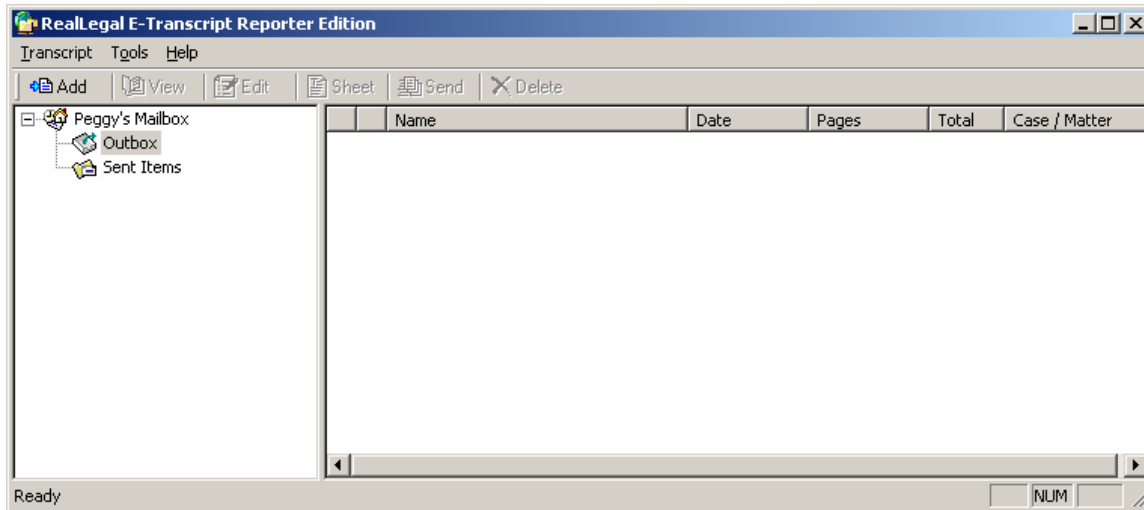
7995 E. Prentice Ave.

Ste. 303

Greenwood Village, CO 80111

(888) 584-9988

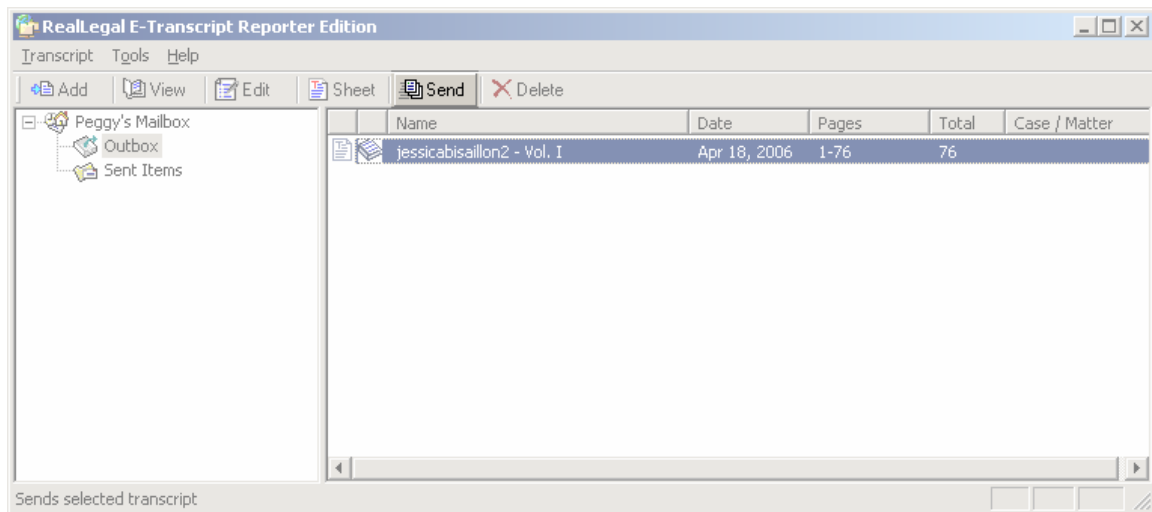
Signing a Transcript Electronically with E-Transcript Reporter Edition™



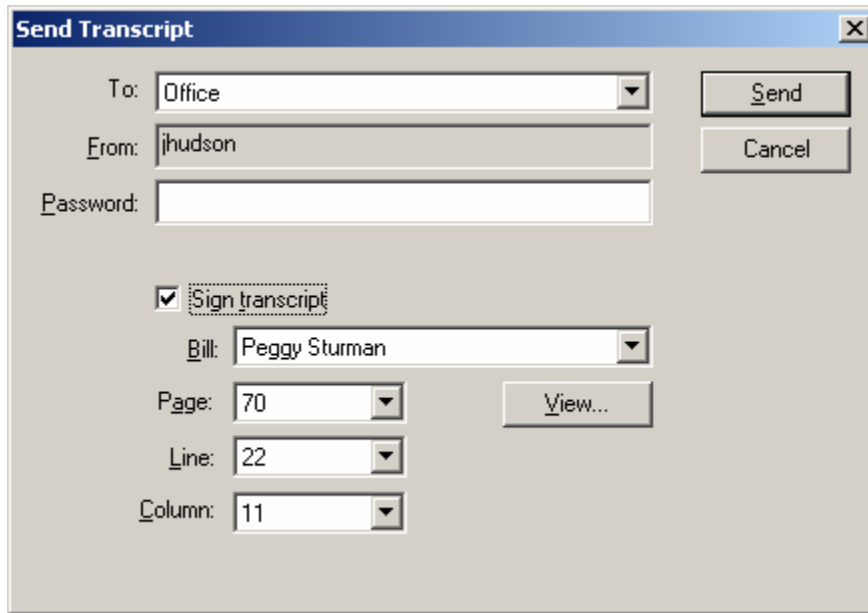
With Reporter Edition, the signing process is integrated with sending a transcript. In other words, you cannot *sign* a transcript until you are actually ready to *send* the transcript.

Before sending, verify that:

- ✓ You have signatures available in your account (visit <https://sign.reallegal.com>)
 - ✓ The transcript is properly formatted and complete (along with any attachments, for example, cover sheets or errata sheets).
1. Click the **transcript** you want to send.



2. Click **Send**. The Send Transcript dialog box opens.

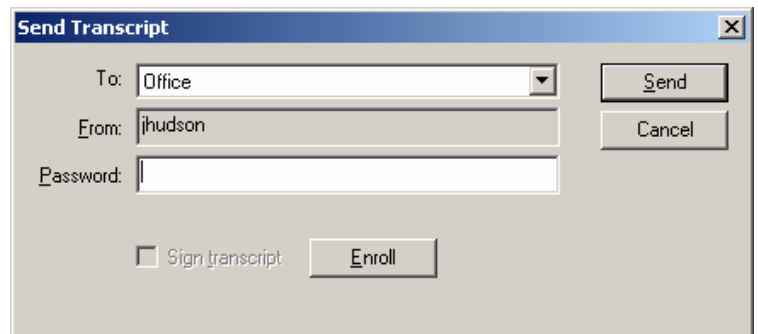


The screenshot shows the 'Send Transcript' dialog box. It has a title bar with a close button. The fields are: 'To:' with a dropdown menu showing 'Office'; 'From:' with a text box containing 'jHUDSON'; 'Password:' with an empty text box. Below these are two buttons: 'Send' and 'Cancel'. A checkbox labeled 'Sign transcript' is checked. Below it is a 'Bill:' dropdown menu showing 'Peggy Sturman'. At the bottom are three dropdown menus for 'Page:' (70), 'Line:' (22), and 'Column:' (11), along with a 'View...' button.

This is the Send Transcript dialog box, which is also where you set the signature options for this transcript.

If the Sign Transcript option is grayed out (see right) and you see the Enroll button, it could mean:

- You have not enrolled with RealLegal E-Transcript Signatures, and you need to enroll.
- You have multiple My RealLegal accounts, and you are currently logged in with an account that is not enrolled with E-Transcript Signatures.
- You have enrolled with E-Transcript Signatures, and you are awaiting approval from RealLegal.



The screenshot shows the 'Send Transcript' dialog box. The 'Sign transcript' checkbox is grayed out. An 'Enroll' button is visible next to it. The other fields and buttons ('To:', 'From:', 'Password:', 'Send', 'Cancel') are the same as in the previous screenshot.

Contact subscriptions@reallegal.com and request that the program administrator look up your My RealLegal user ID and password. Explain in the e-mail that you may have multiple My RealLegal accounts and that you are uncertain about the status of your enrollment with E-Transcript Signatures.

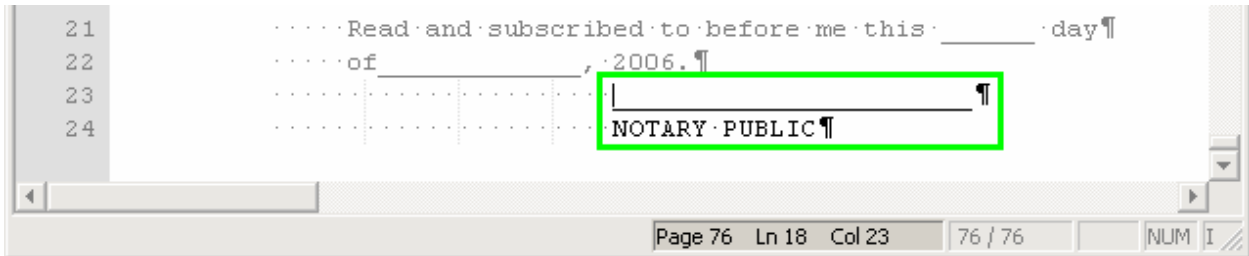
If Sign Transcript option is available:

1. Click the **To** drop-down list and then click the **Mailbox** to which you are sending a transcript.
2. Verify the *correct* user ID is displayed in the **From** field.
3. Type your password (verify caps lock is off).
4. Check the **Sign transcript** option.
5. Click the **Bill** drop-down list and then click the **billing account** from which you are drawing the signature.

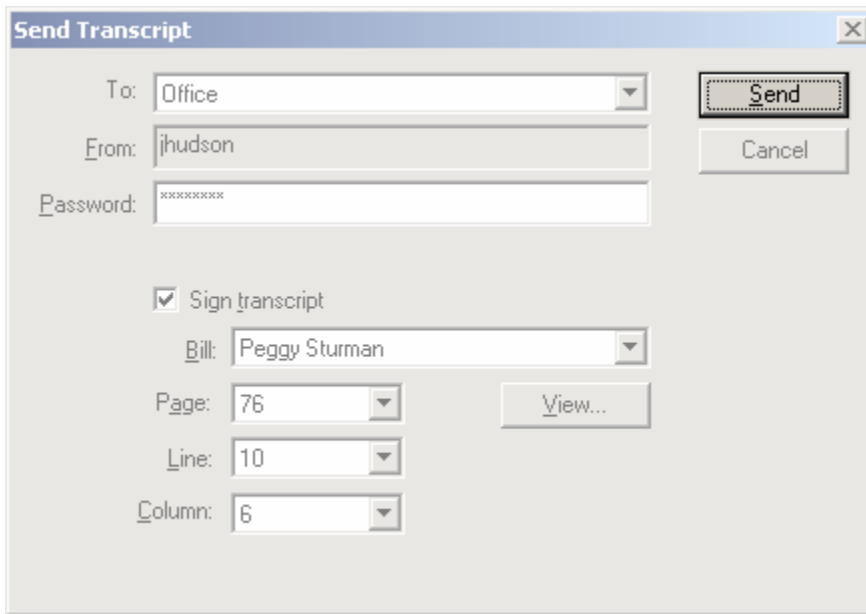
- Click **View** to find the certification page of the transcript file

This launches E-Transcript Editor and automatically takes you to what the Editor assumes is the certification page. You may have to scroll down to get to the actual page.

- Place your cursor at the exact spot in the transcript you would like your signature to appear.
- Note the Page number, line number, and column (see below)



- Close the Editor.
- Select the appropriate page, line, and column numbers.
- Click **Send**.



You will see various dialog boxes indicating the status of the send/receive progress. If you encounter any error messages during this process, contact RealLegal Technical Support at 1.888.584.9988 or support@reallegal.com

Signing a Transcript Electronically with E-Transcript Reporter Edition™

When the process completes successfully, E-Transcript Reporter Edition opens.

