Getting Started with MyVeritext

Log in at www.myveritext.com

Access, search and download your transcripts and exhibits

View, schedule and modify your calendar in seconds — 24/7

Join remote depositions with ease

Enjoy modern, sleek, intuitive design

Take it wherever you go — it's mobile friendly!

HIPAA and PII compliant to ensure data security

Calendar

View Your Calendar

- From the MyVeritext home screen, click the **"Calendar"** icon on the right, or the quick link at the top.
- View your calendar either by month **"M,"** week **"W,"** or day **"D**.**"** These selections are found in the upper right corner.

- Click on any calendar assignment or event to see the details. To see complete details or make any changes, click **"Details**.**"** Make any necessary adjustments and click **"Save**.**"**

Schedule

Schedule a New Assignment

- Drag and drop a deposition notice into the Snap Scheduling section of the MyVeritext homepage and you're all set! You will receive an email notification about your assignment.

- Or, if you want to include more details about your deposition, from the MyVeritext home screen, click the "Schedule" icon on the right, or the quick link at the top. Enter the deposition details into the scheduling form.

- To add or edit items on a picklist (Attorney, Caller, or Location), click on **"Add"** or **"Edit**.**"**

- To save a location to the picklist, check the **"Save Location to List"** box.

- If you need Veritext to assist in securing a location, enter the city, state, and zip code and check the **"Need a Location?"** box.

Live Sessions

Live Sessions

- From the MyVeritext home screen, click the **"Live Sessions"** icon on the right, or the quick link at the top.

- Take the Veritext Virtual Self Test in the **"Upcoming Live Sessions"** box to ensure that the equipment is prepared for the session.

- Notify Veritext at 866.642.9574 up to 48 hours in advance of your session if you plan on using realtime or electronic exhibits.

- Find your session within the **"Upcoming Live Sessions"** list and click the **"Join Now"** button.

- Follow the Veritext Virtual MyVeritext Getting Started Guide for more detailed instructions on your virtual session.

Access Files

Find Transcripts & Exhibits

- From the MyVeritext home screen, click the **"Access Files"** icon on the right, or the quick link at the top.

- Sort by any of the headers, including Assignment Date, Plaintiff, Defendant, and Witness.

- To Search by date range and/or by a number of other criteria, click the show/hide filter arrow in the top right corner. Create a compound search by simply clicking on the **"Add"** button under **"Criteria."**

- To open a transcript or exhibit, click on the hyperlink. Transcripts and exhibits will open in PDF format and can be viewed, searched and printed.

- Click on the button to see all available files for the deposition.

- Click on the button to see details for the deposition.

Search

Full Text Searching

- From the MyVeritext home screen, click the **"Search"** icon on the right, or the quick link at the top.

- Choose a date range or specific date to search.

- Select additional criteria (e.g. witness, case name, etc.) to further narrow your results. You can create a compound search by simply clicking on the **"Add"** button under **"Criteria."** Leave criteria blank to search all documents.

- Choose the type of files you want to search: **"Transcripts," "Exhibits,"** or **"Transcripts and Exhibits."**

- Type in the word or phrase you want to search for.

- For additional help on searching your database, select **"Click here for help on searching."**

Changing a Password

- Click on the **"Settings"** icon in the upper right corner of the menu bar. Select **"User Preferences."** Click on the button that says **"Change Password."**

- Type in your old password, and then choose a new password.

- Confirm your new password and click **"Save."**

VERITEXT
LEGAL SOLUTIONS