

Advantages of Using an Online Case Repository

It doesn't matter whether you are an attorney, a paralegal or legal secretary...the storage of important legal documents and the ability to access those documents in realtime is critical to your ability to efficiently serve your clients. As [litigation support](#) technology has advanced in recent years, this task has become much easier, due to the introduction of online case repositories. Online case repositories are so much more than just a place to store transcripts though. Most online repositories contain full office functionality that provides you with the ability to efficiently manage all aspects of your [depositions](#), from deposition calendar scheduling to realtime access of critical case transcripts, exhibits and invoices. The benefits gained from an online case repository from efficiency and organizational standpoints make it a must-have for virtually everyone in the legal field.

Getting Started

When you begin using an online case repository, your [court reporting](#) firm will create a private account for you. You can then personalize your account to allow the ability to share files with co-counsel or clients. With your account being password-protected, you'll always be sure that all of your transcripts and case materials are 100% secure. Using the system is easy. You can view all [court reporter](#) transcripts for any active or archived cases at any time, 24/7, and it includes functionality that allows you to quickly find the transcripts you need by searching by case, date, witness name or a number of other helpful criteria.

Keeping Everything Organized

Online case repositories go along way toward keeping attorneys and staff organized. It starts with the ability to schedule **depositions** and other critical appointments. For attorneys with large case loads, this can go a long way toward ensuring that they never miss an important meeting. The repository also lets you store relevant exhibits and connect them to their cases for easy access, so you don't have to jump back and forth from file to file and potentially miss out on something important. You can also export your transcripts to various litigation support programs to maintain cross-platform efficiency.

Getting Paid

Most online repositories also provide the ability to manage your client's court reporting invoices. With a couple of simple clicks, you can search both paid and outstanding invoices, either by payment schedule or by their associated cases. Keeping track of client payments allows the attorney or legal team to spend less time chasing payments and more time taking care of their clients.

Some online case repositories have easier, or more intuitive, user interfaces, so take a little time to review the case repository your [litigation services](#) firm uses and ascertain how easily it handles all of the tasks you will need to use it for. By setting yourself up with the right online case repository, you can save a lot of time and money, plus provide yourself the ability to take care of your clients more effectively.

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