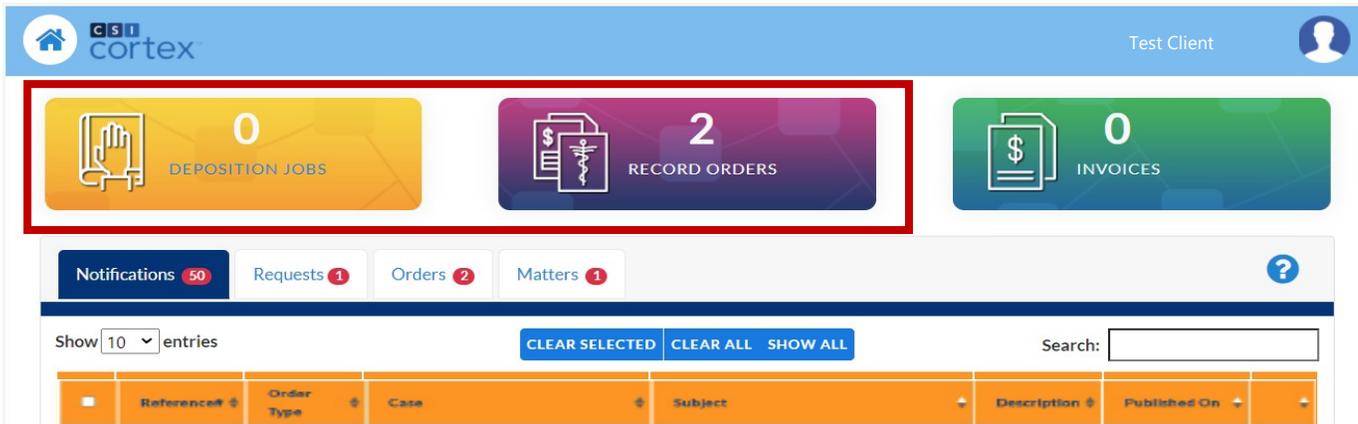


This quick reference guide provides an overview of how to order services from CSI for Record Retrieval and Deposition Scheduling, as well as highlights of CSI Cortex, our online portal.

1. Requests services from CSI via Email or Online portal <https://www.courtroomsciences.com/web/login>. Login credentials are provided by CSI Team members. Please click the link [Here](#) for a demo video on how to navigate the Online portal.
2. For **Record** orders email: records@courtroomsciences.com.
3. For **Deposition** jobs email calendar@courtroomsciences.com



4. Please find below several tabs for your review: *notifications*, *requests*, *orders*, and *matters*. **Notifications** show activities associate with your record order. **Requests** show received orders, currently being processed. **Orders** show all active orders. **Matters** allow you to search for a specific order by the matter/ case number.

The dashboard features a top navigation bar with contact information (+1-800-514-5879, info@courtroomsciences.com) and links for Schedule Deposition, Order Record, My Account, and Logout. Below this are dropdown menus for Law Firms, Corporations, Virtual Services, Our Clients, About Us, and Resources. The main header includes the CSI Cortex logo and a Test Client profile. Three large cards display '0 DEPOSITION JOBS', '2 RECORD ORDERS', and '0 INVOICES'. A navigation bar contains tabs for Notifications (50), Requests (1), Orders (2), and Matters (1). The Orders tab is selected, showing a list of record orders with columns for Reference#, Case, Date, Type, and Locations. Two 'Add-On' buttons are visible at the end of the list items.

How to request a record order? Click the **Order Record** button, at the top, to submit a **New Order**. Click the **Add-On** button to add additional locations to a previous record order.

5. Click on the **orders tab** and select applicable reference number to view order details. For example: use this tab to review information regarding the requested **Records of** person, check the status for **Locations**, or review the list of **Parties** for a case.

6. Additionally, you can review **Documents**, **Records**, and **Invoices** associated with a record order.

The details page for Reference# R10069 shows Case: TEST 1 v. TEST 2, Type: Records, Order Date: 10/22/2020, and Under Retention: No. Below this are fields for Ordered By, Client Of, and Bill To. A navigation bar includes tabs for Records Of, Locations, Parties, Documents, Records, and Invoices. The Locations tab is selected, displaying a table of record locations. The table has columns for Reference#, Location, Record Type, Records Of, and Status. A red box highlights the first three columns of the table.

Reference#	Location	Record Type	Records Of	Status
R10069.002	Walt Disney World	Billing Records	Bob Doe	Records Obtained
R10069.003	Walt Disney World	Billing Records	Bob Doe	Completed
R10069.004	Walt Disney World	Billing Records	Bob Doe	Completed
R10069.005	Walt Disney World	Billing Records	Bob Doe	Completed