MIDWEST LITIGATION SERVICES

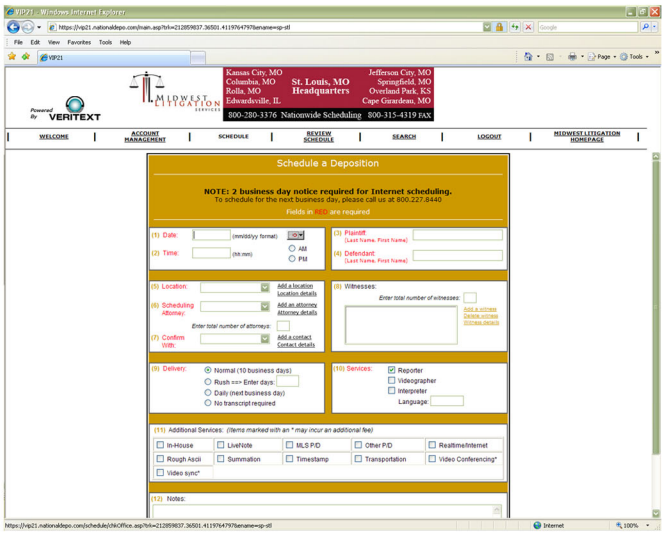
GETTING STARTED WITH VIP 21

1. Access the Internet and go to the **Midwest Litigation Services website.** www.midwestlitigation.com
2. At the **Midwest** home page, select the **VIP 21 tab.**

NOTE: For faster access, the VIP 21 "sign in" page can be bookmarked or saved as your home page.

3. Sign on with your personal login information:

   User ID:
   Password:
   Click: Log in

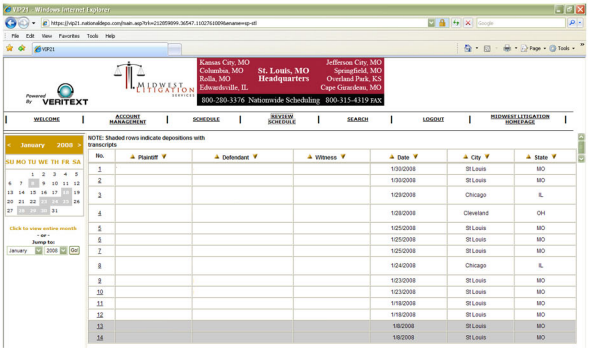


Schedule a Deposition

1. From the top toolbar select: **Schedule**.
2. Enter the deposition details on the Scheduling form.
3. Click on the **Add a Location** field, provide a location name and click Save This will build your personal location database.
4. Follow the same process for creating a database for **Scheduling Attorney** and **Confirmation Contacts**. You only need to enter that information once.
5. Complete the rest of the information required for your deposition and then click Submit

NOTE: You will receive an instant confirmation upon submitting the request. You may print this confirmation for your records.

Review Schedule



1. From the top toolbar select: **Review Schedule.**
2. Notice on the left the calendar for the current month.
3. The shaded dates indicate a deposition that is scheduled or has already taken place.
4. To the right of the calendar is a list of deposition details consistent with the dates shaded on the calendar. Any deposition shaded on the list indicates that a transcript is available for your review.

NOTE: You can go back to past months or forward to future months by clicking on the appropriate arrows located on either side of the title month on the calendar.