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Digital Repository Instructions

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About our Digital Repository

Lake-Cook Reporting's digital repository is an online file distribution system best suited for cases that include transcripts, exhibits, legal video, or a combination of all of the above. The repository makes it easy for Lake-Cook Reporting to distribute its products quickly and securely. All information contained in the repository is password-protected and secured with modern, top-of-the-line security software. Our repository is always accessible at <https://www.lakecookreporting.com/transcript.aspx> or through the initial email link sent when ordering a file for digital retrieval.

How to access files

Once the transcripts, exhibits, and video post-production are completed, we upload the files to a web server where our repository is located. [The repository is located on our website under the transcript tab.](#) Clients are sent an email, allowing them to create a username and password to access these files. Note: Passwords created by our clients are not viewable or changeable by anyone at Lake-Cook Reporting for security and privacy reasons. Once a login is created, an administrator at Lake-Cook Reporting will grant access to the client, making the file accessible and downloadable.

Attorneys, paralegals, or other parties affiliated with your case can request their own unique login to gain access to files if permission is granted by the ordering attorney.

Frequently Asked Questions

Is my data protected? Can it be seen by others?

All data in our repository requires a username and password to access. Nothing is stored unsecured, and no links can be created to access the files in our repository. All activity is controlled by administrators with

Lake-Cook Reporting, and access is monitored by our staff. Once information is downloaded, we are no longer responsible for the security of data.

Attorneys from opposite sides of a case ordering the same repository data will not be able to see the activity of opposing counsel.

Is data ever deleted from the repository?

Once ordered via repository, data will be kept online indefinitely unless instructed otherwise by the ordering parties. By request, data can be set to expire after a certain time period or limited to a finite number of downloads.

In extenuating circumstances where all data is to be purged from our repository, Lake-Cook Reporting will reach out to clients to arrange a transfer of data, if necessary.

Do I need a new login every time I use the repository?

Only one login is required for access to Lake-Cook Reporting's repository. If new files are ordered for cases that have existing repository data, they will be added to that online case file folder. Otherwise, we will create new case files that will automatically show up with your existing login.

Is this online repository HIPAA compliant?

Our repository follows general rules for compliance with HIPAA and other regulating bodies. We meet all confidentiality requirements outlined by the federal government for distribution of sensitive data.

Questions not answered by this form?

You can call us or email us (contact information listed at the top of this email) and we will answer any question you may have.