

appeal. The lead reporter will also prepare the cover page for the Master Index as well as provide the hard covers. This applies to pro tem reporters as well.

If you are the single reporter on an appeal and you have more than one volume of transcript, it is not necessary to produce a separately bound Master Index. All Master Index pages may be placed in Volume 1. Each subsequent volume will contain only the indexes that pertain to that volume.

All appeal originals must be in a hard cover, regardless of length. Copies of appeal transcripts of 20 pages or less may be stapled instead of put in a hard cover. Pleas, prelims, and sentencings may be stapled as long as they will be held securely by the staple.

It is preferred that all transcripts be prepared in upper and lower case.

CRIMINAL

All preliminary hearings, felony pleas, and sentencings to state prison (CDCR) are automatically transcribed.

- Sentencings to jail are NOT transcribed unless specifically requested. Jail sentencings will not be paid for by the Court unless ordered to be prepared by the Court. If ordered by the Court, a jail sentencing would be an original only. If requested by a party or attorney, you would prepare an 0+1 as you would for any transcript ordered by someone other than the Court. Changes of plea, including 859(a), which is a plea entered before the preliminary hearing, followed by immediate sentencing to jail are NOT to be transcribed unless specifically requested.
- Preliminary Hearings must be filed within 10 calendar days from the date the defendant is bound over. If the tenth day falls on a holiday or weekend, you will have until 5:00 p.m. the following work day to turn in the transcript. If not filed within the 10 days, per Penal Code 869(e), you will be paid only half of the amount billed. Prepare an 0+2 plus one copy for each additional defendant. There is a time clock located next to the basket for preliminary hearing transcripts in the felony unit at 1415 Truxtun. Insert the back side of the certificate page of the Original so that your transcript will be time stamped. Once in a while a defendant may waive his right to a preliminary hearing. If this occurs, a transcript will need to be prepared. Indicate on the cover "REPORTER'S TRANSCRIPT, WAIVER OF PRELIMINARY HEARING" and produce an original and two copies as you would for a preliminary hearing that was heard. This transcript must also be filed within 10 days.

- Probable cause hearings under Welfare and Institutions Code 6600 (Sexually Violent Predator) per memo from Terry McNally on 10-19-10 will be considered as preliminary hearings by the Court. They must be filed within 10 calendar days from the date the defendant is bound over, as are regular preliminary hearings. Penal Code 869(e) applies. Change the transcript cover to reflect "PROBABLE CAUSE HEARING." Bill as you would a regular preliminary hearing, original and 2 copies.

Sexually violent predator (SVP) cases are treated as civil cases for trial and are not automatically transcribed. However, if you receive an appeal on an SVP case, you will be required to redact juror names from the transcript per the Fifth District Court of Appeals.

- Sentencings to State Prison are due within 50 days of the date of sentencing. Prepare an original only for the court file. However, if the defendant has been sentenced to death or an indeterminate term in prison, with or without the possibility of parole, then prepare an 0+1. If there is more than one defendant sentenced to death or an indeterminate term, with or without the possibility of parole, prepare an additional copy for each additional defendant. If sentencing transcripts are not prepared and turned in within the 50 days, do NOT prepare them unless specifically requested.
- Per Judge Gary Witt, the Lamont-Taft courts require that the reporter prepare a felony sentencing transcript even if the defendant is sentenced to county jail. An original only is to be prepared of this transcript. The transcript will need to be filed by the reporter with the appropriate Lamont or Taft court.
- Remember that there must be an original prepared of a sentencing to prison for the court file even if the sentencing is done as part of the appeal transcript. Be sure to put the normal sentencing cover on this transcript.
- Change of plea and 859(a) pleas are due within 15 days of the date of the plea. Prepare 0+2 plus one additional copy for each additional defendant if they are pleading.
- If there is a change of plea or 859(a) plea followed with an immediate sentencing to prison, no plea transcript is to be produced separately. Prepare the transcript as a normal sentencing to prison, meaning an original only, however, reference both the Change of Plea and Sentencing on the cover page

- Prepare an original only of Prop 36 and PC 1000 pleas for the court file.
- Prepare an original only for the court file in Prop 36 probation revocation cases when a defendant admits the violation and is being excluded from Prop 36. When a defendant is excluded from Prop 36 and is sentenced to prison, prepare an original sentencing transcript.
- Prepare an original only when the defendant admits a violation of probation and is sentenced to prison from the revocation calendar.
- Note on the cover page all felony case numbers for the defendant as the felony unit will file the transcript under the lead case number and make CJIS entries in each of the other consolidated case numbers referencing that the original transcript is filed in the lead case.
- All plea, sentencing, preliminary hearing transcripts are filed with the felony unit at 1415 Truxtun Avenue unless you are told otherwise by the regional court where the proceedings were reported.
- If you have reported a matter in one of the regional courts and the next hearing is scheduled for the regional court and not in Metro, it is the responsibility of the reporter to see that the transcript is filed in the regional court. Be aware that using the County mail system may not guarantee timely delivery or safe delivery to the regional court.

E-MAIL TRANSCRIPTS

- Some attorneys are requesting that transcripts be emailed instead of a hard copy being printed. This is permitted under Government Code 69954 (c).
- If the request is made prior to the transcript being completed and filed, then send the requesting party their transcript in electronic format. Remember that a transcript in .pdf format is more difficult for someone to make changes in than a transcript in ASCII format. Use whatever format the requesting party prefers, but if you have an option, use .pdf.
- When you file the printed original and copy for the other side with the Criminal Division, be sure to place a sticky note under the cover of the original indicating that the requesting party already has his copy so they do not call you asking for another hard copy.
- Bill for the transcript as you normally would. There is no need to indicate on the claim form that a copy has been produced in a form other than on paper.

- If the request comes in after the original transcript has been produced and was paid for by the Court, (e.g., preliminary hearing), inform the requesting party that they will need to pay for the copy sent to them electronically as they have already received a hard copy. You would bill them in this case at the ASCII rate of .05 per folio.

GUILTY VERDICT IN A FELONY CRIMINAL TRIAL

- Per the Code of Civil Procedure 269(c) and Rule of Court 8.338, you may begin preparing a transcript for appeal on a criminal trial once a guilty verdict has been entered on a felony charge. Do NOT turn in the transcript until and unless you get an appeal notice.
- Once you get the appeal notice, the transcript must be placed in the appropriate volumes with the appropriate page numbering and must be filed within 20 days of the date the appeal notice is filed, regardless of length. You may file for an extension with the Fifth District Court of Appeal, if necessary. There is no guarantee that an extension will be granted.
- The extension form for a criminal appeal is located on the Court's Intranet site under Court Reporters/Clerks, Forms, and is entitled "5th District Appeals Criminal Extension 1." This extension applies to all reporters who are noticed on the appeal. Once the extension request is completed, save the form to "My Documents" on your court-provided computer. Create an email with this document as an attachment and send to the judicial secretary, who will forward the request to the CEO of our court for signature. The judicial secretary will then forward the request to the Fifth District Court of Appeals for processing and will place your name in the CC area of the email so you will know it has been sent to the Fifth. After this form has been processed by the Fifth District Court of Appeal, they will send a return email to you and our court. Notify all reporters involved in the appeal as well as the Appeals unit so everyone is aware of the extension.
- There is a separate extension request form for Augments located on the Court's Intranet site under Court Reporters/Clerks, Forms, and is entitled "5th District Appeals Civil/Juvenile/Augment Extension." The same procedures for filling out the extension request for a criminal appeal will be followed for Augments; however, each reporter must file their own extension request. One request does NOT apply to all reporters involved in the appeal.

- On criminal cases on appeal, the names of the twelve sworn jurors and alternate jurors must be redacted per Rule of Court 8.332(b).

SEALED/CONFIDENTIAL CRIMINAL TRANSCRIPTS

- A Marsden hearing is considered confidential and is part of the normal record on appeal. The district attorney and all members of the public will be excluded from the courtroom, and only the defendant, his counsel, and court staff will be allowed to remain in the courtroom.
- The transcript will be placed in a manila envelope with the appropriate cover and index pages affixed thereto. If the judge uses the words “sealed” during the course of the hearing to indicate how the transcript is to be handled, the reporter will use the verbiage “Sealed By Order of Court at Hearing on [Date]” on all cover and index pages as well as the back of the envelope. Affix all cover and index pages to the outside of the envelope.
- If the judge uses the word “confidential” to indicate how the transcript will be handled, the reporter will use the verbiage “Confidential – May Not Be Examined Without Court Order” on all cover pages and index pages. The back of the envelope will contain the verbiage “Confidential – Marsden Hearing – May Not Be Examined Without Court Order.” Affix all cover and index pages to the outside of the envelope.
- Transcripts of Pitchess motions, which are only ordered as an augment to an appeal, would follow the same procedures as Marsden hearings, substituting the word “Pitchess” in place of “Marsden.”
- Jury voir dire is transcribed only on a motion to augment the record on appeal. Jury voir dire is considered to be “sealed” when the juror names are redacted, so there is no need to place jury voir dire in an envelope. It is not necessary to place the word “sealed” on the cover page of jury voir dire. However, since jury voir dire is not prepared until the record is asked to be augmented, do place on the cover page “AUGMENTED TRANSCRIPT.”
- If it is necessary to pull a sealed transcript from the body of the normal record, the sealed portion can be labeled Volume A and must show the actual pages contained within the sealed record. The cover on the normal record will show the total number of pages involved in the volume, including the pages of the sealed transcript. For example, if you have a Marsden hearing contained within the normal record volume and the normal record volume is designated Volume 2, pages 100-350, the cover on the Marsden transcript would be designated Volume 2-A, pages 50-75.

Page 49 in the normal record will contain a parenthetical indicating “(Pages 50-75, Volume 2-A, are part of a sealed transcript.)” if the judge uses the word “sealed.” If the judge uses the word “confidential,” the parenthetical would read “(Pages 50-75, Volume 2-A, are part of a confidential transcript.)” Your next page in the normal record would be page 76.

- Grand Jury transcripts do NOT need to be placed in sealed envelopes when filing with the felony criminal unit. However, the clerk in the felony criminal unit will hold the transcripts until the 10 days have expired following delivery of the transcript to defense counsel.

PROP 36 TRIAL (PC 1210.1)

- If a defendant is found guilty following a Prop 36 jury trial, do not immediately begin preparation of a transcript. The most a defendant can be sentenced to after being found guilty under PC 1210.1 is Prop 36. If for some reason at sentencing they are found to be ineligible for Prop 36, they may at that time possibly file an appeal.

HUNG JURY OR MISTRIAL

- The attorneys may request a transcript if a mistrial is declared or a hung jury occurs and then a mistrial is declared. Normally we prepare only the testimony portion of the trial in these cases. The attorney may file with the court an order requesting that the transcript of the testimony be prepared plus other portions of the trial. Be sure to read the order signed by the court authorizing what may be prepared and who the transcript is to be provided to.
- Remember that you will need to contact the other side and advise them that a transcript has been requested to be prepared, inquire whether they wish a copy, and tell them what their cost would be.
- Even by the Court signing an order that a transcript is to be prepared, the Court DOES NOT pay for the transcript. You will need to bill the requesting party for the transcript. See under the BILLING TO OTHER AGENCIES AND/OR COUNTY DEPARTMENTS portion of this document for the procedure to follow when billing for criminal transcripts to the parties.
- Do NOT file the original transcript with the court file, but retain the original in your office or on your computer until it is requested.

MISDEMEANOR TRIALS

- Misdemeanor trial transcripts are not prepared until there is a specific request for the transcript or an appeal. If not on appeal, the party requesting the transcript must pay for the transcript. Due to the passage of Prop 47, certain criminal cases that were once felonies are now considered misdemeanors. Do not transcribe a resentencing of a felony case that is now deemed a misdemeanor pursuant to Prop 47.
- For misdemeanor criminal cases on appeal, the names of the twelve sworn jurors and alternate jurors must be redacted per Rule of Court 8.332(b).
- Misdemeanor criminal transcripts on appeal will be filed in the misdemeanor department at 1215 Truxtun Avenue, first floor. You do not need to prepare a Master Index but do need to follow the pagination and volume assignments used for felony appeal transcripts.
- Misdemeanor pleas and sentencings are NOT transcribed unless specifically requested and are billed to the requesting party.

BILLING FOR CRIMINAL MATTERS

- Claim forms to the Court for the billing of criminal matters that the Court will pay for must be turned in to Nan Gray prior to the Friday before payday. All transcripts must be billed to the Court within 60 days of the date the transcript was filed.
- All criminal matters, felonies and misdemeanors, are billed at 2.8 folios. There is no allowance for expedited transcripts on criminal matters. There is no allowance for a different billing rate on experts or “difficult” testimony on criminal matters. (See section under Billing Rates for details on calculating page rates.)
- There is only one original transcript prepared no matter how many cases are being handled for a defendant at a time. Place all felony case numbers on the cover.

BILLING TO THE COURT

- So that there will be consistency in the terms and format used on claim forms, in case of an audit and to expedite the processing of claim forms, please follow the information below:

<u>Preferred terms</u>	<u>Definition</u>	<u>Do Not Use</u>	<u>Prepare</u>
Px or Prelim	Preliminary hearing Waiver of prelim Probable cause hearing	Waiver	0+2
Sent	Sentencing or Combined Plea & Sentencing transcript or prison sentencing from RC calendar or Prop 36 revocation and prison sentencing	&S, sn, S, 859/snt	Orig only
Plea	Change of Plea/859	COP, pl, 859(a), P	0+2
Plea36	Prop 36 plea		Orig only
Plea1000	PC 1000 plea		Orig only
Appeal	Appeal	Trial	As ordered
Augment	Augmentation	aug	As ordered
AVOP	Admission to violation of Probation (Prop 36)	snt-vop	Orig only
Capital	Death Penalty	death	As ordered
ASCII	Death Penalty ASCII		As ordered

If you are billing for more than one day's transcript, you may write the dates across the form or continue on the next line to complete the listing of the dates. You may use more than one line on the form to enter all the necessary information. If you are billing for numerous consecutive days of transcript, you may write the dates as 1-12-09 thru 1-16-09.

If you are doing only a partial billing due to the length of the trial, be sure to indicate all of the dates you are billing for at this time, and then under the case name indicate "partial billing."

If a transcript is ordered by the judge for his own personal use, do not just indicate "court ordered" but do specify under Case Name: (Ordered by Judge Smith. See attached email or minute order or CJIS entry of such and such date). The Court will not pay for a transcript ordered by a judge for his own personal use without backup documentation indicating his request, which may be an email from the judge or the courtroom clerk or a copy of a minute order which reflects the judge's request. Do not indicate "Proceedings" as a type of transcript as that has no reference to a code section or other recognized authorized transcript.

Under the column 0+copies, indicate 0+2 if an original and two copies were prepared or 0+1 for an original and one copy. If an original only was prepared, indicate "Orig". If you prepared two copies only, indicate "2 copies". If only one copy was prepared, indicate "copy". So it is clear for audit purposes, do not just insert 2 in the column, meaning original and 2 copies, as this may not be clear to the reader of the claim form.

BILLING TO OTHER AGENCIES and/or COUNTY DEPARTMENTS

If the Court receives an order for a transcript from the public defender's office or an attorney from IDP (Indigent Defense Program), the order must reflect that it is a public defender expense or County expense and not a Court expense. The reporter must submit a Claim for Payment For Billing Other County Departments along with a copy of the Court order to the appropriate office for payment. If the Court makes an oral order that a transcript is to be provided to the public defender's office or IDP attorney, the minute order must reflect that it is at the public defender's office or County expense. The reporter must attach a copy of the minute order to the claim for payment. Be sure to check the appropriate box on the top right of the form under "Agency" to reflect the office being billed.

An attorney from the public defender's office, the district attorney's office, or IDP may contact you directly for a cost estimate of a transcript. For IDP attorneys, if the amount is less than \$250, they are to pay the reporter directly. If the amount is over \$250, they will need to obtain an order from the Court stating that the transcript is to be produced and paid for at County expense. Attach the minute order or email to the claim form to ensure payment.

If the request is from the district attorney's office or public defender's office, they will submit the estimate to their office for approval. Once they receive approval for the cost and advise you of that fact, you may then prepare the transcript. When the transcript is completed, submit your bill for the transcript to the appropriate address below on the form entitled Claim for Payment for Billing Other County Departments. If you do not have a document to attach authorizing payment of the transcript, you may indicate on the claim form (Requested by John Doe).

For public defender transcripts, send your claim form and attachment to the public defender's office to the attention of:

Kern County Public Defender's Office
ATTN: Accounts Payable
1315 Truxtun Avenue
Bakersfield, CA 93301
868-4787

For IDP transcripts, send your claim form and attachment to the County Administrative Office to the attention of:

Connie Rainboldt
Kern County Administrative Office
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301
868-3192

For Grand Jury transcripts and indictments, you may place your claim form in the mail box for the Grand Jury located in D-1, or you may send your claim form through inter-office mail to:

Grand Jury
1415 Truxtun Avenue, Suite 600
Bakersfield, CA 93301

Use the Claim For Payment For Billing Other County Departments form and check under "Agency" the box for the Grand Jury on the top right of the form.

Transcripts ordered by the district attorney's office will be billed using the same Claim For Payment For Billing Other County Departments form and sent to:

District Attorney
ATTN: Susan Anderson
1215 Truxtun Avenue, 4th Floor
Bakersfield, CA 93301
868-2372

The procedures set forth above also apply to any other county agency that is requesting a transcript. The Court does NOT provide transcripts at Court expense to county agencies. Below are the addresses of other county departments that may request transcripts:

County Counsel
ATTN: Stephanie Romero
1115 Truxtun Avenue
Bakersfield, CA 93301
868-3811

DCSS
ATTN: Alan Annis
1300 18th Street
Bakersfield, CA 93301
868-2890

Probation Department
ATTN: Art Davis, Accounts Payable
2005 Ridge Road
Bakersfield, CA 93305
868-4135

CDC OR PRISON BILLINGS

Anytime that a transcript is prepared when the defendant is currently an inmate with CDCR or the crime occurred on CDCR (California Department of Corrections and Rehabilitation) property by a defendant who is not currently an inmate with CDCR, the billing for that transcript will be prepared on the Claim For Payment, Superior Court of California, County of Kern form and printed on blue paper. The reporter will indicate on the top right of the claim form under "Agency" the box for "Other" and on the line below indicate "CDCR." This claim form will be submitted to Nan Gray as you would a normal billing to the Court for transcripts the Court will pay for.

REQUEST FROM CDC INMATE FOR TRANSCRIPT

A reporter may receive a letter from a CDCR inmate requesting a copy of a transcript. This most often would involve a hearing that is not automatically transcribed and paid for by the Court. The reporter will need to correspond with the inmate in writing and advise the inmate of the cost of the transcript and how you wish to be paid, i.e., money order, cashier's check. It is suggested that you wait until you have received payment before preparing the transcript as oftentimes the inmate does not realize they would have to pay for this transcript.

REQUEST FROM CDC FOR TRANSCRIPT

A reporter may receive a letter from CDCR requesting a plea or sentencing transcript that the reporter was unable to prepare during the allotted time period following the plea or sentencing. The reporter will need to prepare this transcript as an Original and 1 copy. The transcript will be delivered to the felony unit along with a copy of the letter from CDCR so the felony unit knows who to send the transcript to.

The reporter may then bill for this transcript as they normally would on the Claim for Payment, Superior Court of California, County of Kern claim form. Be sure to check the box marked "Other" and place "CDCR" on the line below. Be sure to print on blue paper. You will need to attach a copy of the letter from CDCR to the claim form.

REQUESTS FOR FAMILY LAW TRANSCRIPTS

- The only time you prepare a transcript in a family law matter is on appeal or when the attorneys or parties request a transcript. Abandonment hearings are closed hearings, and only the parties to the action may obtain a copy of the transcript.
- If an attorney or party requests a transcript, you need to have it to them within a reasonable period of time and provide a billing statement to the party paying for the transcript. You may request payment before you begin transcript preparation.
- All family law matters are billed at 2.8 folios. However, when attorneys or parties have requested a family law transcript and they want the transcript expedited (delivery within 24 hours of request) and you are able to accommodate this request, you may charge an additional 50 percent for expediting the transcript per Government Code 69951. There is no allowance for additional charges on experts or “difficult” testimony in family law transcripts.
- If your office is located at 1415 Truxtun, checks for transcripts requested by attorneys or parties may be deposited with the receptionist on the second floor in Room 212. There will be a file in Room 212 with your name on it so that the receptionist can hold your transcript until it is picked up. A bill or receipt must be with the transcript for the paying party. Leave a note on the transcript indicating if the transcript has been prepaid or if the receptionist needs to collect the funds for you before releasing the transcript.
- If your office is located at 1215 Truxtun, a box is available in the courtroom in Division B for parties to leave checks and pick up transcripts. You may print the Original, if you wish, and deliver it to the clerk for the judge who heard the hearing.

CRIMINAL TRANSCRIPTS NOT ON APPEAL

- You may receive a request for a transcript not on appeal from an attorney, the defendant, or defendant’s family member. Give an estimate for the cost of preparation of the transcript and ask that the party deposit the funds with the receptionist at 1415 Truxtun Avenue, Second Floor, before you begin preparation of the transcript. Once you receive the funds for the transcript, begin preparation and advise the party requesting the transcript when the transcript is ready to be picked up in the same location. If the request is from the district attorney’s office, public defender’s office, or IDP, follow the procedures for billing other county agencies.

JUVENILE TRANSCRIPTS

- All juvenile matters are confidential and not available to the public. A party requesting a juvenile transcript must fill out a Form 827 and have it approved by a judge before they can receive a transcript. The party named on the Form 827 is the only party who is entitled to the transcript, no one else, and must pay for the transcript requested.
- Billing for juvenile transcripts is exactly the same as criminal transcripts with no additional charges for expedites or “difficult” testimony. Appeals on juvenile matters will be billed to the court.

Pursuant to Rule of Court 8.401 — Confidentiality (a) References to juveniles or relatives in documents

To protect the anonymity of juveniles involved in juvenile court proceedings:

(1) In all documents filed by the parties in proceedings under this chapter, a juvenile must be referred to by first name and last initial; but if the first name is unusual or other circumstances would defeat the objective of anonymity, the initials of the juvenile may be used.

(2) In opinions that are not certified for publication and in court orders, a juvenile may be referred to either by first name and last initial or by his or her initials. In opinions that are certified for publication in proceedings under this chapter, a juvenile must be referred to by first name and last initial; but if the first name is unusual or other circumstances would defeat the objective of anonymity, the initials of the juvenile may be used.

(3) In all documents filed by the parties and in all court orders and opinions in proceedings under this chapter, if use of the full name of a juvenile’s relative would defeat the objective of anonymity for the juvenile, the relative must be referred to by first name and last initial; but if the first name is unusual or other circumstances would defeat the objective of anonymity for the juvenile, the initials of the relative may be used.

BILLING RATES

(Applies to all transcripts produced, whether criminal, family law, or juvenile)

The folio rate for all transcripts is 2.8 folios per page.

Per Government Code 66950 the pricing per folio for transcripts is as follows:

- An original only is .85 per folio.
- Copy to the party paying for the original is .15 per folio.
- To the party who is paying for both the original and one copy, the charge is \$1.00 per folio.
- To the party who is not paying for the original, the copy is .20 per folio.
- A party who is requesting a second copy at the same time will pay .15 per folio for the second copy plus the applicable charge for the first copy requested.
- A party requesting a transcript on ASCII disk or email only is charged the same as if they were purchasing a paper copy. If they have already purchased a paper copy, their ASCII copy is .05 per folio.

Do not round off numbers when calculating folios.

If you have prepared a transcript during a criminal proceeding for counsel prior to an appeal being filed but now an appeal is filed, you would bill the Court at the copy rate for those pages previously billed to counsel that are now included in the appeal. For example, if you prepared a transcript consisting of 200 pages for the DA, original and one copy, and now there is an appeal filed, those 200 pages would be billed to the Court at the rate of .35 per folio, .20 for the Original and .15 for the copy. The first printed copy would be stamped "Original" and the second copy stamped "Copy". If there were pages in the appeal not previously produced, those pages would be billed at the normal rate for an original and two copies (\$1.15 per folio).

Formula:

Total pages times 2.8 folios times dollar amount

0+1 = total pages times 2.8 times \$1.00

0+2 = total pages times 2.8 times \$1.15

0+3 = total pages times 2.8 times \$1.30

0+4 = total pages times 2.8 times \$1.45

STORAGE OF ELECTRONIC NOTES (ACORN)

It is required that every reporter who writes their stenographic notes to electronic storage, even if they use paper notes also, upload their notes every Friday to ACORN. JAVA has been loaded onto your court-provided computer so you can use the option of Multiple Files. If your electronic notes are stored on a 3.5 disk, you MUST write-protect the disk before uploading your notes into ACORN or your disk may become corrupted during the uploading process.

To access the Court's ACORN 3 website enter:

<https://acorn3.acornnotes.com/kern/login.php>

Enter your name (which is your CSR number) and your password (which is "CSR" followed by your CSR number followed by your first and last name initials in all caps).

Insert your disk or SD card. Go to "Upload Files." To upload individual files, click on "Browse," locate the file you wish to upload by highlighting the file, click "Open." Enter the corresponding date in the Case Date column, which will be the date the notes were written. All dates must be written in the format of 02/03/2007. Choose Criminal, Juvenile, or N/A. ALWAYS enter Raw Notes. Enter any further information you wish that corresponds with those notes.

If you have family law notes, you would show the notes as being N/A in the Case Type column, and you may insert in the "Comments" section that your notes are family law for assistance in retrieving the notes at a later date.

If you have death penalty notes, life without parole, or sealed notes, there is a box you may check to further identify those notes. If at some date in the future you learn that a hearing or matter you took previously is not remaining a death penalty case, you may go back in edit and check the death penalty box so those notes are properly identified as not being death penalty notes.

Once all of the notes are uploaded using the single file procedure, then go to the bottom of the page, click the "Next" box, and it will take you to the next page. If the information on this page is correct, click the box "OK to Archive."

If you wish to use the multiple file procedure, insert your storage medium into your court-provided computer, access ACORN as you normally would with your user name and password. Under "Archive Files" you may select "Multiple Files." Click on "Add Files." Access the drive where your raw steno notes are located. Highlight the first file, and by holding down the shift key and placing the cursor on the last file, hit enter. It should highlight all of the files. Next click the "Open" box. This will now place all of your files by name in the box on the left.

Highlight the top file name. You will see the date the file was created on the right side. Select whether the file is criminal, juvenile, or other. If appropriate, also check whether the notes are death penalty, life without parole, or sealed. Follow this same procedure for each file on the left. If there is a file you do not want to upload, highlight it and then click on the "Remove File" box, and it will be removed from this area. If you have more than 18 files to upload, be sure to scroll down in the box until you have accessed all files before proceeding. Once you have completed setting the appropriate designation for your raw notes, then click on the box labeled "Upload." You will now get a new screen labeled "Upload Confirmation" indicating that the files have now been saved.

To retrieve files from ACORN, access the ACORN 3 website as normal. Enter your name and password. Go to "Search for Files." Under "Case Date Range," enter the date of the notes you wish to retrieve. Be sure to enter both the "From" and "To." Click "Search" at the bottom of the page. Follow the instructions if you wish to edit the information related to this case or if you wish to retrieve a file. Insert a new storage medium that you wish the file loaded onto. In retrieving a file, right click on the blue circle containing the down arrow. Click on the "Save Target As." When the box comes up indicating it is saving to the appropriate drive, at the bottom of the box where it says "Save as Type," be sure to select "All Files," then click on the "Save" box. This will now retrieve your raw steno notes from ACORN 3 so that you may access them through your CAT software.

IMPORTANT: After you right click and choose "Save As" or "Save As Target," you will be asked to pick where you are saving it to. Then you have to name it. You **MUST** name it the same name as the ACORN program for this step: i.e., File.191, File.82, etc. You will actually need to type in the word FILE.191. After the information is on the disk you saved it to, then you can insert the disk into your CAT software program under the category you use to read in a file. At this time you can rename it to match your date or case name, however you name files in your CAT software.

CSR LICENSE REIMBURSEMENT

The Court will reimburse you for the renewal fee for your CSR license. Make a copy of the CSR license renewal form as well as a copy of your check and attach to the appropriate completed claim form and submit to the Court Reporter Supervisor. The claim form to be used is located on the Court's Intranet site under Court Reporter/Forms.

If you wish the Court to pay your license renewal directly, you may provide the license renewal form directly to the fiscal department of the Court. Be sure to allow sufficient time for processing so that the CSR Board receives the renewal before the end of your birth month.

Upon receipt of your renewed license, you **MUST** provide a copy of the current license to the Court Reporter Supervisor.

CONTINUING EDUCATION REIMBURSEMENT

The Court will reimburse you up to \$750.00 per calendar year for expenses related to maintaining any certification you have with the National Court Reporters Association. This reimbursement includes your NCRA yearly dues, any examination fees to receive your RPR, RMR, RDR, CRR, or CCP certificate, as well as any continuing education required to maintain your certificate and/or certificates. This does not provide for reimbursement of travel expenses, hotel expenses, or meals. Books and tapes may be eligible for reimbursement. The form to be used for reimbursement is located on the Court's Intranet site under Court Reporter/Forms.

Attach to the Reimbursement of Realtime Expenses claim form a copy of any supporting documentation listing classes attended and a copy of your check. Submit this paperwork to the Court Reporter Supervisor.

ADMINISTRATIVE OFFICE OF THE COURTS CONTINUING EDUCATION

In 2007 California Rule of Court 10.451 was adopted creating a continuing education requirement for all Judicial Branch employees, including justices, judges, subordinate judicial officers, and court personnel. This rule requires that every employee must complete eight (8) hours of continuing education as outlined in the rule every two (2) years.

You must complete and submit a Training Tracking form to Human Resources, located on the Court's Intranet site under "Training," with attached backup material for each hour of continuing education that you feel meets the requirements. Any completed NCRA continuing education hours will apply to this requirement.

The Court also provides classes that comply with this requirement. Classes can be found on the Court's Intranet site under Training. You must sign up on this site to attend the class. These hours will be automatically tracked for you.

DEFINITION OF CALENDAR NAMES

Here are a few of the different calendar names you may hear while in court and what they stand for:

RC – Revocation calendar
PX – Preliminary Hearing calendar
PPH – Pre-Preliminary Hearing calendar
CC – Criminal calendar
JT – Jury Trial calendar
PT – Pre-trial calendar
PR/LM – Pre-revocation calendar/law and motion
P36 – Prop 36

In misdemeanor court:

OP – Odd Pre-trial calendar
EP – Even Pre-trial calendar
IC – In-custody Pre-trial calendar