



## SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

### OFFICIAL REPORTER PRO TEMPORE ELECTRONIC NOTES UPLOAD/ARCHIVING POLICY

The San Diego Superior Court has retained the Imaging Technology Group "ACORN" to store court reporter notes electronically. All court reporters reporting a San Diego Superior Court matter, whether privately retained or as an employee or contractor of the court, are required to upload stenotype notes to ACORN and comply with all court requirements. This is true regardless of case type or length of the matter.

Each reporter must:

- Upload each day's stenotype notes to ACORN by 1:30 p.m. the next business day, or, in the case of illness or emergency, as soon as practicable thereafter.
- Name the note file as follows: YEAR (4-digit) space MONTH (2-digit) hyphen DAY (2 digit). For example: 2011 05-01
- In the comment area, note the assignment type – calendar, ex-parte, or party names – and indicate if the session was less than a full day by noting "AM" or "PM." For example: "Jones vs. Jones: AM"
- Be aware that if the time stamp on the stenotype machine is not accurate, the ACORN electronic note storage system will not file the notes correctly. In that instance, correct your notes in the ACORN system at the time of upload to reflect the correct date.

If you do not have an account established with ACORN, you must contact the Court Reporting Services Office at [ocrs.central@sdcourt.ca.gov](mailto:ocrs.central@sdcourt.ca.gov) or (619) 450-5616, as soon as possible to get a user name and password. You will need to provide them with your name, email address, CSR #, and CAT software.

A User Manual, containing information for uploading files, can be found on the Imaging Technology Group website at: [www.imagintech.com](http://www.imagintech.com).

Note that pursuant to Gov. Code § 69955(d), court reporters are required to maintain an additional back-up copy of all notes.