



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO**

COURT REPORTER ELECTRONIC REPORTING NOTES UPLOAD/ARCHIVING POLICY

The Sacramento Superior Court has retained the Imaging Technology Group “ACORN” to store electronic court reporter note files. Effective January 1, 2018, all court reporters reporting a Sacramento Superior Court matter, whether privately retained or as an employee or contractor of the court, are required to upload reporting notes to ACORN and comply with all court requirements. This is true regardless of case type or length of the matter.

Each reporter shall:

- Upload each day’s electronic note file to ACORN within five business days of the date of the proceedings except in extenuating circumstances and as approved in advance by Court Reporter management.
- Name the note file as follows: YEAR (4-digit), hyphen, MONTH (2-digit), hyphen, DAY (2 digits). For example: 2017-11-01.
- In the Comment box, note the Department Number * and whether it was a Full Day or Half Day, if applicable.
- 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 the date in the ACORN system at the time of upload to reflect the correct date.
- All Reporters currently employed will be required to submit their historical reporting notes to the court no later than June 30, 2018, unless retiring prior to that date. Reporters with a retirement date before June 30, 2018, must submit their historical notes no later than their official retirement date. Historical reporting notes for all

* Reporters are required to notate in ACORN the Department Number where proceedings were held for all electronic notes recorded on January 1, 2018 or later. Notes uploaded for proceedings prior to January 1, 2018 are not required to notate in ACORN the Department Number where the proceedings were held.

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proceedings reported on or before December 31, 2017, may be uploaded to ACORN, or may be submitted in any form previously acceptable to the court. The following historical reporting notes are required to be submitted:

- Criminal and Juvenile proceedings – 10 years (Jan 1, 2008 – Dec 31, 2017), except for notes reporting proceedings in capital felony cases (murder with special circumstances when the prosecution seeks the death penalty and the sentence is death), including notes reporting the preliminary hearing.
- Civil and all other proceedings – 5 years (Jan 1, 2013 – Dec 31, 2017)

The Court Shall:

- Request destruction of electronic notes upon order of the court after 10 years from the taking of notes in criminal proceedings and after 5 years from the taking of notes in all other proceedings, unless the notes report proceedings in capital felony cases including the preliminary hearing. No reporting notes in a capital felony case proceeding shall be destroyed until such time as the Supreme Court on request by the clerk of the court authorizes the destruction (Gov. Code § 69955 (e)).
- Regularly review the upload history of all reporters to confirm that notes are uploaded according to policy.
- No longer provide SD cards. ACORN will be the only accepted medium on which reporting notes are kept and submitted to the court for new proceedings.

ACORN Verification Form

Effective March 5, 2020, each reporter will be required to submit a signed copy of the ACORN verification form to the manager or designee by the end of the 5th day of each month, or the 1st business day thereafter, or by the 1st day upon returning to work from vacation or any other type of leave. Submitting the verification form is the responsibility of the reporter to ensure that all notes are uploaded in a timely manner. Failure to comply will subject an employee to discipline, up to and including termination of employment.

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If you do not have an account established with ACORN, you must contact the Court Reporter Supervisor, Annabelle Coleman at (916) 874-6402, as soon as possible to obtain a user name and password. You will need to provide your name, email address** and CSR number.

A User Manual, containing information for uploading files, can be found on the Imaging Technology Group website at: 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.

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