



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF ORANGE**

NOTICE TO ALL COURT REPORTERS

REQUIREMENT TO UPLOAD STENO NOTES

Per CA Government Code 69955, reporting notes are the official records of the court. All court reporters reporting an Orange County Superior Court matter, whether privately retained, or as an employee or contractor of the court, are required to upload untranslated steno files to ACORN.

Each reporter must:

- Upload each day's untranslated notes to ACORN within 48 hours of the date of the proceedings except in extenuating circumstances and as approved in advance by Court Reporter and Interpreter Services management.
- In the Comment box, note Department Number, Proceedings Type, Full Day or Half Day.
- 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.

The notes shall be labeled with the following information:

Reporter name and CSR number
Date proceedings taken
Department proceedings reported
Case name and number

To upload notes, you may access the ACORN program from the following link:

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

Username: (Your CSR#)

Temporary Password: acorn3

If you need assistance, please contact Court Reporter Interpreter Services at (657)622-7550.