



## **Depositing Notes or Electronic Copy of Notes with the Court**

You must leave an electronic copy of your raw notes with the Court as directed by the Court's Director of Court Services. Government Code §69955 provides that reporting notes are "official records of the court," and must be kept by the reporter in a place designated by the court, or, if ordered by the court, delivered to the clerk.

Santa Clara County Superior Court requires you to deliver a copy of the raw stenographic notes generated by your machine during reporting as directed by the Director of Court Services within 48 hours of the conclusion of the proceedings for which you were contracted. You may do so: (1) in person; (2) by mail; or (3) via e-mail. Please label them with the following:

- Name
- CSR number
- Date(s) of proceeding
- Number of files
- Type of stenographic machine and CAT software used
- Current telephone number and
- E-mail address

### ***Personal or mail delivery:***

Superior Court of California, County of Santa Clara  
Court Reporter Supervisor  
191 N. First Street  
San Jose, CA 95113  
Attn: ACORN

### ***E-mail delivery:***

- [scsnotes@scscourt.org](mailto:scsnotes@scscourt.org) and attach the raw stenographic note file(s);
- The subject line must reference ACORN, and
- Your email must include your name, CSR number, date of the proceedings of the attached file(s), number of files transmitted, type of stenographic machine and software used, and current telephone number.

If you have any questions regarding this requirement, or you have paper notes with no electronic copy available, please contact the Court Services Office at (408) 882-2515.