

FAQs – FOR OFFICIAL REPORTERS PRO TEMPORE

<p>What do I do when I receive an appeal notice?</p>	<p>The reporters must review the Notice to Prepare and ensure that they have notes for each date requested. The reporter must notify the appeals department within five days of any discrepancies.</p>
<p>Who will be the lead reporter on appeal?</p>	<p>The lead reporter is decided by which reporter has the most pages. If one of the reporters is a Riverside official reporter, that reporter will become the lead by default. If there is more than one Riverside official reporter, the lead reporter will be the official with the most pages.</p>
<p>Where do I submit the appellate transcript?</p>	<p>If you are <i>not</i> the lead reporter:</p> <p>The electronic transcript: The transcript must be emailed to the lead reporter in ASCII format to be merged into a master volume PDF with the other volumes. The transcript must be sequentially numbered with the other volumes. The lead reporter will submit the master volume PDF to the appeals department. The appeals department will not accept individual volumes.</p> <p>The paper copies (if required): Unless otherwise instructed by the lead reporter, the paper copies must be provided to the lead reporter to be submitted to the appeals department along with the other volumes. The paper copy must match the electronic copy, so it will need to be run through YesLaw prior to printing. The lead reporter will instruct you on where to mail the paper copy.</p> <p>If you are the lead reporter:</p>

	<p>The complete appeal transcript in paper form must be delivered to:</p> <p>Superior Court of California, Riverside County Attn: Appeals Division 4100 Main Street Riverside, California 92501</p> <p>The complete transcript in electronic form must be emailed to:</p> <p>RTNotificationAppeals@riverside.courts.ca.gov</p> <p>It can also be published to Riverside Appeals through the dropdown menu in YesLaw</p>
<p>When are transcripts due?</p>	<p>The electronic transcript and paper copy (if requested) must both be received by the appeals department by 12:00 p.m. (noon) on the day the transcript is due.</p>
<p>How do I get an extension of time to file the appeal transcript?</p>	<p>A completed <i>Court Reporter Request for Extension</i> form will need to be submitted via email to 4CA2.Clerk2@jud.ca.gov</p> <p>Requests for extension should be submitted at least five days prior to the due date.</p>
<p>What if I do not get my transcript turned in by the due date and I have not filed a Request for Extension?</p>	<p>The reporter will be required to file a <i>Request for Relief from Default</i> with the appeals department. The Court of Appeal may also require that the reporter submit a <i>Court Reporter Request for Extension</i>.</p>
<p>If more than one electronic copy is requested, do I have to send the ASCII or PDF twice?</p>	<p>No. You will only need to provide one ASCII to the lead reporter. If you are the lead reporter, you will only need to submit one 8.144-compliant PDF to the appeals department.</p>
<p>Is there a naming convention for the ASCII file?</p>	<p>Last.Vol-X.RT.YYYYMMDD Smith.Vol-4.20231231</p>

	<p>For civil appeals, use the last name of the plaintiff.</p> <p>For juvenile appeals, use the initials of the minor</p>
<p>Can I submit my volume of the appeal transcript directly to the appeals department?</p>	<p>All volumes need to be delivered together to the appeals department at the same time. If you are the only reporter on an appeal, you will submit the transcript directly to the appeals department.</p>
<p>How much do I bill per page?</p>	<p>Government Code section 69950</p> <p>(a) The fee for transcription for original ribbon or printed copy is one dollar and thirteen cents (\$1.13) for each 100 words, and for each copy purchased at the same time by the court, party, or other person purchasing the original, twentycents (\$0.20) for each 100 words.</p> <p>(b) The fee for a first copy to any court, party, or other person who does not simultaneously purchase the original shall be twenty-six cents (\$0.26) for each 100 words, and for each additional copy, purchased at the same time, twentycents (\$0.20) for each 100 words.</p> <p>The folio rate multiplier for Riverside County is 3 folios per page.</p> <p>See Folio Rate Calculator</p>
<p>How do I complete the Request for Estimate for civil appeal transcripts that is sent from the appeals department?</p>	<p>You will estimate the number of pages for the portions of the transcript that were designated by the requesting party, including cover, indices, and cert, and provide an estimated cost for those pages. It is recommended that you overestimate the page range because the appeals department will not collect any amount owing beyond the amount that has been estimated by each reporter.</p> <p>The Reporter's Billing Worksheet is a helpful tool for estimating the cost. This form is to assist the reporter in calculating the amount due and is not submitted to the court.</p>

	<p>If the funds are timely deposited with the court from the requesting parties, the court will send a Notice to Prepare at a later time. There is no need to prepare the transcript until the Notice to Prepare is sent out by the appeals department.</p>
<p>What if the attorney pays me directly for the cost of the appeal transcript?</p>	<p>The reporter will submit a <i>Waiver of Cost of Reporter's Transcript</i> to the appeals department to waive the fees for the party that has paid the reporter directly. If additional copies are requested by a party that has not paid the reporter directly, the reporter will need to include that estimated cost on the Request for Estimate.</p>
<p>How will I be paid for the civil appeal transcript?</p>	<p>For civil billing, submit the <i>Court Reporter's Transcript Claim</i> form to: AppealsTeam@riverside.courts.ca.gov</p>
<p>Which forms need to be submitted for civil billing?</p>	<p>Only the <i>Court Reporter's Transcript Claim</i> form needs to be submitted to the appeals department.</p> <p>The <i>Reporter's Billing Worksheet</i> is to assist the reporter in calculating the amount due and is not submitted with the Court Reporter's Transcript Claim form</p>
<p>How will I be paid for the juvenile appeal transcript?</p>	<p>You will need to apply for and receive a vendor number. Contact a supervising court reporter who will provide you information on how to apply for one. Once the vendor number is received, you will submit your voucher along with the supporting documentation to a supervising court reporter for signature. The supervising court reporter will then forward it</p>

	for payment. Vouchers are paid on a net 30 basis.
How do I apply for a vendor number for county treasury billing?	Contact a supervising court reporter or court reporter division manager
Is there a sample transcript format to follow?	Sample cover pages and indices are located under the <i>Electronic Transcript Preparation</i> tab on the court's website
What are common reasons for rejection of the reporter's transcript from the Court of Appeal?	<ul style="list-style-type: none"> • Not including electronic bookmarks • Electronic bookmarks not working properly • Submitting volumes individually instead of as a master volume PDF • Not including the block numbering verbiage on the last transcript page (if applicable): (Next volume and page number is Volume X, page X.) • Not block numbering the certificate page (if applicable) • Erroneous volume and page numbers listed on the covers
What do I do if the transcript is rejected by the Court of Appeal?	<p>The corrections to the transcript will need to be made to the electronic transcript and resubmitted to the appeals department. The erroneous transcript will need to be unpublished from YesLaw before republishing the corrected transcript. The reporter will need to notify the appeals department of the correct job number to submit to the Court of Appeal.</p> <p>The paper copy will also need to be corrected. Only the corrected pages will need to be resubmitted to the appeals department. It is not usually necessary to reprint the entire appeal transcript.</p>

<p>Do I need to provide realtime?</p>	<p>Most of the judicial officers require realtime, so be prepared to provide realtime upon request. The courtrooms are set up to receive the realtime feed via cable (provided by court) and a 9-pin USB serial converter (reporter's responsibility).</p>
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