

## YESLAW STEP-BY-STEP

This first step must be done initially for you to have Riverside County's templates and for your Digital Signature to be available to everyone and then periodically to check for updates

To Upload Riverside County Templates:

TOOLS -> OPTIONS -> LOAD FILES (last tab on top) -> Click RIVERSIDE COUNTY -> UPDATE -> OK

To Upload a Transcript:

Click on three dots on left side of screen under Transcript:

Automatically brings up folder – YesLaw ASCII's

Click single file or Click Shift + multiple files and then Open

\*Note- On appeal with multiple files, do not upload any sealed volumes with the others – that will be uploaded separately and you'll check Sealed

When multiple files are downloaded, a screen will pop up with different tabs:

Transcripts - Shows page numbers

Sessions – Shows bookmarks

Examinations – Shows witnesses. Software creates an alpha for you

Exhibits – May have duplicates from different reporters, can manually delete if prefer but sups say it's fine either way

Word Index – Click on arrow next to SIGNATURE FILE for each volume & select appropriate reporter's name for that volume. It will place their digital signature on each cert

Click on SAVE – Window will go away

Scroll up to beginning of transcript if not already there

On left, about halfway down the page, click Stamp Location: Place

Move it where you want it (I do bottom left of cover page)

For single file upload, under Signatures, check box for 1st. It will take you to the cert page and have you select your digital signature. You can move it on the actual page if necessary

On bottom right of screen, click Next

On right side of screen, click on arrow next to Production Task, select Riverside Appeals Master Volume

Click on arrow next to Template and select Superior Court of CA- Riverside

Make sure Generate Production Report and Master Index is checked

To Publish and Send Transcript:

Click on Publish To...

You can manually enter an email address on top and select Add

You can select from dropdown menu under Enter courts to select Riverside Appeals, Riverside Prelims, Riverside DA + your location, Riverside PD + your location, etc. and select Add

Make sure there are checkmarks next to the email addresses. If not, click on Update New Publish To Info Only

Click Okay and then click Done

Click on Produce Files...

This will create a PDF of your entire appeal and the master index is at the end, bookmarks are on the left

Close the PDF file

Click OK on message about your files uploading

Click Open Folder on message Files successfully created

This brings up a Notepad file showing you've produced the transcript

Print this file and put it with your minute order for your TFR to get paid

No verification signature on TFR required when you have this report

\*A PDF of your uploaded transcript and a copy of this report will automatically be saved in your folder YesLaw Transcripts

Click Finish when all done

If you need to bring up a transcript previously uploaded, click on "Find Project"