



Superior Court of California, County of Los Angeles

# Attention Court Reporter Pro Tempore

Instructions For Delivery of Stenographic Notes to the Court (per Government Code § 69955(a))



You must deliver your stenographic notes to Court Reporter Services within 48 hours of the conclusion of the proceedings for which you were contracted. The only acceptable file type is the raw stenographic note file created by your machine during reporting. If you do not know your machine's raw note file format, contact Court Reporter Services at: 213-745-3183.

## YOU CAN DELIVER YOUR STENOGRAPHIC NOTES ONE OF THE METHODS BELOW:

### By Mail

- Copy applicable raw stenographic note file(s) onto CD.
- Mail the media by U.S. Mail or other delivery service to:

**Court Reporter Services - Attn: ACORN**  
**1945 South Hill Street, Room 801-A**  
**Los Angeles, CA 90007**

### Format of Media Label:

CD's must have a label affixed and include the following information: Name, CSR Number and Date of the proceedings included on the media, number of files included on the media, your current telephone number and email address.

### By E-Mail

- You can send an email and include the raw stenographic note file(s) as an attachment.
- Send your email to:  
**[courtreporterservices@lacourt.org](mailto:courtreporterservices@lacourt.org)**
- The subject line must state the following verbatim: ACORN

### Format of Email:

You must include the following text in your email: your name, CSR number, date of the proceedings of the attached file(s), number of files being transmitted, telephone number.