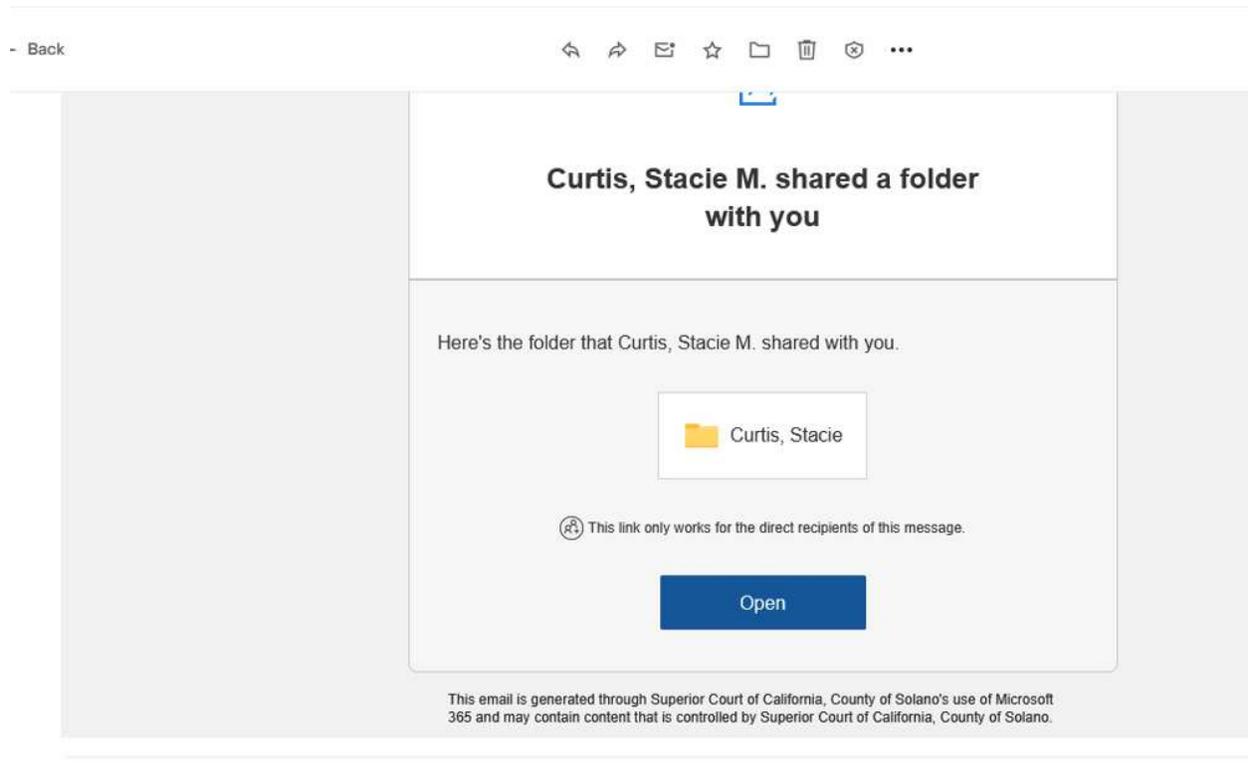


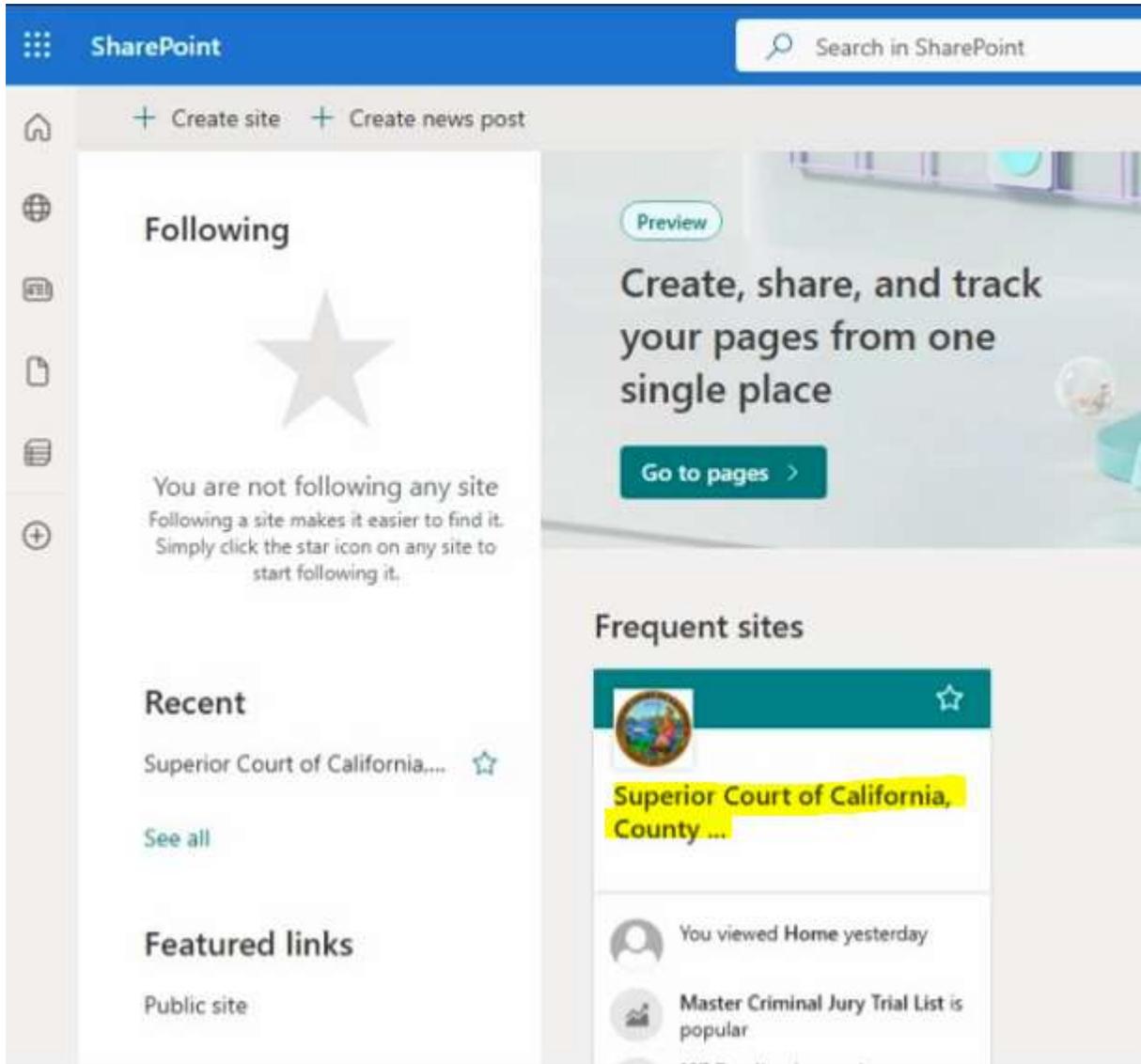
# SAVING FILES TO SHAREPOINT

To help ensure a court reporter's raw steno notes are backed up, Superior Court of California, County of Solano is utilizing a program called SharePoint.

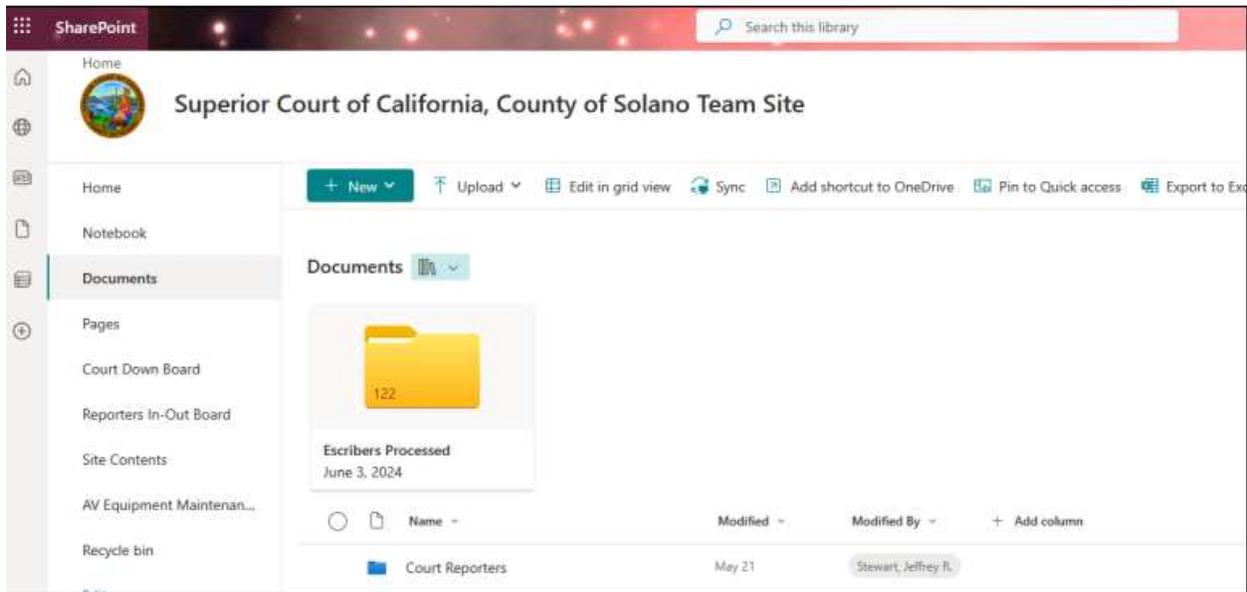
In order to have access to SharePoint, please e-mail Assistant Court Reporter Coordinator, Stacie Curtis, at [smcurtis@solano.courts.ca.gov](mailto:smcurtis@solano.courts.ca.gov) to receive a link to SharePoint. You will receive an email that should look like this:



Click the “open” button, and it will take you to the next screen. Click on the Superior Court of California, County of Solano link.



Next click on the folder labeled “Court Reporters.” Once you have done that, you should be able to click on a folder that has your name on it. Once inside the folder with your name, this is where you will upload your raw steno notes.



You can create a folder inside the folder with your name and organize it how you want. According to Government Code Section 69955(c), your raw notes need to be labeled as follows:

(c) The reporting notes shall be labeled with the date recorded, the department number of the court, and the name of the court reporter. The reporting notes shall be indexed for convenient retrieval and access. Instructions for access to data stored on a medium other than paper shall be documented.

Inside the folder with your name on it, click on the “upload” button and then “files.” After this, the process for uploading your raw notes may be different based on what software you use. Please follow your court reporting software manufacturer’s instructions on how to export your real-time files or raw steno notes.

