

## SOLANO COUNTY YESLAW TRANSCRIPT UPLOADING

### ASCII NAMING

JONES.VOL-1.RT.082521	Criminal appeals and any multi-volume transcript.
SMITH.RT.082621	Any other criminal non-multi-volume transcript.
JONESR.RT.082721	Multiple defendants, same date, same last name (add first name initial)
SMITH.RT.090119	Two defendants, same last name and same first initial (add case number)
DANIELW.VOL-2.RT.090421	For juvenile matters, minor's first name and last name initial. In dependency, if more than one minor, use minor with oldest case number
SMITHvsJONES.RT.110721	Civil cases

### VERIFICATION OF YESLAW INFORMATION

Verify Case Name

PEOPLE vs. DOE, JOHN, 082521

If more than one date: PEOPLE vs. DOE, JOHN, 082521, 082522

For co-defendants, upload individually for each defendant under their own name and case number

IN RE BRIANNA L.

For juvenile matters

Verify Case Number(s)

Check Solano case number and appeal number, if applicable

Verify Proceeding type

Check drop-down menu

Mark if confidential or sealed

For Example: Juvenile matters are confidential; Marsden proceedings are sealed. If unsure, verify before publishing.

Fill in Job Reference

Enter parties to be granted access to transcript; i.e. DA, PD, DOJ

Verify stamp and signature placement

Verify "index start" and "index end" for each volume

## **PUBLISHING**

For all criminal matters other than appeals and preliminary hearings, publish to:

Judicial Officers, Staff Attorneys, Criminal Appeals, Parties requesting transcript

For all preliminary hearings, publish to:

Judicial Officers, Staff Attorneys, Criminal Appeals, DA, and Defense attorney

For all criminal appeals, publish to:

1<sup>st</sup> District Court of Appeals, California Department of Justice, Criminal Appeals,

Print out one copy for FDAP and deliver to lead reporter for submittal to Appeals Clerk

For all 600 juvenile appeal matters, publish to:

1<sup>st</sup> District Court of Appeals, California Department of Justice, Juvenile Appeals, FDAP

For all 600 juvenile matters other than appeals, publish to:

Juvenile Appeals, Judicial Officers, Staff Attorneys, Parties entitled to transcript

For all 300 juvenile appeal matters, publish to:

1<sup>st</sup> District Court of Appeals, Solano County Counsel, Juvenile Appeals, FDAP

For all 300 juvenile matters other than appeals, publish to:

Juvenile Appeals, Judicial Officers, Staff Attorneys, Parties entitled to transcript

For all civil appeals, publish to:

1<sup>st</sup> District Court of Appeals, Civil Appeals, Attorneys involved in appellate process

For all civil matters other than appeals, publish to:

Civil Appeals, Judicial Officers, Staff Attorneys, Requesting parties