CIVIL APPEAL GUIDE FOR PRO TEM REPORTERS – FILING ELECTRONICALLY VIA YESLAW

This guide has been created to assist the pro tem reporter with electronically filing civil, family, and probate appeal transcripts.

Location and contact information for Civic Center Courthouse:

San Francisco Superior Court
Civic Center Courthouse
Appeals Division
400 McAllister Street, Room 103
San Francisco, CA 94102
appealstranscripts@sftc.org
415-551-3671

APPELLANT'S NOTICE DESIGNATING RECORD ON APPEAL

1. You may receive a copy of the designation from the appellant or appellant's attorney. This document does not start the appeal transcript due date timeline. Receipt of this document is notice that the appeal process has started.

2. You may be asked for an estimate for the cost to prepare the transcript on appeal.
   NOTE: You can only bill for an Original one time. Repaginating a transcript does not constitute a new ORIGINAL, per Court of Appeal decision in *Hendrix vs. Superior Court of San Bernardino,* Feb. 10, 2011. Once you transcribe your notes into English, that is considered the original transcript, and that can only happen once.

3. Payment for the Record on Appeal. Payment for the transcript is outlined in CRC 8.130(b). The appellant pays for the cost of an original transcript for the Court of Appeal and their own copy.

4. Payment Options. Parties may deposit funds using the estimate provided by the court reporter or the agency or deposit the minimum per CRC 8.130 (b)(B) at $325 for the fraction of a day's proceedings under 3 hours or $650 for the fraction of a day's proceedings over 3 hours.

   For dates requested that have been previously transcribed, the deposit is $80 per fraction of a day's proceedings under 3 hours or $160 for the fraction of a day's proceedings over 3 hours.

   In lieu of a deposit, the parties may submit a reporter's written waiver of deposit. A reporter may waive the deposit for a part of the designated proceedings, but such waiver replaces the deposit for only that part.

   A waiver must be sent to the appeals clerk by the reporter or agency. The waiver states that the cost of the transcript has been paid directly to the reporter or agency and waives the court's responsibility to collect the funds.

In lieu of a deposit, the parties may submit a copy of a filed Transcript Reimbursement Fund application.

In lieu of a deposit, the parties may submit a certified transcript of all the proceedings designated by the party per CRC 8.130 (a)(5) and CRC 8.130 (b)(3)(C). The transcript must comply with the format requirements of CRC 8.144, which requires the transcript dates to be chronologically and consecutively paginated.

NOTICE TO REPORTER TO PREPARE TRANSCRIPT ON APPEAL

When you receive a Notice to Reporter to Prepare Transcript on Appeal:

1. Note the due date for uploading/filing the transcript to the Appeals Division
2. Designate a Lead Reporter
3. Note the funds deposited for preparation of the transcript. If the funds deposited are insufficient, immediately notify the Appeals Division in writing. Include the amount deposited and the additional amount due.
4. CHECK THE DATES assigned to you and verify that you were the reporter on those dates. If you were not the reporter for a date assigned to you, contact the Appeals Division in writing immediately.

LEAD REPORTER RESPONSIBILITIES

1. Assign volume and block page numbers.
2. Collect all ASCII versions of appeal transcript volumes from all reporters
3. Collect all signature files from reporters
4. Process appeal transcript via YesLaw
5. File/upload to appealstranscripts@sftc.org
6. Publish transcript to any parties
7. Print up master index and insert in Volume 1 of any printed copy of transcript

APPEAL TRANSCRIPT FORMAT FOR SAN FRANCISCO SUPERIOR COURT

1. Follow format guidelines in CRC 8.144
2. Do not use all CAPS in transcript
3. 28 lines per page
4. Maximum of 300 pages per volume
5. Every page must be numbered
6. Margin must be no greater than 1¼ inches from left side of transcript
7. Sample transcript can be found on the San Francisco Superior Court web page
8. Order of the appeal transcript: Appeal Cover, Title Page, Sessions Index page, Witness Index page, Exhibit Index page, Proceedings, Certificate
9. San Francisco Superior Court software format guidelines can be found on the San Francisco Superior Court web page

APPEAL DUE DATE

1. Note the due date on the notice. The transcript must be filed/uploaded and published to the Appeals Division on or before this date.

GENERAL YESLAW INFORMATION, FORMAT AND GUIDELINES

1. Every page of the transcript must be paginated
2. Every volume must include an appeal cover, title page, Sessions Index page, court proceedings and a certificate.
3. A volume can include more than one date if it is the same reporter and judge
4. All pagination must be sequential
5. The multi-volume single file master appeal transcript must include bookmarks and be fully searchable.
6. The multi-volume single file master appeal transcript must include chronological and alphabetical master index. YesLaw automatically generates the master index.
7. No transcript volume can exceed 300 pages
8. Each type of index page, i.e., witnesses, exhibits, must be on a separate page
9. Every type of index page must show MASTER INDEX – VOLUME ## at the top of the page
10. A Sessions Index page must be included in very volume
11. The appeal cover for every volume must include the appeal number, case number, case name, volume number of total number of volumes in appeal, pages contained in the volume, the date(s) of the proceedings in the volume, department number, judge's name, names of appellate counsel and addresses (if given)
12. Delete all headers and footers
13. Upload an ASCII version of the transcript
14. An ASCII version of the transcript is attached to the final YesLaw .pdf version created by the program

NAMING THE MASTER FILE TRANSCRIPT (ASCII) FOR UPLOADING

Include the details of the appeal in this order separated by an underscore.

1. For uploading the multi-volume single file master appeal transcript, name the Vol. 1 ASCII as follows:
Appeal number
Civil – CV
Reporter's Transcript - RT
Case name
Number of volumes in master appeal
A123456_CV_RT_Smith v Jones_25 Vols.txt

2. For uploading single volumes, name the single volume ASCII file as follows:

Appeal number
Civil – CV
Reporter's Transcript – RT
Case name
Volume number
Date of proceedings
A123456_CV_RT_Smith v Jones_Vol 6_03102022.txt

If you have more than one date in a volume, add the dates separated by an underscore:
A123456_CV_RT_Smith v Jones_Vol 8_03152022_03152022_03172022.txt

UPLOADING VIA YESLAW – LEAD REPORTER

1. Make sure all files are in ASCII format
2. Make sure you have all files included in appeal notice
3. Make sure you have all reporters' signatures in your signature folder
4. Use multi-volume single file naming convention for Vol. 1
5. Open YesLaw Transcript Generator
6. Go to "Tools"
7. Choose "Import Multiple Transcripts"
8. Click "Add"
9. Choose volumes to add
10. Check for correct page numbers under "Begin Page", "End Page", and "Block Max"
11. Click "Save"
12. Check case number for accuracy
13. Check case name for accuracy
14. "Proceeding Type" should be "Master Volume" for master appeal transcript
15. Check additional dates and make sure all dates are included
16. Stamp the appeal cover with "Certified Copy"
17. Sign all certificate pages (Toggle through the volumes by choosing the caret on the dropdown menu for the "Transcript" title)
18. Check "Master Index" box
19. Check "Word List" box if you want one
20. Publish to the Appeals Department at appealstranscripts@sftc.org
21. Publish to yourself – insert your email address
22. Publish to any parties who have requested and paid for a copy
23. Select "Done"
24. Click "Finish"
25. Select "Produce Files"
26. Attach the receipt generated by YesLaw and found in your Transcripts Folder to your claim form for payment
27. Submit claim form and YesLaw receipt to Accounting at accountspayable@sftc.org

FINDING APPELLATE NUMBER

To locate the appellate number, go to: https://appellatecases.courtinfo.ca.gov/search.cfm?dist=1