

Attention Court Reporter Pro Tempore

Instructions for delivery of reporting notes of court proceedings to the Court (pursuant to Government Code §69955(a))

You must deliver your reporting 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 **note file** created by your stenographic machine or voice writing equipment. For questions, please call Court Reporter Services at 213-745-3183.

By Email

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

Format of Email

You must include the following text in your email:

- Your name
- CSR Number
- Date of proceedings of the attached file(s)
- Number of files being transmitted
- Telephone number