



Superior Court of California  
County of Riverside

**NOTICE TO ALL COURT REPORTERS**

**REQUIREMENT TO UPLOAD STENO NOTES**

Per Government Code 69955, reporting notes are the official records of the court. All court reporters reporting a Riverside County Superior Court matter, whether privately retained, or as an employee or contractor of the court, are required to upload untranslated steno files to ACORN.

Each reporter must:

- Upload each day's untranslated notes to ACORN within 48 hours of the date of the proceedings except in extenuating circumstances and as approved in advance by Court Reporter Services management.
- Upload your raw steno file from your writer, not the file from your software.
- In the Comment box, note Department Number, Proceedings Type, Full Day or Half Day.
- Be aware that if the time stamp on the stenotype machine is not accurate, the ACORN electronic note storage system will not file the notes correctly. In that instance, correct your notes in the ACORN system at the time of upload to reflect the correct date.

The notes shall be labeled with the following information:

Reporter name and CSR number  
Date proceedings taken  
Department proceedings reported  
Case name and number

To upload notes, you may access the ACORN program from the following link:

<https://acorn3.acornnotes.com/riverside/login.php>

Username: (Your CSR#) Temporary Password: acorn3

If you need assistance, please contact Court Reporter Services at (951) 777- 3555.