



SHERRI R. CARTER
EXECUTIVE OFFICER / CLERK

111 NORTH HILL STREET
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Superior Court of California County of Los Angeles

Hello, LASC Reporters and kudos to the hardest working reporters! We know you have been working harder than ever, but we wanted to take the time to give you some reminders and updates. These are the answers to some of our most frequently asked questions.

CONGRATULATIONS!! The March 2015 Criminal Appeals Summary Report shows there were no past-due felony appeal transcripts. This means that all the transcripts were filed on or before their due dates. Thank you all for your hard work and dedication.



Court Reporter Services is happy to welcome Amy Blust, Administrator II. Amy also serves as the Administrator over the Judicial Assistant Assignment Office. She is in her 30th year with LASC and has a wide variety of experience leading, including Interpreter Services, the Training Academy, the Temporary Judge Program, the Judicial Secretary Department, and many other areas. She is helping to oversee the upcoming move of Court Reporter Services, the JA Assignment Office, and Interpreter Services to the Metropolitan Courthouse once the renovations are complete. Her experience and expertise make her an asset to Court Reporter Services. Amy can be reached at (213) 633-0133 or ABlust@lacourt.org, or you can stop by her

office to visit her anytime (Mosk Courthouse, Room 234).

Bryan Lui, Robbin Hill, and Leslie Moore remain in their assignments as Managing Court Reporters. They are your first point of contact for questions or concerns regarding time off, FMLA, workers' compensation, continuing education, Human Resources issues, and Payroll questions and referrals to the correct department. They can be reached at (213) 830-0825, Option 2, or via email:

Bryan Lui - BLui@lacourt.org
Robbin Hill - RHill@lacourt.org
Leslie Moore - LAMoore@lacourt.org

Arnella Sims, Stacie Sheng, and Veronika Cohen are the Official Court Reporters in Transcript Services. They have a wide variety of knowledge and are able to assist you. They can be reached at (213) 830-0825, Option 3, or via email:

Arnella Sims - ASims@lacourt.org
Stacie Sheng - SSheng@lacourt.org
Veronika Cohen - VCohen@lacourt.org

VoIP Phone Rollout

The installation of the new phone system is *almost* complete. We are updating our records with new reporter office and courtroom numbers as we receive them.

Court Reporter Services - Public Phone Number: (213) 830-0874.
Please give this number only to members of the public. The number ending in "0825" is for internal use only.

ACORN News

Reporters who have paper writers are required to upload their notes and submit an Electronic Archiving Log once a month.

Reporters who have paperless writers are required to upload their notes and submit an Electronic Archiving Log once a week.

Did you know?....

Court Reporter Services does not get any sort of “automatic notification” from ACORN that notes have been uploaded.

Please continue to be diligent in submitting Electronic Archiving Logs weekly or monthly as soon as you have archived. They can be submitted by fax to (213) 620-0017 or email to courtreporterservices@lacourt.org with the subject line “archiving log.” Further, if you receive an ACORN audit memo, please make sure to respond to the memo by the due date.

Appeal Transcript Reminders

All transcripts must comply with CRC 8.144 format rules.

To request changes or corrections to an appeal notice, please send an Appeal Notice Verification & Correction to Court Reporter Services within five (5) days of receipt of the notice. Submit the correction via fax to (213) 620-0017 or via email to courtreporterservices@lacourt.org with the subject line “Misdemeanor Correction” or “Felony Correction.”

If you are sending a Criminal Appeal Receipt along with your transcript and claim forms, please include either a self-addressed, stamped envelope to a personal address or an envelope addressed to your assigned

courtroom that also says “via county messenger.” If one of these two types of envelopes is not included with the Criminal Appeal Receipt, the receipt will not be returned to you.

Felony Appeal Transcripts

Do you ever find yourself asking, “How can I avoid getting unnecessary phone calls about the status of appeals?” The Status Update Form is the answer!

Please submit your status update forms for felony appeal transcripts to (213) 620-0017 or email to courtreporterservices@lacourt.org with the subject line “Felony Status Update” as soon as you have filed the transcript in or sent it via county messenger.

“Hmmm...what is that room number where I send completed felony appeal transcripts? Where can I find that room number? Oh, yeah...the appeal notice!” OOOPS! Wrong answer!!

The correct address is:

Foltz Justice Center
Transcript Auditing
210 West Temple Street
Room M-6
Los Angeles, CA 90012.

Please do not send transcripts to Room M-3. It causes unnecessary delays in auditing and payment.

Misdemeanor Appeal Transcripts

Pursuant to CRC 8.866(d), the reporter must deliver the original and all copies to the trial court clerk as soon as they are certified, but no later than 20 days from the clerk’s certificate of mailing.

Please submit your status update forms for misdemeanor appeal transcripts to (213) 620-0017 or email to courtreporterservices@lacourt.org with the subject line "Misdemeanor Status Update" as soon as you have filed the transcript or sent it via county messenger.

What about estimates for misdemeanor appeal transcripts?

Pursuant to CRC 8.866(a)(2)(A), within ten (10) days after the date the clerk mailed the notice, the reporter must file the estimated cost of preparing the transcript as directed on the notice. Please submit your estimate by the due date via fax to (213) 620-0017 or email to courtreporterservices@lacourt.org with the subject line "Misdemeanor Estimate."

"But I cannot have a fax machine in my office anymore because of the VoIP phone system."

All the forms routinely used by Court Reporter Services have been uploaded to *box.com*.

Here are the convenient links:

Claim for Transcribing: plain and simple fillable PDF form -

<https://app.box.com/s/ibdqsfl044c6v62370da>

Claim for Transcribing, Calculate Total: this version of the form will automatically calculate ONLY the amounts in the final column and place the sum in the Total field at the bottom of the same column -

<https://app.box.com/s/5392e4a31b739d213271>

The link to the parent folder that contains all other forms is:

<https://app.box.com/shared/pk11no9ac9>.

"Communication - the human connection - is the key to personal and career success." – Paul J. Meyer

Please check your Outlook email and voice mailboxes daily. These are the only means of mass communication to relay important and time-sensitive information to you regarding vacancies, assignments, updates, and general information.

If you have not yet logged into your Outlook email account, please call the Help Desk at (213) 974-HELP (4357).

What's happening with County Messenger?

County Messenger is no longer accepting the triplicate ISD tracking receipts. Packages that have the old ISD tracking receipt attached are being returned to the sender. Please discontinue use of the old ISD tracking receipts immediately and refer to the email Scott Barber sent out on 4/16/15 for the most current information and instructions regarding using *Send Suite*.

CART Training

Have you ever wondered how you could become CART certified with the Los Angeles Superior Court to provide services for a juror, witness, or litigant who is hard of hearing?

CART Certification Training is now available. Call Liza or Kathryn at (213) 830-0825, Option 2, to sign up.

Dark Courtroom Reminder

If your assigned courtroom is dark and you are available to float, you are required to take your equipment home with you each evening. Please call the coordinators between 7:00 and 7:15 a.m. for assignment.

If your courtroom goes dark unexpectedly (judge calls in sick, et cetera), please call the assignment coordinators and inform them of your availability.

Updated Information

Please see the enclosed updated information regarding the heads of public offices/addresses and updated transcript due-date information.

Memo - Please see the enclosed memo regarding preliminary hearing transcripts and filing information.