

## APPENDIX C

### ELECTRONIC STORAGE OF NOTES & AUDIO FILES

The following procedures encompass storage of steno notes and applicable criminal case audio files. In accordance with Title 28 U.S.C. § 753(b), also known as the Court Reporter Act, court reporters are required to file with the clerk of court either a transcript or an electronic sound recording of all arraignments, pleas, and proceedings in connection with the imposition of a sentence in criminal cases. Additionally, federal court reporters are required to certify their original shorthand notes and file them with the clerk's office.

Today's technology allows for the use of paperless stenograph machines and the creation of electronic audio files. To ensure the files are accessible to the Court, standards relative to the file format, naming convention and preferred media are outlined below:

- Using the paperless steno machine's accompanying software, court reporters shall print/save the steno notes to an Adobe Acrobat PDF file.
- Audio files must be saved in a WAV file format.
- When saving files, meaningful file names should be used that include the date of the hearing and the case number, case title, or presiding judge. When saving a shorter, individual file, the preferred format is YYYY-MM-DD followed by the case number or case title.
- A certification must accompany the steno notes and audio files. It is recommended that reporters utilize the fillable PDF form the Court has created for the certification available on our website at <http://www.mtd.uscourts.gov/sites/mtd/files/Note%20Audio%20Certification.pdf>. Certifications must include the date and type of hearing, the case number, the presiding judge, the filename and file type. All certifications must be signed and dated, (/s/ is accepted as the reporter's signature).
- Official court reporters shall submit both steno notes and audio files to the court reporter supervisor for the preceding month by the 10th of every month. A certification must accompany the files. Files may be submitted on removable media, such as a CD or USB drive. Removable media will be returned to the court reporter.
- Contract court reporters shall submit both steno notes and audio files to the court reporter supervisor immediately after the hearing. A certification must accompany the files. Files shall be copied to a court-provided USB key.
- The steno notes will be stored on a court server. It should be noted that this storage method is for purposes of complying with the Court Reporter Act and is not meant to replace any archival system that reporters use.