

Court Reporting Services - Online Court Reporter Backup  
ShareFile General Information

1. Pursuant to the *Administrative Regulations*, employees are required to upload raw steno files, translated files, finished transcripts, dictionaries, PDFs, and audio. For detailed requirements, please review the *Administrative Regulations* policy.
2. Please read “organizational suggestions” below this list for ideas on how a directory structure (subfolders) could be set up for CRS to find your files if necessary. You may reorganize files at any time.
3. File names should either reflect a date or a case name. If writer files cannot be defaulted to set the name as the date, then you must create a subdirectory for the date or date span, or rename the files to keep them from overwriting other files with the same name (FILE.001, etc.). At this time, we are not requiring any specific naming convention.
4. A complete transcript for a case spanning multiple dates should also have a case name or number (or year) for easier identification and retrieval purposes.
5. Files are kept online indefinitely. Files uploaded prior to July 2016 are not available online unless you upload them again or contact CRS to move any files we have back to your folder. **IMPORTANT:** files uploaded prior to July 2016 may not be on our server due to working out process issues before this date. Do not assume we have a copy unless you have verified or requested your files to be copied back.
6. The *Administrative Regulations* requires you to backup files at least once a month. Ideally, it should be once a week. If you were to have a hard drive crash, all the files since your last backup may be lost.
7. Supervisors may request the ability to view your circuit files and receive email notifications when a reporter from his or her circuit uploads files.
8. There is an app available through the ShareFile website that allows you to backup files without using a web browser and navigating through the ShareFile site. Log in to ShareFile and look for the “Apps” menu at the top of the page.

You may log into the system from any computer with internet access using this link:  
[ocr.sharefile.com](http://ocr.sharefile.com)

### Organizational suggestions:

1. All filenames should have either a date (hearing date) OR a year and case name at minimum.
2. If your writer files are named FILE.001, etc., please make a subfolder for each date range. Default your writer to name files by the date instead of a sequence number if it has the option to do so. This will prevent you from accidentally overwriting a file with the same name (FILE.001).
3. The following subfolders are suggested on your ShareFile account:
  - Writer Files - the files directly from your writer. Subfolders within this file should have a date range for the files with at least the month and year, preferably with the year first for sorting purposes: [2017-01].
  - Completed Transcripts - PDFs of completed transcripts with the case name. Naming recommendation: 17-CF-0123-Smith.pdf
  - Software Files - all other files created/backed up using your software including dictionaries and translated files.
4. Naming conventions:
  - Year should be listed first in any file names
  - Month should be reflected as a number instead of name (04 vs. April).
  - These naming conventions will help files be found easier by sorting them into chronological order.
5. Ultimately, the most important part is to get your files backed up online regardless of how it is organized. The secondary focus is being able to find them if you need them.