

Excerpt from the *Administrative Regulations*, effective 7/1/2014 (pages 11 and 12)

5. Storage of Notes and Electronic Files

Notes and electronic files containing original records of court proceedings are the property of the court and shall be retained by the court and stored in a secure manner. Paper notes shall be stored in suitable facilities until any retention period required by rule or law has passed. Facilities for storing paper notes and electronic media are available at most courthouses. Each court reporting services employee is responsible for the safekeeping of notes, electronic files, and electronic media which he or she produces and should ensure they are properly stored as required by this provision and local customs.

As of January 1, 2015, all court reporting services employees, including per diem reporters, in lieu of turning in paper notes, shall upload electronic files of court proceedings taken stenographically to their online directory through ShareFile. All official court reporters hired on or after January 1, 2015 must have adequate equipment to meet the requirement of this provision. Reporters who do not have a ShareFile account may request access by emailing BumgaT@mail.ioc.state.il.us.

The types of files which should be uploaded include raw stenographic notes, dictionaries, translated files, completed transcripts, and audio (if available) to the employee's online directory. A supervisor may request access to view the files and receive email notifications when new files are uploaded to ensure compliance.

Files shall be uploaded monthly at a minimum, however, it is recommended that they are uploaded once a week for optimum security of the court records. If the file name does not include a hearing date or case number identification, a subdirectory with a name reflecting at least the month and year should be utilized.

Uploaded files will be transferred to a secure server in the Springfield office and backed up on a regular basis. It is the intention that all files created on or after January 1, 2015 be backed up to the server. The files on the server should not be the only copy of a file. In addition to the copy the state is keeping, it is recommended that court reporting services employees backup files for themselves to an external hard drive and store the device in a separate location from their equipment. It is highly recommended that older copies of files be uploaded as well, especially if stored on removable media such as diskettes, CDs, or flash drives as this type of storage media has a high probability of failure or corruption.

All employees as of January 1, 2015 who do not have the proper equipment to upload raw stenographic notes and other files from court reporting software must upload, at a minimum, files of completed transcripts in PDF format. Employees who do not have access to an internet connection during regular work hours will not be required to backup files through ShareFile. However, those employees should provide a copy of the files with the circuit through other means.

It is the preference that the reporter who created the files produce the transcripts from those files, and he or she will always retain the first right of transcription. In the event it becomes necessary to transcribe proceedings which were taken by a reporter who is no longer employed by the court, nothing in these regulations shall be construed as prohibiting the Chief Judge from requiring the former employee who covered the proceedings to prepare the transcript. A former employee who transcribes notes of proceedings taken while he or she was in the employ of the court shall be compensated in accordance with the Uniform Schedule of Charges for Transcripts (Appendix A).