



ACORN

Archive Court Report Notes
Version 3

User Manual

Imaging Technology Group

58 Tesla

Irvine, CA 92618

949-727-2001

www.imagingtech.com

ACORN 3

User Manual

Overview

ACORN (Archived Court Report Notes) is an online storage facility for court reporter notes. Reporters can upload copies of their notes for safe keeping, and easily retrieve them when needed.

Login

ACORN 3 is now completely web based. To login to ACORN 3, open up a web browser such as Internet Explorer or Firefox and go to:

<http://courtname.acornnotes.com>

where *courtname* is the abbreviated name used to identify your court in ACORN.

You will automatically be re-directed to the secure (https using SSL certificates) login page.

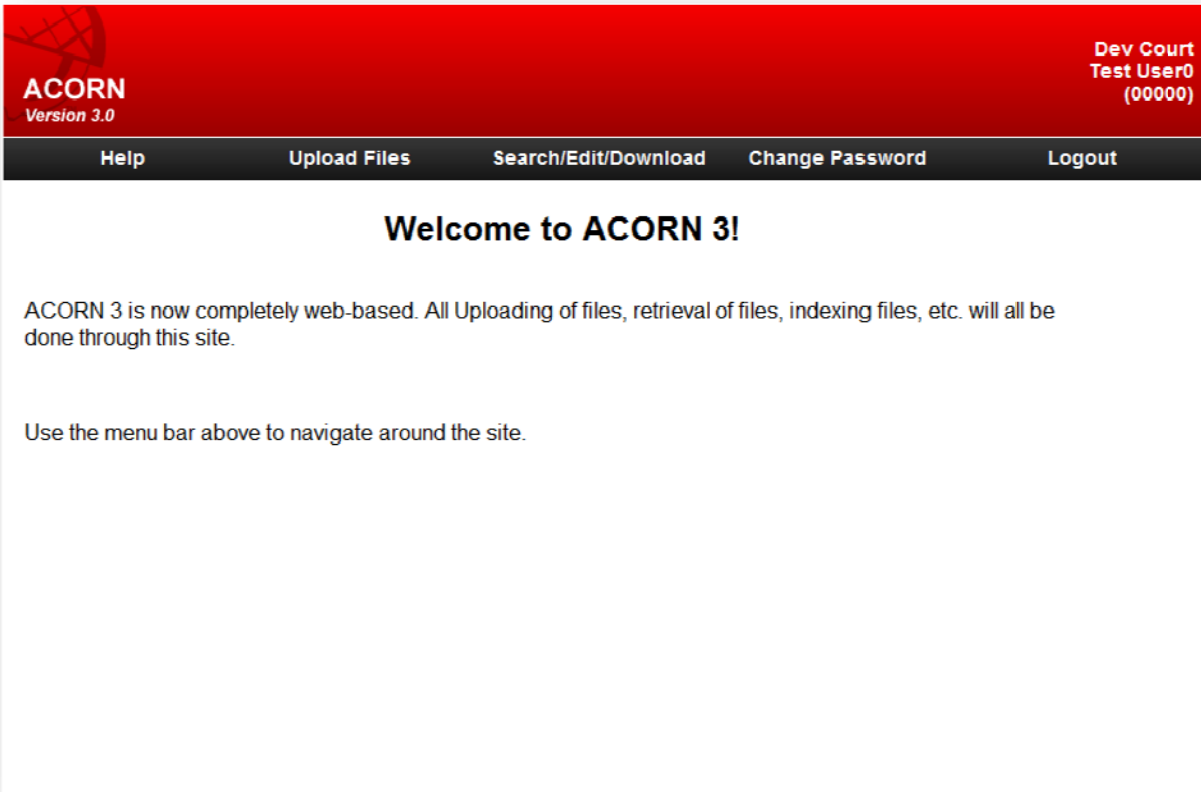


In the Username field, enter the user name the Court Reporter Manager assigned you (typically your CSR#).

In the password field, enter your password. If you do not know what your username or password has been set to, contact your Court Reporter Manager.

Main Menu

Once you login to ACORN, you will be presented with the initial welcome screen. You can get back to this screen by clicking on the ACORN login in the upper left corner.



Sub-Menu Options:

Help: Available on every screen in ACORN. Clicking on this link will open up a new window with information on how to use the page you are on.

Upload Files: This is the function used to archive (upload) files to the ACORN server. There are two ways to upload files.

Upload Multiple Files: This method allows you to select multiple files at a time, index the files and upload them. This option assumes your browser can run Java programs.

Upload Single Files: If you have problems using the Java version, a standard HTML version can be used. On this page, each file needs to be uploaded individually.

Search/Edit/Download: To retrieve (download) a file from the ACORN server, or even update indexing information on a file, you will need to search for the file(s) first. This page will allow you to search for files using a number of different search options.

Change Password: Periodically, for security reasons, it is recommended you change your password in ACORN. This link will ask you for your current password (to verify it is you making the change request), then have you enter in a new password

Logout: When done with ACORN for the time being, click on Logout to exit the ACORN system.

Upload Files

ACORN 3.1 now offers two different methods to upload your files to the ACORN server. By clicking on the Upload Files link, you will be given a brief description of the two methods, as well as links to use each version.

ACORN 3 now has two different ways to upload files.

Multiple Files
NEW! Using a Java applet, you can now "drag-and-drop", "copy-and-paste" or browse to select as many files as you would like to upload.

After adding the files, click on each file to add the necessary index information. The case date is automatically determined by the date the file was last saved. If the data on your stenograph machine is incorrect, or you modified the file since the court date, then you should fix the case date for the files.

To use this Java applet, you will need to have the Java software on your computer. You can confirm Java is on your computer, and download it if you need it from <http://www.sun.com/getjava>

Single Files
If your computer has problems running the Java applet (for example, some network policies restrict the use of Java), then you can still use the 'traditional' HTML version of the ACORN 3 upload program.

Each file will need to be added individually. Each file will need to be indexed as well, including the case date. Using this method, it is not possible to read the date from the file automatically.

Upload Multiple Files

NEW! Using a Java applet, you can now "drag-and-drop", "copy-and-paste" or browse to select as many files as you would like to upload.

After adding the files, click on each file to add the necessary index information. The case date is automatically determined by the date the file was last saved. If the data on your stenograph machine is incorrect, or you modified the file since the court date, then you should fix the case date for the files.

To use this Java applet, you will need to have the Java software on your computer. You can confirm Java is on your computer, and download it if you need it from <http://www.sun.com/getjava>

This page will start a Java applet program. You should see the Java logo appear while the program loads.

When the program is ready you will see this screen:



Upload Files

No.	File	Size
-----	------	------

File Information

Case Date mm/dd/yyyy

Case #

Case Type

File Type

Death Penalty Case

Life Without Parole

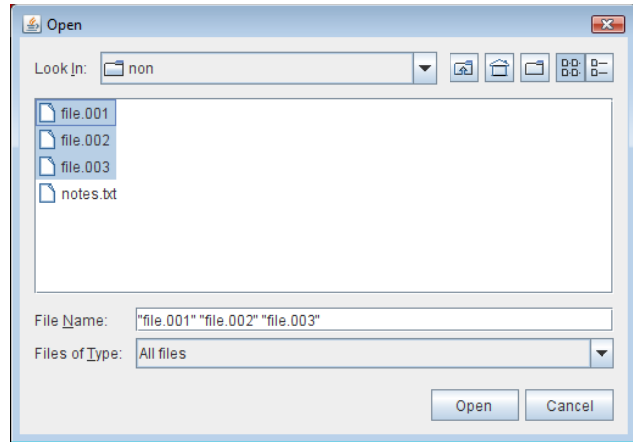
Sealed

Comments

There are three different ways to add files to ACORN on this page. You can add files using any of these methods:

Click the "Add File(s)" button

An "Open" window will appear. Use the "Look in" drop-down box to navigate to where your files are stored. Highlight the file you want. Or hold down the "Ctrl" key while clicking on several files to select the files you want. When done highlighting all the files you want to upload, click on the "Open" button.



If you have more files to upload, you can click "Add files(s)" again, and repeat the process.

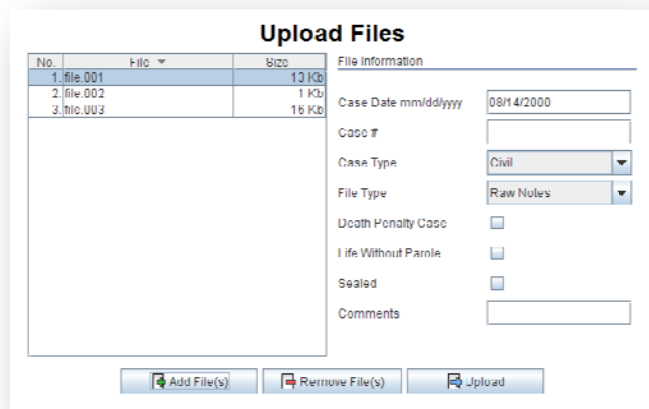
Drag-and-Drop

With one or more files highlighted in a "My Computer" or "Windows Explorer" window, you can drag-and-drop the files into the Java program window. They will automatically be added to the list.

Copy-and-Paste

Using "My Computer" or "Windows Explorer", you can select one or more files, copy them (either right-click and choose "Copy", or go to Edit → Copy, or hit Ctrl-C.)

Then, in the File listing window of the Java program, right-click and select "Paste"



Now you can index the files. Highlight each file one at a time to see the indexing information for the file. This information will be used to search for the file in the future. The case date was automatically determined by the time stamp on the file. You can adjust the date if the date is not correct. You can then enter the case number, the type of case, the type of file, whether or not the file is part of a death penalty proceeding, a life without parole hearing, or if the case is sealed. Use the "Comments" field to enter any other information about the file that will help you find this file when you need to search for it later.

Be sure to click on each file in the file list window to make sure all the indexing information is correct.

Then, click the "Upload" button.

Depending on the size of the files you are uploading, and the speed of your Internet connection, this may take a few minutes.

Once the transfer has completed, it will show you a confirmation of the files you have uploaded along with the various indexing information.

Upload Confirmation
The following files were archived and indexed successfully:

#	File Name	Case Date	Case Number	Case Type	File Type	Death	Sealed	LWOP	Comments	File Size
1.	file.001	08/14/2000	1234	Civil	Raw Notes	-	-	-	Kramer v. Kramer	13,329
2.	file.002	10/17/2001	4567	Criminal	Raw Notes	Y	-	Y	Judge Judy	177
3.	file.003	10/17/2001	7890	Juvenile	Draft Transcript	-	Y	-		16,005

You can click on any of the file names and you will be able to edit the indexing information for that file. See the Edit section for more details

Upload Single Files

If you have trouble using the "Upload Multiple Files" options using the Java program, there is another way to archive your files in ACORN. Instead of selecting multiple files at a time, each file will need to be selected individually.

The "Upload Single Files" screen looks like this:

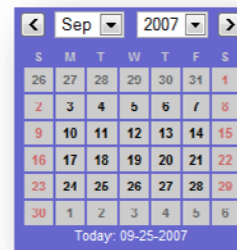
Upload Files

Use this page to upload your files. Any type of file can be uploaded. Use one entry line below per file. Use the **Browse** button to find your files. When completed, click the "Next" button below to upload the files. Depending on the file size and the speed of your connection, it may take a minute to upload, so please be patient.

D = Death Penalty Case, **L** = Life Without Parole, **S** = Sealed.

File	Case Date mm/dd/yyyy	Case #	Case Type	File Type	D	L	S	Comments
<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>	Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

For each file you want to upload, click the Browse button. Each file will be on its own line. You **MUST** enter the Case Date—unlike the Java version, the system cannot read the time stamp on the file. You can click on the Calendar icon next to the Case Date field to select a date, or enter in a date yourself. Please enter the date in MM/DD/YYYY format.



Enter other information as needed, such as the Case Date, Case Type, and File Type. The "D" column indicates if it was a Death Penalty case, "L" is a Life Without Parole case, and "S" is a Sealed case. Each of these type of cases needs to be stored differently. Finally, the Comments box, you can put in anything else that would help you find this file in the future. The file name and case date are required, the rest of the fields are all optional.

File	Case Date mm/dd/yyyy	Case #	Case Type	File Type	D	L	S	Comments
C:\acorn\csr00001\ Browse...	8/28/2007	54321	Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C:\acorn\csr00001\ Browse...	8/29/2007	23456	Criminal	Draft Transcript	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Judge Brown
Browse...			Civil	Raw Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Repeat this process for each file you want to archive.

When you have added all the files you want to upload, and added all the indexing information, click on the "Next" button. The system will then upload your files to the server and put them in a temporary holding space. This upload process may take a few minutes, depending on the size of the files you are uploading and the speed of your Internet connection.

Upload Files

*** Please confirm the following data is correct. ***

NO FILES WILL BE STORED UNTIL YOU CLICK 'OK To Archive' BELOW.

File	Case Date mm/dd/yyyy	Case #	Case Type	File Type	D	L	S	Comments
file.001	08/28/2007	54321	Civil	Raw Notes	-	-	-	
file.002	08/29/2007	23456	Criminal	Draft Transcript	Y	Y	-	Judge Brown

If everything looks OK to you, click the "OK to Archive" icon. **NO FILES WILL BE STORED IN THE DATABASE UNTIL YOU CLICK THIS BUTTON.**

When you see this screen, your files have been successfully archived in the ACORN system.

Upload Confirmation										
The following files were archived and indexed successfully:										
#	File Name	Case Date	Case Number	Case Type	File Type	Death	Sealed	LWOP	Comments	File Size
1.	file.001	08/28/2007	54321			-	-	-		13,329
2.	file.002	08/29/2007	23456			Y	-	Y	Judge Brown	177

If you want to change any indexing information for these files, click on the file name, and you will be taken to a screen to Edit the indexing information for that file. Please see the "Edit Files" section.

Search/Edit/Download

Before you can download a file, or edit the indexing information for a file, you need to search for the file(s) first.

Search

The first thing to do before downloading or editing a file is to search for it. The search page gives you a number of ways to find your file(s). All fields are optional—if you don't put in any search criteria, the system will find all files you have ever uploaded.

Here is a description of the various searching options:

Search for Files

Filename:

Case Date Range: From: To:

Uploaded Date Range: From: To:

Case Number:

Case Type: Any

File Type: Any

Death Penalty Case? Either Yes No

Life w/o Parole Case? Either Yes No

Sealed Case? Either Yes No

Comments:

of Results to Display: 10

Filename: Enter all or part of the name of the file

Case Date Range: This will search for the files using the date of the case, as entered when you initially uploaded the file(s). You can enter a date range to narrow the search for your file(s). If you enter only a "From" date, the system will find all files from that date forward. If you enter only a "To" date, the system will find all files up to and including that date. Or you can enter two dates, and the system will search for files with case dates between the two dates you pick. If both dates are the same, the system will find only files with the specified case date.

Uploaded Date Range: This will search for files that were uploaded to the ACORN server between the dates listed. The date this search uses is the day you uploaded the files to ACORN, and not the case date of the file.


Case Number: Enter all or part of the case number associated with the file.

- Case Type: Select the type of case for the file. The "Any" option will search for all types of cases. Or you can specify to have the system only find a certain type of case file, such as only "Criminal" case files.
- File Type: Select the format of the file. The "Any" option will search for all type of file types. Or you can specify to have the system only find certain type of files, such as "Draft Transcripts"
- Death Penalty Case: Specify whether the file you are looking for was associated with a death penalty case. If you select the "Either" option (the default option), the system will look for all files regardless if the file was marked Death Penalty or not.
- Life w/o Parole Case: Specify whether the file you are looking for was associated with a Life without Parole case. If you select the "Either" option (the default option), the system will look for all files regardless if the file was marked Life without Parole or not.
- Sealed Case: Specify whether the file you are looking for was associated with a Sealed case. If you select the "Either" option (the default option), the system will look for all files regardless if the file was marked Sealed or not.
- Comments: If you entered any comments when you initially uploaded the files to ACORN, you can put part of all of the comments in this field to search for that file(s).
- # of Results to Display: Depending on your search criteria, ACORN may find many files that match your request. You can choose to have ACORN only display a limited amount of files per page. You can also select "All" to see all the files that matched your search criteria, but it may take awhile to display, depending on the speed of your Internet connection.
- Clear: By clicking this button, all the search criteria will be removed or set back to the default values.
- Search: Click this button when you are ready to search for your files using the criteria you entered.











Now that you found the file(s) you wanted, it is time to do something with them. From here you can either download (retrieve) the file, or edit the indexing information about the file.

Search Results

To **edit** the indexing information for a file, click on the file name.

To **retrieve** a file, **RIGHT-click** on the  next to the file and choose "Save As".

Displaying files **1 - 10** of **27** total files found [Next](#)

Retrieve	File Name	Uploaded	Case Date	Case Number	Case Type	File Type	D	L	S	Comments
	file.001	08/28/2007	08/14/2000	12345	Criminal	Raw Notes	-	Y	-	
	file.002	08/28/2007	10/17/2001	123	Civil	Raw Notes	-	-	-	
	file.003	08/28/2007	10/17/2001	123456	Civil	Raw Notes	-	-	-	no comment
	file.001	08/28/2007	08/14/2000		Civil	Raw Notes	-	-	-	
	file.002	08/28/2007	10/17/2001		Civil	Raw Notes	-	-	-	
	file.003	08/28/2007	10/17/2001		Civil	Raw Notes	-	-	-	
	file.001	08/30/2007	08/01/2007	11111	Civil	Draft Transcript	Y	-	-	abcdef
	file.002	08/30/2007	08/02/2007	2222	Criminal	Final Transcript	-	Y	-	1234567
	file.003	08/30/2007	08/03/2007	333333	Juvenile	Draft Transcript	-	-	Y	longer comment test here
	file.001	08/30/2007	08/01/2007	111	Civil	Raw Notes	-	-	-	

Download

To retrieve a file from ACORN, *right* click on the icon of a blue circle with a white down arrow. This will display a context window. Choose the Option that says "Save Target As" or "Save Link As", depending on your Internet browser. You should then get a Window allowing you to navigate your computer for the location where you would like to save the file. Then click the "Save" button.

Once the file is downloaded, you should be able to use the file with whatever software you used to create the file initially.

Edit

After searching for a file or files, or on the confirmation screen when uploading files to ACORN, you can click on the filename and you will see a screen to edit the indexing information on that file.

The fields that are highlighted in gray are not changeable.

All other fields can be changed.


When done making changes, be sure to click the "Update File Details" button to save your changes to the ACORN database.

You should then see the message "File information updated successfully"

View/Edit File Details

Reporter: Test User0 (00000)

Filename: file.001

Case Date: 08/14/2000 

Case Num: 12345

Case Type: Criminal ▾

File Type: Raw Notes ▾

Death Penalty Case? Yes No

Life w/o Case? Yes No

Sealed Case? Yes No

Comments:

File Size 13,329 bytes

Uploaded Date Tue 08/28/2007

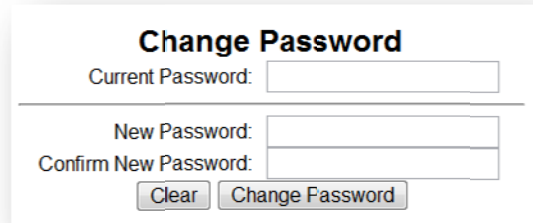
Uploaded Time 4:25:14pm

Last Retrieved Date ...

Last Retrieved IP ...

Change Password

For security reasons, it is a good practice to change your password periodically. Your Court Reporter Manager may initially set up your account with a generic password, in which case you should change your password the first time you login to ACORN.



Change Password

Current Password:

New Password:

Confirm New Password:

You will be asked to enter in your current password to verify the password change is coming from you.

Then enter your new password, and then re-enter your new password a second time to verify you typed it correctly. (The two passwords must match—since you can't see the characters you are typing.)

Finally, click the "Change Password" button.

If your password is blank, or the new password you entered does not match the "confirmed" password you entered, you will be asked to try again.

If you ever forget your password, contact your Court Reporter Manager to have your password reset.