

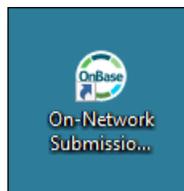


Filing Stenographic Records

Access the submission application

Access on the network

Click the [On-Network Submission](#) icon from the desktop on a court-issued device. Login information is not required.



Access off the network

1. Got to the RRCF Off-Network page on mncourts.gov, and click **Upload Records**.
2. Enter a user name and password, then click **Login**.



File stenographic records with the court

1. Complete the Stenographic Filing Submission Form:
 - a. Select a **Court Reporter Name** if needed.
 - b. Select the **Session Date**.
 - c. Select the **County Name**. The **District Number** will appear.
 - d. Type the **Judge** name (optional).
 - e. Type the **Courtroom** (optional).
 - f. Check **No Filings for Date** (optional) if no stenographic records exist for the session date.
 - g. Check **I am submitting on behalf of a Court Reporter** (optional) if submitting notes for a court reporter for that session date.
 - h. Type relevant comments (optional).
 - i. Click **Add** to add additional court information.



Stenographic Filing Submission Form
This is the Stenographic Filing Submission Form for the State of Minnesota Repository for Record of Court Proceedings. Please fill out the information below and attach the filings as necessary and submit your form. You will receive an email upon successful submission.

Submission Details

1 Court Reporter Name *

a Session Date *

b Judge

d No Filings for Date

f I am submitting on behalf of a Court Reporter

g Comments

h

c **i** **Add**

OR

e **Remove**

Raw Notes and Dictionary

Raw Notes

Attach Raw Notes

Master Dictionary

Attach Master Dictionary in RTF Format

Other Dictionary

Attach Other Dictionary in RTF Format

Translated Notes

Translated Notes

Attach Translated Notes in RTF Format

Certificate of Filing

The records attached for filing constitute the complete record of the court proceedings held on the date identified above; if uploaded on behalf of another, the records attached for filing constitute the complete record provided by the person who reported the court proceedings on the date identified above.

Submit

Filing Stenographic Records



2. Attach stenographic files *one* of two ways:

Attach raw notes and a dictionary

- a. Click **Attach Raw Notes** to upload raw notes. Locate the file, and double-click to attach it.
- b. Click **Attach Master Dictionary in RTF format** to upload a master dictionary.



Dictionaries and translated notes must be in RTF format. Follow the steps prescribed by your CAT software's provider to export a usable RTF file.

If a court reporter attached the master dictionary in a previous stenographic submission, there is no need to reattach. Court reporters may click Attach Other Dictionary in RTF format to upload an additional case dictionary.

OR

Attach translated notes

- c. Click **Attach Translated Notes in RTF Format** to upload translated stenographic notes.

3. Review the Certificate of Filing, and click **Submit**. A dialog will appear, and an automated email will be sent to the court reporter confirming the successful submission of the court record or indicating submission failure.



The submission form will be attached to the email for reference.

Per diem court reporters must keep a copy of the confirmation email to submit with invoices.

The composite image illustrates the filing process. At the top is the 'Stenographic Filing Submission Form' with sections for 'Submission Details' and 'Court Information'. Step 1 points to the 'Attach Raw Notes' button. Step 2 points to the 'Attach Master Dictionary in RTF Format' button. A file explorer window shows a 'Raw Notes' file being selected. Step 3 points to the 'Submit' button and the resulting 'Saving form' dialog box. Below is an email confirmation from 'Noreply.RRCP@courts.state.mn.us' with the subject 'RRCP Court records for ANOKA, 8/21/2019, and [redacted] Received' and an attachment 'AMCT - Stenographic Filing Submission eForm - 8-21-2019 - ANOKA.tif (79 KB)'.