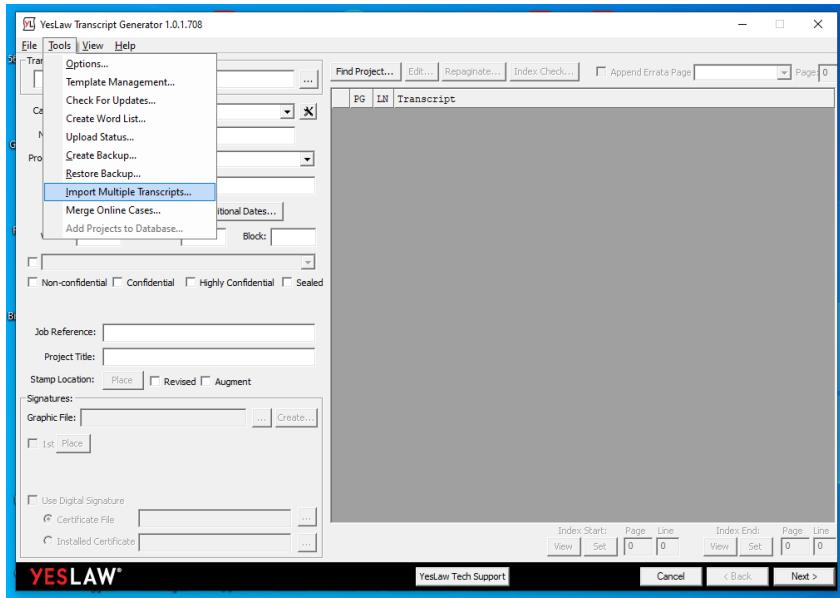
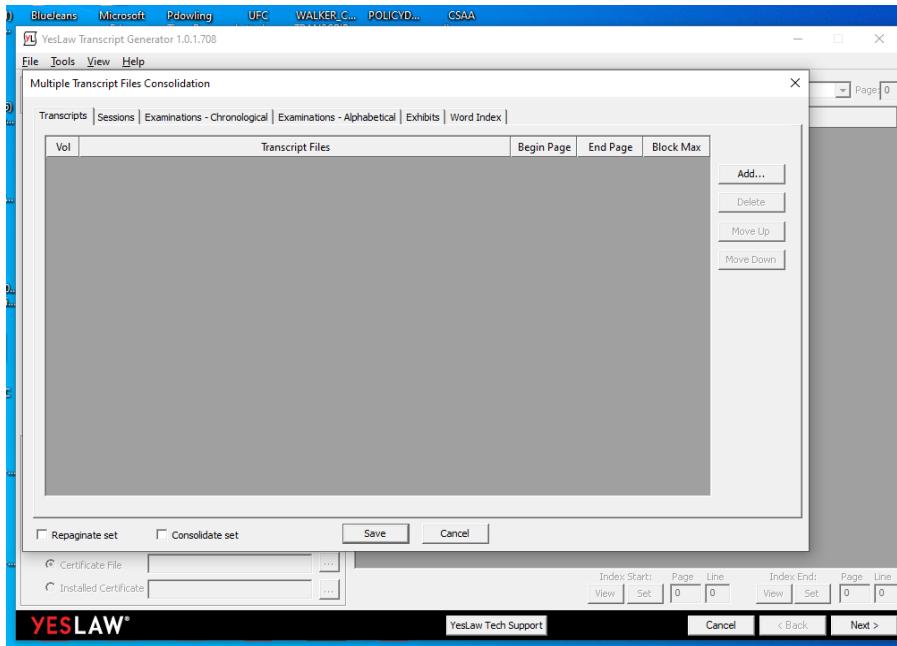


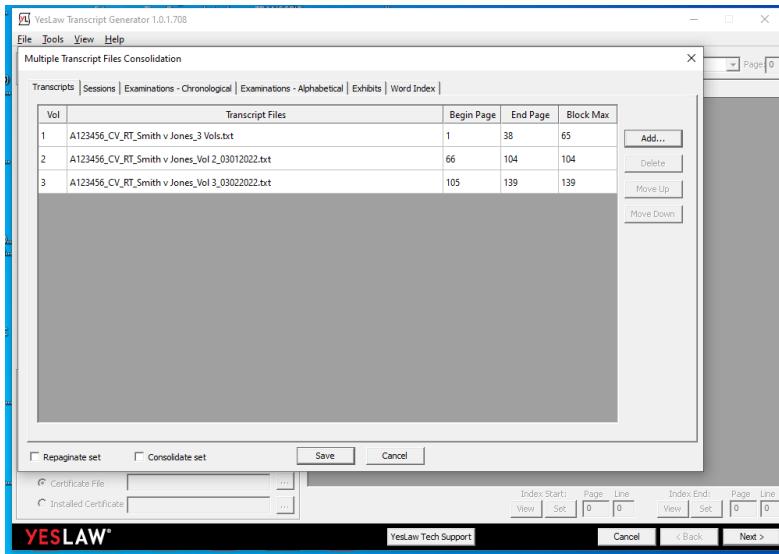
CIVIL APPEAL GUIDE – BASIC YESLAW INSTRUCTION DEMONSTRATIVES



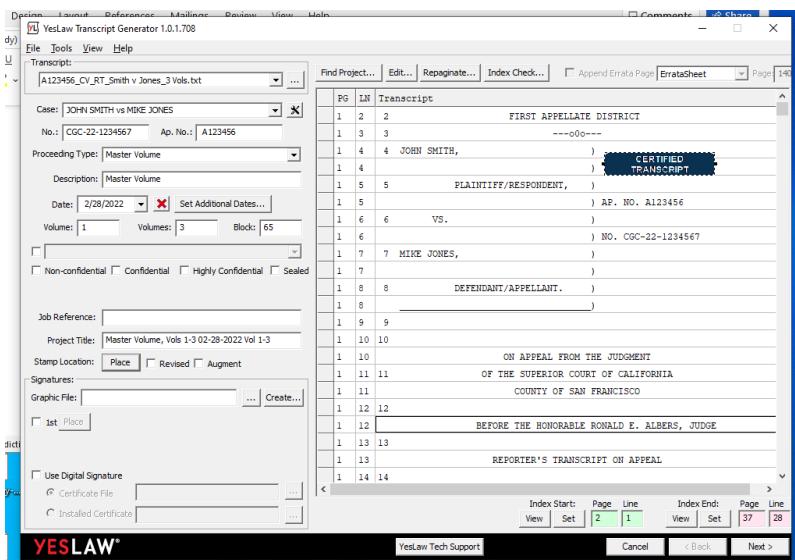
1. Go to “Tools”
2. Choose “Import Multiple Transcripts”



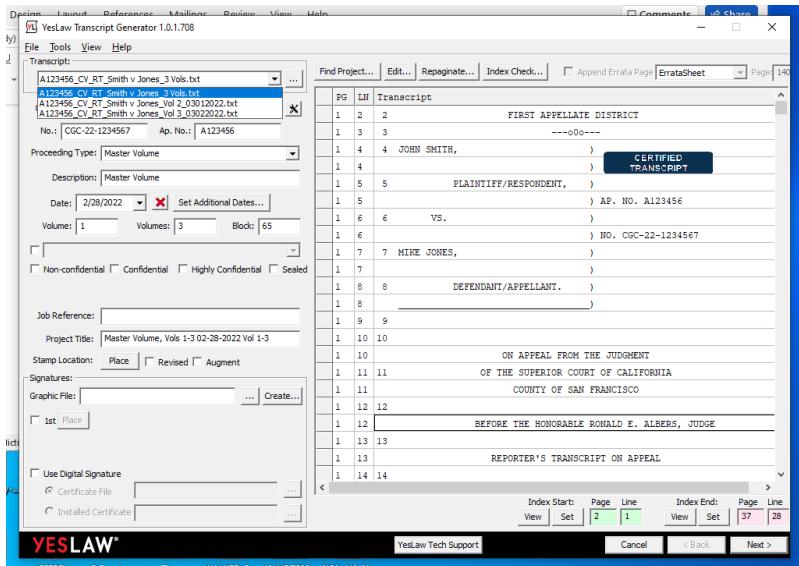
3. Click “Add”
4. Choose volumes to add. If creating Master Appeal Transcript, all ASCII files should be located in a file on your desktop or in Windows. It is also very helpful to have a list of the volumes, dates, and reporters’ names in front of you while processing.



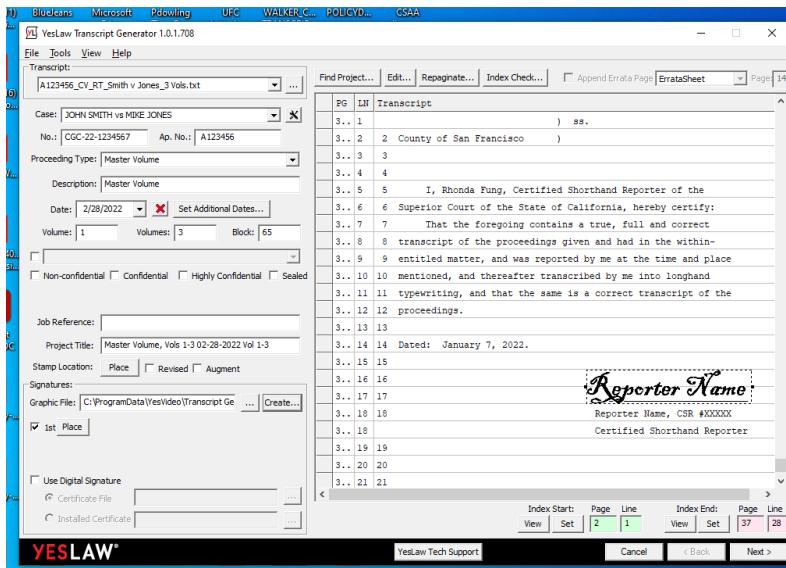
5. Check for correct page numbers under Begin Page, End Page, and Block Max
6. Click "Save"



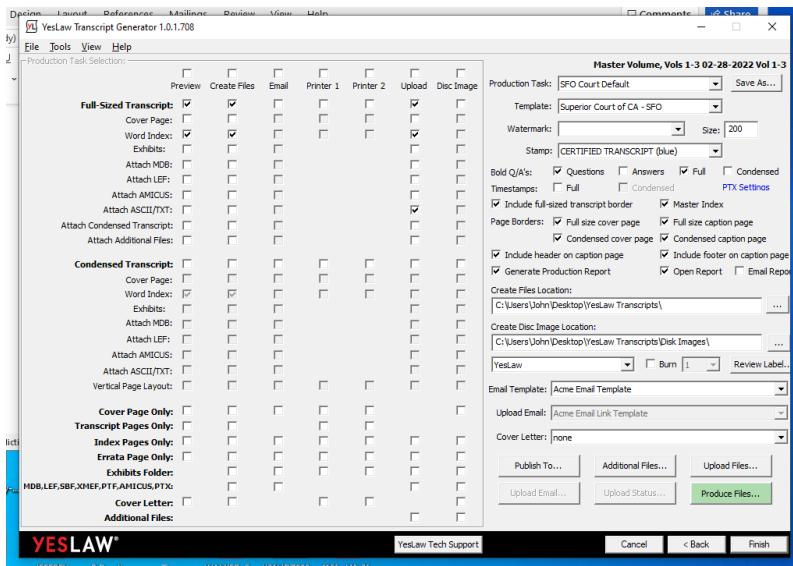
7. Check case name for accuracy
8. Check case number for accuracy
9. Click caret on "Proceeding Type" drop-down menu and choose correct proceeding type
10. "Proceeding Type" should be "Master Volume" for master appeal transcript
11. Click "Set Additional Dates" and make sure all dates are included for master appeal. Click "Add" to add all dates. Click "Okay" when done
12. Check "Confidential" if dependency or juvenile appeal transcript



13. Click "Place" to stamp the appeal transcript with "Certified Transcript" (you can position stamp on page)
14. Click "..." to sign all certificate pages (Toggle thru the volumes by choosing the caret on the dropdown menu for the "Transcript" title at top of screen)

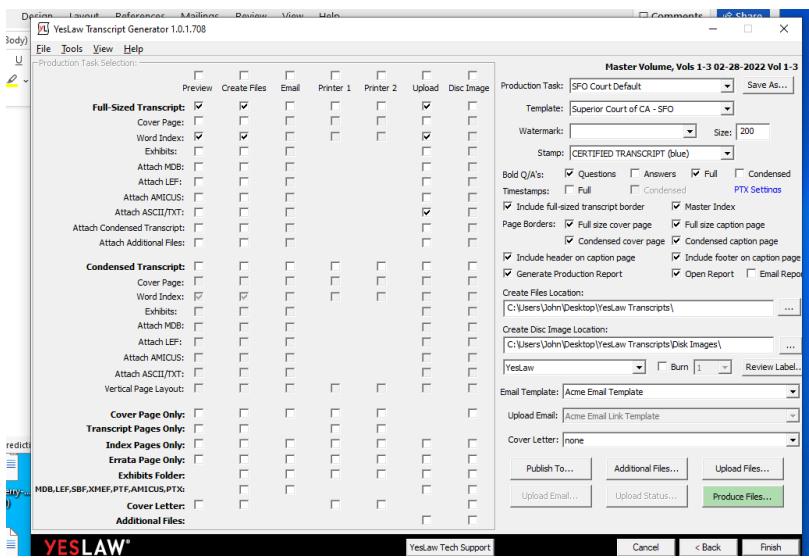


15. Choose correct reporter signature for volume. Signature will automatically position to signature line on certificate
16. If master appeal transcript, sign all volumes and then click "Next"

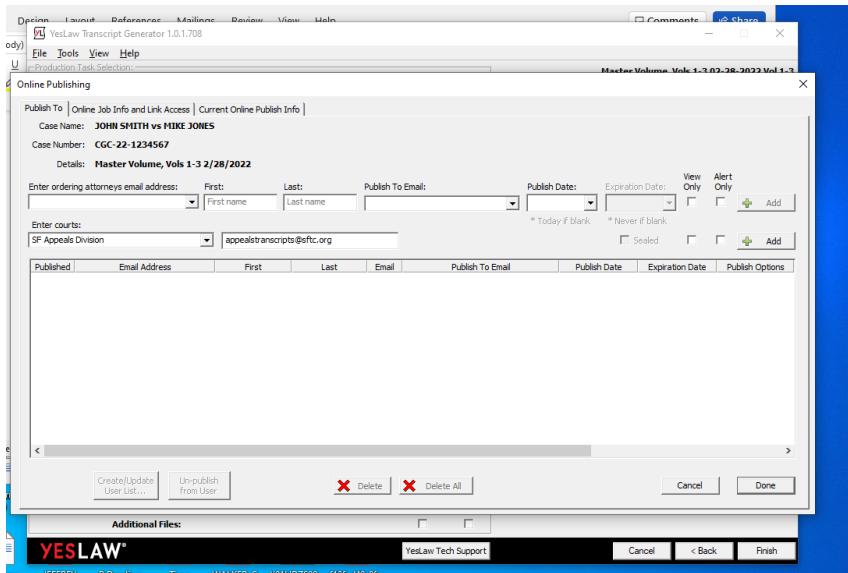


17. Check “Master Index” box for master appeal transcript

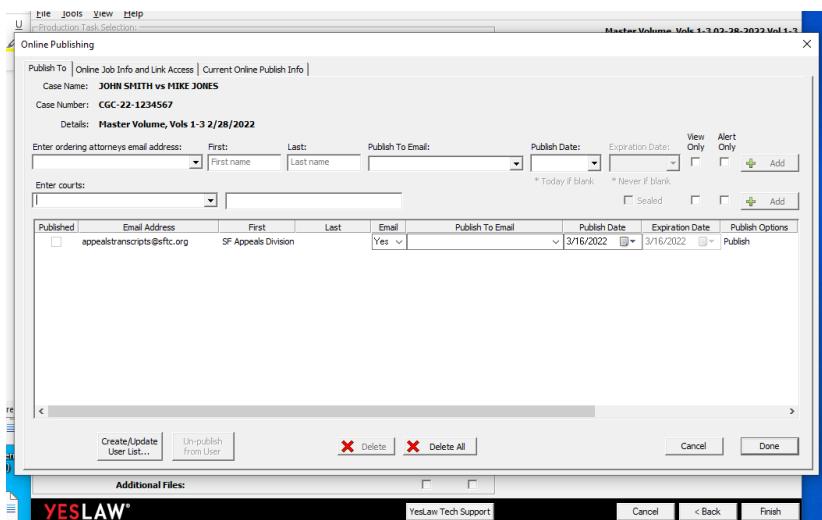
18. Check “Word Index” box if desired



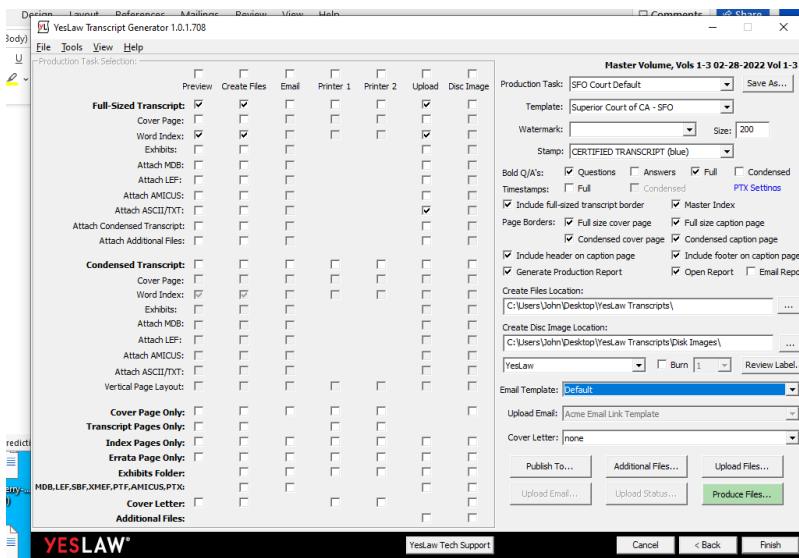
19. Click “Publish To”



20. Toggle thru the options on “Enter Courts” by choosing the caret on the drop-down menu
21. Choose “SFO Civil Appeals” which will automatically enter appealstranscripts@sftc.org
22. Click “Add”
23. Publish to ordering parties and yourself by adding email address and first and last names to “Enter ordering attorneys email address”
24. Click “Add” after each entry



25. Click “Done”



26. Click “Produce Files”. Look through transcript for accuracy. Check that all certificate pages are signed. Check master index bookmarks for accuracy. Files will automatically upload.
27. Click “Open Folder” in YesLaw Transcript Generator box that appears on screen. The master appeal transcript and YesLaw receipt will be included in YesLaw Transcripts folder on desktop.
28. Click “Finish”