

**RALPH N. KLEPS AWARDS**  
**2010 –2011**  
**COURT OF APPEAL, FIFTH APPELLATE DISTRICT**  
**and SUPERIOR COURTS OF FRESNO**  
**and STANISLAUS COUNTIES**  
**Transcript Assembly Program (TAP)**

**SPEAKER:** Hon. James Ardaiz (Ret.) – Admin. Presiding Justice, Fifth Appellate District  
Imagine a system where there was no paper; everything existed digitally. All of the rules were consistent with the rules that we use now. We wouldn't lose anything and we could immediately access it. We could internally store minute orders, motions, pleadings. They would be categorized. Imagine that system, and it doesn't take very much to figure out the cost savings. That's the basic concept of TAP.

**SPEAKER:** Colleen Short – Legal Clerk III, Stanislaus County  
The old way of preparing a transcript is that you did it, everything, manually. You would disassemble the file and you would have to number the pages with what is called a bate stamp, create an index, both chronological and alphabetical. Then you would have to copy them. With TAP we can just go ahead and submit the pages of the file that they want into FORTIS, where you scan them into the computer. And basically, we title the pages in a system, and then the computer will number them for you and create your index and your title page. And then once that's all done you transmit it to the Court of Appeals.

**SPEAKER:** Erin Kinney – Sr. Judicial Assistant, Fresno County  
For a clerk's designation when an Appellant can request, it can be upwards of at least up to six volumes per clerk's transcript. One volume is three-hundred pages. So when you multiply the three times the six that's almost two thousand documents that you have to copy, just for the Fifth District Court of Appeal, themselves. That is not including for the Appellant and the respondent if they request a copy as well. So, if you are able to digitize that and put that into a system, just the savings in preparing the clerk's transcripts for the Appellants or respondents alone, is going to going to be endless.

**SPEAKER:** Hon. James Ardaiz (Ret.) – Admin. Presiding Justice, Fifth Appellate District  
TAP revolutionizes the way that we do business in courts. It allows us to create a digitized court record and a court file. It allows us to create a digitized clerk's transcript for purposes of the Court of Appeal. It takes, for example, a clerk's transcript that normally might take ten hours to prepare, we can do it now, in terms of the assembly, in about a minute and a half to two minutes.

SPEAKER: Erin Kinney – Sr. Judicial Assistant, Fresno County

With TAP you can scan any document in any order that you find it in the file, place it right back into the file, and TAP will go in, and it organizes it for you in date order; and then it will do the indexing and the date stamping for you.

SPEAKER: Stephanie Kennedy – Operations Manager, Stanislaus County

There has been a savings as far as the time for staff to work on projects, the paper, the mailing. The program is very efficient. We are starting to use it for other types of appeals, not just civil and limited appeals. But, we're starting to use it with some of our juvenile appeals, which has cut down dramatically the amount of time that we spend with the paper, with the file, since everything is just scanned into the system. It's able to do many of the manual processes just by pushing a button.

SPEAKER: Tamara Beard – Court Executive Officer, Fresno County

It's just an amazing program. We expect that the workload in the Appellate department of the Superior Courts will be cut down at least by half in the civil division. And in more complex areas such as juvenile, we expect that the workload is going to be reduced by about seventy-five percent. And that is just for the trial courts.

SPEAKER: Stephanie Kennedy – Operations Manager, Stanislaus County

It does free up the clerks within this division actually to cross-train and to work on some projects that they haven't been able to work on. And so, we have actually been able to move some staff around from this unit to help other areas of the court that do need back-up and assistance, especially through these times where we have frozen positions within the court.

SPEAKER: Hon. James Ardaiz (Ret.) – Admin. Presiding Justice, Fifth Appellate District

It isn't real complicated, so basically everything you do is pretty much what you're used to doing, except you're doing it digitally as opposed to manually.