

Transcripts

- All transcript requests must be filed in CM/ECF using the Transcript Order form (AO 435).
- On the AO 435, enter the name of the court reporter or enter “FTR” in the blank space next to line 16 on AO 435. Read the minutes of the proceeding to determine whether the court reporter was present or FTR is listed. FTR means the proceedings were audio recorded and may be sent to a private transcription service. Contact the Clerk’s Office for transcriber information.
- Transcript request forms must include an email address and contact number and the proceeding minutes for the days requested.
- If CJA counsel is appointed, create an AUTH in eVoucher and attach the filed AO 435.
- It is required that you indicate the correct date of the proceeding you want transcribed, including on the eVoucher AUTH. It is unacceptable to only list “Jury Trial” with no details.
 - Example:
 - DON’T – Jury Trial
 - DO – 02/02/23 Day 1 – Jury Trial, Opening Arguments; 02/03/23 Day 2 – Jury Trial, 02/06/23 Day 3, testimony of expert, etc.
 - If necessary, Special Authorizations must be completed and approved by the presiding judge, example: Voir Dire.
- Transcripts will begin once the eVoucher AUTH has been approved by the judge.
 - If you order a 14-day transcript on 02/01 and the judge approves the AUTH on 02/05, the court reporter will begin working on the transcript on 02/06 with a completion date of 02/20.
- After transcripts are completed and delivered, the attorney must login to eVoucher and submit the CJA-24 to confirm that the transcripts were received.
- Attorneys will need to login to eVoucher twice when dealing with transcript orders.
 - First time – Create the AUTH “Official Transcript Request.”
 - Second time – Submission of the CJA 24 which confirms receipt of requested transcripts.
 - Failure to do this will cause a delay in receipt of transcript and delay of payment to the court reporter/transcriber.
- Please estimate your transcript requests.
 - Approximately 60 pages per hour.
 - Example: If court proceeding was 4 hours, the transcript will be approximately 240 pages.

Appeals

- E-file the Transcript Order form (AO 435) in CM/ECF before the scheduled deadline.
- Create AUTH in eVoucher within 5 days of filing the Transcript Order form.
- Attach a copy of the filed Transcript Order form (AO 435) to the AUTH in eVoucher.