



# REQUESTING A TRANSCRIPT

## U.S. District Court – Eastern District of Texas

<b>STEP 1: COMPLETE THE FORM(S)</b>	<p><b>WRITTEN TRANSCRIPT ORDERS:</b> Complete a Transcript Order form for each provider (one form per court reporter; one form for all proceedings for which a reporter was not present):</p> <ol style="list-style-type: none"><li>1. <b>IF THE CASE IS ON APPEAL TO THE FIFTH CIRCUIT</b>, use their required <a href="#">Transcript Order Form</a> (complete top portion and Part I).</li><li>2. <b>OTHERWISE</b>, use the <a href="#">AO435</a> form.</li></ol> <p><b>Note to CJA Counsel Seeking Accelerated Transcript Services</b> (discouraged pursuant to <a href="#">Guide to Judiciary Policy, Vol. 7, Ch. 3, § 320.30.20</a>) - The Finance Department will contact you to request submission of the CJA 24 Authorization for Payment of Transcript form so you can submit justification for the judge’s consideration. Judicial approval for the accelerated service must be obtained prior to transcript preparation.</p> <p><b>AUDIO RECORDING ORDERS:</b> Complete the <a href="#">AO436</a> form.</p> <p>(Please note, an audio recording is not available for any proceeding for which a court reporter was present and cannot be certified by the clerk as a “true copy.” )</p>
<b>STEP 2: PRESENT THE FORM(S)</b>	<p><b>REGISTERED E-FILERS:</b> Electronically file each form separately:</p> <ol style="list-style-type: none"><li>1. <b>If the case is ON APPEAL TO THE FIFTH CIRCUIT</b>, e-file the <a href="#">Transcript Order Form</a> using the applicable event below, which will cause the transcript order form to be emailed to the Fifth Circuit and to the clerk’s office, who will notify the court reporter or a transcriber of the request (subject to any delay described above for accelerated service requests that will be paid with CJA funds).<ol style="list-style-type: none"><li>a. In a CIVIL CASE, use the <i>Appeal Transcript Request</i> event, or</li><li>b. In a CRIMINAL CASE, use the <i>Transcript Request – Appeal</i> event.</li></ol></li><li>2. <b>OTHERWISE</b>, use the <i>Transcript/Digital Audio Record Request</i> event, and the clerk will notify the provider, who will then contact you to make financial arrangements in advance.</li></ol> <p><b>OTHERS:</b></p> <ol style="list-style-type: none"><li>1. <a href="#">Contact each court reporter to make financial arrangements</a>; or</li><li>2. If a reporter was not used, contact the appropriate <a href="#">clerk’s office</a>, so they can advise you of the cost of your recording request or have a transcriber contact you to make financial arrangements in advance.</li></ol>
<b>STEP 3: RECEIVE YOUR ORDER</b>	<p>The provider will make delivery arrangements with you (e.g., electronic, paper). Transcripts will be uploaded by the provider to CM/ECF. Audio recordings will be uploaded to CM/ECF only with the permission of the presiding judge.</p> <p>“True copy” certifications of public transcripts are only available after the 90-day delay prescribed by LR CV-5.2(b)/LR CR-49.1(b). Audio recordings are ineligible for “true copy” certification.</p>