

TRANSCRIPTS

- Ordering Transcripts:

-ECF docket entry lists the date of the hearing and the court reporter's name. Contact the reporter by phone (listed on court website: Court information/court reporter's directory) or e-mail (reporter'sfirst_lastname@med.uscourts.gov) or file a Transcript Order Form with the Clerk's Office.

-Dates of hearing are the most important information to provide the reporter.

-Reporter will provide the ordering party with an estimate of the cost. Rates are set by the Administrative Office of the Courts and vary according to delivery needs (ordinary, expedited, daily)

-Private parties will need to make financial arrangements with the reporter. For indigent cases, CJA-24 forms need to be filed with the appropriate court. For district court cases, file with the district court clerk's office. For circuit court cases, file with the circuit court clerk's office. Counsel should complete the CJA-24 form up to Box 15. The reporter will complete the Claim for Services portion.

-If a proceeding is electronically recorded, "FTR" will be noted as the court reporter on ECF. The ordering party should contact the clerk's office for a transcript to be prepared.

-Transcripts are delivered in PDF format, via e-mail, unless you request otherwise.

-To view a transcript on ECF, PACER fees will be applied during and after the 90-day restriction period. Charges will accrue for the entire transcript rather than being capped at 30 pages. The user will incur PACER charges for each time the transcript is accessed, even though he may have purchased it from the court reporter and obtained remote access through ECF. There is no "free look."

- Redactions:

-Redaction requests are made to remove personal identifiers from a transcript. File a Notice of Intent to Redact on ECF within 7 days of the filing of the transcript (plus 3 days for mailing). File the Redaction Request with the reporter. Once redacted, the transcript will be filed as a "Redacted Transcript" on ECF.

-Additional redactions to the transcript can be made by filing a motion with the court.

- Appeals:

-Within 14 days of filing a Notice of Appeal, the appellant shall order the transcript.

Contact Information:

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