

Instructions on how to order a transcript of a hearing recorded using the Court's electronic recording equipment (FTR)

You must first contact the Clerk's Office at (207) 780-3356 to get an estimate as to how much the transcript will cost. The Clerk's Office will need the following information:

- Name and docket number of case
- Date and type of proceeding
- How soon you are seeking to have the transcript produced
 - Ordinary copy is receipt within 30 days at \$3.65 per page
 - 14 day expedited is receipt within 14 days at \$4.25 per page
 - 7 day expedited is receipt within 7 days at \$4.85 per page

The Clerk's Office will get back to you with an estimate as to how much the transcript will cost and to whom to make the check payable to. Once you have this information from the Clerk's Office you should complete the Transcript Order form for electronically recorded proceedings which is located on the Court's website, www.med.uscourts.gov, under Operations & Filing, Forms and return the completed form along with payment to the Clerk's Office, 156 Federal Street, Portland ME 04101.