

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF WEST VIRGINIA**

**Ordering a Transcript and/or Purchasing a CD of an
Electronically Recorded Proceeding**

Introduction

A primary responsibility of court reporters is to provide transcripts of court proceedings held before district judges and, on occasion, proceedings held before magistrate judges. Transcripts must be verbatim records of proceedings recorded by shorthand, mechanical means, electronic sound recording, or other suitable method.

A transcript is generated upon the request of a party who has agreed to pay the fees established by the Judicial Conference or upon approval of a request for funds under the Criminal Justice Act. Procedures for ordering a transcript from an Official Court Reporter or Electronic Recording are as follows.

Procedures

Ordering a Transcript from an Official Court Reporter

Identify the court reporter who recorded the proceeding:

- from PACER, access the case-specific docket sheet and review the minute entry for the proceeding to be transcribed, or
- if PACER access is unavailable, contact the Clerk's Office and ask a case administrator to access a case-specific docket sheet and review the minute entry for the proceeding to be transcribed.

Contact the court reporter with a written or verbal request; include the following:

- an A0435 Transcript Order Form completed with the information which identifies the proceeding to be transcribed, e.g., case number, case style, date of the proceeding, judicial officer who held proceeding, type of proceeding held EXCEPT for opening and closing statements, voir dire, or jury instructions, which require special authorization; and
- the type of transcript desired, e.g., 30-day, 14-day, 7-day, 3-day, next-day, 2-hour, or First Copy, as described in the court's Order Adopting Transcript Rates.

Make financial arrangements to purchase the transcript.

- if the costs are to be paid using CJA funds, complete and submit an **AUTH 24** using the CJA eVoucher Program.¹ See CJA eVoucher Attorney User Manual, Creating an Authorization for Transcripts (AUTH 24), page 46.

The court reporter will, upon completion of satisfactory financial arrangements:

- prepare the transcript;
- electronically file the transcript into the official district court record using the CM/ECF system;
- electronically file the Transcript Order Form; and
- email the requestor with a PDF version of the transcript along with their invoice.

Ordering a Transcript from an Electronic Recording (FTR)

Identify the judicial officer before whom the proceeding was held:

- from PACER, access the case-specific docket sheet and review the minute entry for the proceeding to be transcribed, or
- if PACER access is unavailable, contact the Clerk's Office and ask a case administrator to access a case-specific docket sheet and review the minute entry for the proceeding to be transcribed.

Contact the court reporter for the presiding district judge on the case with a written or verbal request; include the following:

- an AO435 Transcript Order Form completed with the information which identifies the proceeding to be transcribed, e.g., case number, case style, date of the proceeding, judicial officer who held proceeding, type of proceeding held EXCEPT for opening and closing statements, voir dire, or jury instructions, which require special authorization; and
- the type of transcript desired, e.g., 30-day, 14-day, 7-day, 3-day, next-day, 2-hour, or First Copy, as described in the court's Order Adopting Transcript Rates.

Make financial arrangements to purchase the transcript.

- if the costs are to be paid using CJA funds, complete and submit a **AUTH 24** using the CJA eVoucher Program.¹ See CJA eVoucher Attorney User Manual, Creating an Authorization for Transcripts (AUTH 24), page 46.

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- email the requestor with a PDF version of the transcript along with their invoice.

Purchasing a CD of an Electronically Recorded Proceeding

If an electronic recording system is used to record proceedings held before a magistrate judge or a district judge, a copy of a CD of an electronically recorded public proceeding may be purchased.

- complete a Request for Electronic Recording form in its entirety; and
- tender the request form to the Office of the Clerk of Court, along with the \$34 copy fee, if appropriate.

Upon receipt of the completed form, the Clerk of Court's staff member will:

- verify the hearing was recorded and that it was a public proceeding;
- verify and process the duplication fee;
- ask an IT staff member or the Court Reporter Coordinator, Kim Criswell, to download the audio to a CD; and
- contact the requestor to arrange for pickup/delivery.

Additional Information

Questions regarding court reporters, transcript orders from an official court reporters, or requests for copies of electronic recordings should be directed to the Court Reporter Coordinator, Kim A. Criswell at 304/234-0380.