

## TRANSCRIPT INFORMATION

This information sheet is designed to highlight areas that are often missed when transcripts are ordered. Complete information can be found in the instructions on the back of the transcript order form and in the FEDERAL RULES OF APPELLATE PROCEDURE.

- ① A copy of the transcript order must be filed in the Court of Appeals to have court reporter deadlines set and monitored, including any transcript ordered by government counsel.
- ② If you are unsure of the court reporter, check the district court docket sheet or contact the district court.
- ③ A separate transcript order must be completed for each court reporter and include dates for each hearing requested.
- ④ In criminal appeals seeking review of application of the sentencing guidelines, a transcript of the sentencing hearing must be ordered.
- ⑤ Court-appointed counsel, Federal Public Defenders excluded, must attach a separate **copy** of a CJA 24 to the transcript order filed for each court reporter. The original of each CJA 24 is filed with the district court.
- ⑥ All counsel, including retained counsel, must complete Section B of the transcript order.
- ⑦ If appellee wishes to obtain a copy of any transcript which has been ordered by appellant, the copy must be ordered directly from the court reporter.
- ⑧ If appellee finds a transcript of other parts of the proceedings to be necessary, the appellee must file and serve a designation of those additional parts on appellant within 10 days after service of the transcript order. If appellant has not ordered the additional parts within 10 days and notified the appellee, appellee may within 10 days either order the parts or move in the district court for an order that requires appellant to do so.
- ⑨ In multi-defendant cases involving CJA defendants, no more than one original transcript should be purchased from the court reporter on behalf of CJA defendants. One of the appointed counsel or the district court should arrange for the duplication, at commercially competitive rates, of enough copies of the transcript(s) for each of the CJA defendants for whom a transcript has been approved.
- ⑩ Counsel may not use "condensed" transcript (wherein several pages of transcript appear on a single sheet) in preparing the joint appendix, and therefore should obtain full-size transcript from the court reporter.