READ INSTRUCTIONS AT THE BOTTOM OF THIS FORM

TRANSCRIPT ORDER				
District Court Docket Number				
Short Case Title				
Date Notice of Appeal Filed by	Clerk of District Court	CO.	A#	
PART 1 (TO BE COMPLETED	BY PARTY ORDERING TRANSCRIPT, THE FORM MUST B	E SIGNED WHETHER OR NOT TRAN	NSCRIPT IS ORDER).	
_	_	roceedings)		
	JUDGE MAGISTRATE	HEARING DATE(S)	COURT REPOR	TER
Pre-trial proceedings				
Testimony (specify with	esses)			
Other (specify)				
TRANSCRIPT OF THE FOLLOWING PROCEEDINGS WILL BE PROVIDED ONLY IF SPECIALLY AUTHORIZED. SEE ITEM 13 CJA FORM 24 Voir Dire Opening statement of plaintiff Opening statement of defendant Jury Instructions Closing argument of plaintiff Closing argument of defendant				
FAILURE TO SPECIFY ARRANGEMENTS FO	' IN ADEQUATE DETAIL THOSE PROCEEDINGS TO R TRANSCRIPT, ARE GROUNDS FOR DISMISSAL OF	BE TRANSCRIBED, OR FAILURE THE APPEAL.	E TO MAKE PROMI	PT SATISFACTORY FINANCIAL
This method of payment wi Cri	minal Justice Art (Attach copy of CJA form 24) vate Funds	the court reporter for payment of the	e cost of the transcrip	ot.
Signature	Print Name	C	ounsel for	
Address				
	BY THE COURT OF LEAVE TO PROCEED IN FORMA TITLE THE LITIGANT TO HAVE TRANSCRIPT AT GO			
PART II. COURT REPOR	TER ACKNOWLEDGMENT (To be completed by the Cou	art Reporter and forwarded to the Co	ourt of Appeals withi	n 10 days after receipt).
Date transcript order received	Estimated completion date; if not within 45 days of date for extension to be made to Court of Appeals	ate financial arrangements made, mo	tion	Estimated number of pages
	Arrangements for payment were made Arrangements for payment have not b			
Date	Signature	of Court Reporter		Telephone
	ON THAT TRANSCRIPT HAS BEEN FILED IN THE DI ification must be forwarded to Court of Appeals on the sam		by Court Reporter o	n date of filing transcript in District
This is to certify that	the transcript has been completed and filed with the District	ct Court today.		
	Actual Number of Pages		Actual	Number of Volumes
Date		Signature of Court Reporter		

INSTRUCTIONS FOR ANYONE FILING A NOTICE OF APPEAL

YOU HAVE TEN (10) DAYS <u>AFTER FILING YOUR NOTICE OF APPEAL</u> TO COMPLETE THIS FORM BY DOING THE FOLLOWING:

- 1. Complete Part 1. Sign the form whether or not transcript is ordered.
- 2. Contact each court reporter involved in reporting the proceedings to make arrangements for payment. A separate transcript order form must be completed for each court reporter.
- 3. Send four (4) copies to each court reporter.
- 4. Fax a copy to the Clerk's office to the attention of Transcript Coordinator at 513-564-7097. Do not mail the form, please fax it.
- 5. Send a copy to appellee(s). Make additional photocopies if necessary.
- 6. Retain a copy for your files.

SHOULD SATISFACTORY ARRANGEMENTS FOR TRANSCRIPT PRODUCTION, INCLUDING NECESSARY FINANCIAL ARRANGEMENTS, NOT BE MADE WITHIN TEN (10) DAYS AFTER FILING YOUR NOTICE OF APPEAL, YOUR APPEAL CAN BE DISMISSED.

If you have further questions, contact the Clerk's Office, U.S. Court of Appeals for the Sixth Circuit:

513-564-7000