

UNITED STATES DISTRICT COURT WESTERN KENTUCKY		TRANSCRIPT ORDER <i>CJA counsel please complete an AUTH24 in CJA eVoucher</i> <i>Please read instructions on next page.</i>					COURT USE ONLY NOTES:				
1a. CONTACT PERSON FOR THIS ORDER			2a. CONTACT PHONE NUMBER			3. CONTACT EMAIL ADDRESS					
1b. ATTORNEY NAME (if different)			2b. ATTORNEY PHONE NUMBER			3. ATTORNEY EMAIL ADDRESS					
4. MAILING ADDRESS (INCLUDE LAW FIRM NAME, IF APPLICABLE)				5. CASE NAME (Include defendant number, for criminal cases only)			6. CASE NUMBER				
7. COURT REPORTER NAME, if applicable				<input type="checkbox"/> APPEAL <input type="checkbox"/> CRIMINAL <input type="checkbox"/> In forma pauperis (NOTE: Court order for TRANSCRIPTS must be attached)			<input type="checkbox"/> NON-APPEAL <input type="checkbox"/> CIVIL <input type="checkbox"/> Standing Order (MDL only)				
9. TRANSCRIPT(S) REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested), format(s) & quantity and delivery type:											
a. HEARING(S) (OR PORTIONS OF HEARINGS)			b. SELECT FORMAT(S) <i>NOTE: ECF access is included.</i>			c. DELIVERY TYPE <i>Delivery times are not guaranteed.</i>					
DATE	JUDGE (initials)	PORTION <small>If requesting less than full hearing, specify portion (e.g. witness or time)</small>	PDF (email)	PAPER	ORDINARY (30-day)	14-Day	EXPEDITE D (7-day)	DAILY (Next day)	HOURLY (2 hrs)	REALTIME (rough draft)	
10. ADDITIONAL COMMENTS, INSTRUCTIONS, QUESTIONS, ETC:											
ORDER & CERTIFICATION (11. & 12.) By signing below, I certify that I will pay all charges (deposit plus additional).										12. DATE	
11. SIGNATURE											

INSTRUCTIONS

Use this form to order the transcription of proceedings. **CJA counsel please complete an AUTH24 in CJA eVoucher.**

1. Complete a separate order form for each proceeding for which transcripts are ordered and for each court reporter who reported the proceedings where needed.
2. You may contact the Court Reporter before filing if you need a cost estimate..
3. Complete Items 1-12.
4. E-mail or mail this form in the points of contact listed [here](#).
5. Prepayment is required unless waived by the Court Reporter. Delivery time is computed from the date the court reporter receives the deposit, authorized CJA 24 Form, authorization from Federal Public Defender's Office or, for transcripts ordered by the U.S. government, from the date of receipt of the DCN number.
6. The deposit fee is an estimate. Any overage will be refunded; any shortage will be due from you.

ITEM-BY-ITEM INSTRUCTIONS (ITEMS 1-12):

- Items 1-3 In fields 1a, 2a & 3a, please provide the contact name and information for the person responsible for ordering the transcript. In a law office, this is usually a paralegal or administrative assistant, not the attorney. In fields 1b, 2b & 3b, provide the attorney name and contact info, if the attorney is not the contact person.
- Items 5-6. Only one case number may be listed per order.
- Item 7. Visit <http://www.kywd.uscourts.gov/requests-transcripts-audio-recordings> for instructions for determining the name of the court reporter who reported the proceeding or if the proceeding was audio recorded. If minutes have not been filed, contact judge's courtroom deputy.
- Item 8. Check appeal OR non-appeal AND criminal OR civil. ***In forma pauperis***: a court order specifically authorizing TRANSCRIPTS is required before transcripts may be ordered *in forma pauperis*.
- Item 9a. List specific date(s) of the proceedings for which transcript is requested. A transcript of only a portion of a proceeding may be ordered, if the description is clearly written to facilitate processing.
- Item 9b. Select desired **FORMAT(S)** for transcript.. ECF access is included at no extra charge.
- Item 9c. There are 6 **DELIVERY TYPES** to choose from (times are computed from date of receipt of the deposit fee or DCN number). **NOTE:** Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within 7 calendar days, the 14-day *delivery* rate would be charged. Transcript delivery times are not guaranteed, however, every effort is made to meet requested transcript deadlines.
- TRANSCRIPT DELIVERY TIMES:**
- ORDINARY** — 30 calendar days.
- 14-DAY** — 14 calendar days.
- EXPEDITED** — 7 calendar days.
- DAILY (NEXT DAY)** — Following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.
- HOURLY (SAME DAY)** — within two (2) hours.
- REALTIME** — A draft unedited, uncertified transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following adjournment.
- Item 10. List specific requests relating to the transcript, such as an initial request in an MDL case to create a standing order.
- Item 11. Sign in this space to certify that you will pay all charges (the deposit plus any additional charges.) An electronic or conformed (/s/) signature is acceptable.
- Item 12. Enter the date of signing the order and certification.