

**FTR GOLD TRANSCRIPT REQUEST PROCEDURE
UNITED STATES DISTRICT COURT
DISTRICT OF MONTANA**

REQUEST FOR TRANSCRIPT FROM FTR GOLD RECORDING:

Upon receipt of the attached Request for Transcript/Recording requesting an official transcript of a proceeding, the Clerk's Office will:

- Print the log notes locating the respective proceeding on the audio file;
- Submit log notes to Systems personnel who will create a copy of the proceeding on CD;
- Mail said request and CD of proceeding to the transcriber selected by the party:

- ★ If counsel is from the Federal Defender's Office, an estimate of the time involved for the proceeding will be required from the Clerk's Office prior to their actually ordering the transcript. Great Falls enters the start and end time in the minutes, therefore, the Federal Defender's Office gets the time from the minute entry, not from the Clerk's Office
- ★ After receiving the Request for Transcript/Recording requesting an official transcript of a proceeding, the transcriber will contact the party with an estimate of the transcription fees.
- ★ Upon receiving payment from the party, the transcriber will forward the transcript directly to the party and also to the Clerk's Office.
- ★ If counsel is a CJA court appointed attorney, a copy of the CJA-24 form must be included with CD to the transcriber.

REQUEST FOR COPY OF RECORDED PROCEEDING:

Upon receipt of the attached Request for Transcript/Recording requesting a copy of proceeding(s) on CD, the Clerk's Office will:

- Receive \$26 fee* from party along with the Request for Recording/Transcript; (\$15 to fund 322350 and \$11 to fund 510000)
- Print the log notes locating the respective proceeding on the audio file;
- Submit log notes to Systems personnel who will create a copy of the proceeding on CD;
- Contact party for pick up.

NOTE: If you do not have the FTR Player software installed on your computer, you must download it from www.fortherecord.com. The download is free.

* Fee for the recording is required by directive from the Administrative Office of the United States Court.