

**UNITED STATES DISTRICT COURT
DISTRICT OF MONTANA**



**REQUEST FOR TRANSCRIPT
FROM FTR GOLD RECORDING**

Upon receipt of the FTR Gold Recording Transcript Designation & Ordering Form requesting an official transcript of a proceeding, the clerk's office will:

- Print the log notes associated with the respective proceeding on the audio file.
- Submit the log notes to Systems personnel who will create a copy of the proceeding onto CD.
- Mail or e-mail the request and copy of the proceeding to the transcriber selected by the party, or if none has been selected, to a transcriber selected by the court.

- ★ The start and end time can be found in the minute entry for the hearing.
- ★ After receiving the Request for Recording/Transcript 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 in PDF format 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 the CD sent to the transcriber.

REQUEST FOR COPY OF RECORDED PROCEEDING

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

- Receive the appropriate fee* from the requesting party, along with the Request for Recording/Transcript.
- Print the log notes associated with the respective proceeding on the audio file.
- Submit log notes to Systems personnel who will create a copy of the proceeding on CD.
- Contact the party for pick up.

* Fee for the recording is required by directive from the Administrative Office of the United States Court. The current fee is found on the fee schedule on the court's website and on the FTR Gold Recording Transcript Designation & Ordering Form.