

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MONTANA  
\_\_\_\_\_ DIVISION

\_\_\_\_\_,  
Plaintiff(s),  
vs.  
\_\_\_\_\_,  
Defendant(s).

Case No. \_\_\_\_\_

NON-PARTY REQUEST FOR AUDIO  
RECORDING/TRANSCRIPT

I am not a party to this case, i.e., neither the plaintiff nor the defendant. I ask the Court for leave to have the proceeding indicated on the attached form transcribed and/or to receive a copy of the audio recording. This proceeding \_\_\_ is / \_\_\_ is not sealed.

If the Court grants this request, I agree I will be responsible for all charges connected with the preparation of the transcript and/or audio recording. I also understand that the parties to this action will be notified of this request and will have an opportunity to request redactions, and that this process could take as many as 31 days to complete.

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Non-Party Signature

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MONTANA  
NON-PARTY TRANSCRIPT/FTR GOLD RECORDING REQUEST FORM**

*\*\*Please read instructions on next page\*\**

1. COURT REPORTER TRANSCRIPT REQUESTED: If you are requesting a transcript of a proceeding taken before an official court reporter, please specify the date of the proceeding, the proceeding or partial proceeding requested, the transcript format, and the delivery time. Delivery may be delayed to allow the parties an opportunity to review the transcript for purposes of redaction. Financial arrangements must be made with the court reporter before the transcript is prepared.

| DATE | PROCEEDING<br>If requesting a partial proceeding, specify portion requested<br>(e.g., witness or time). | PAPER<br>Full Size | PAPER<br>A-Z Word<br>Index | E-MAIL<br>PDF | E-MAIL<br>ASCII | E-MAIL<br>A-Z Word<br>Index | DELIVERY TIME |
|------|---|--------------------|----------------------------|---------------|-----------------|-----------------------------|---------------|
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2. AUDIO RECORDING REQUESTED: If you are requesting an audio recording of a proceeding recorded using FTR Gold, please specify the proceeding or partial proceeding requested, the date of the proceeding, and the presiding judge. Financial arrangements must be made with the Clerk's office before the recording will be prepared.

| PROCEEDING. If requesting a partial proceeding, specify portion (e.g., witness or time). | DATE | JUDGE |
|--|------|-------|
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3. FTR AUDIO TRANSCRIPTION REQUESTED: If you are requesting an official transcript of a proceeding which was digitally recorded using FTR Gold, please specify the date of the proceeding, the proceeding or partial proceeding requested, the transcript format, and the delivery time. Delivery may be delayed to allow the parties an opportunity to review the transcript for purposes of redaction. Financial arrangements must be made with the transcriber before the transcript is prepared.

| DATE | PROCEEDING<br>If requesting a partial proceeding, specify portion requested<br>(e.g., witness or time). | PAPER<br>Full Size | PAPER<br>A-Z Word<br>Index | E-MAIL<br>PDF | E-MAIL<br>ASCII | E-MAIL<br>A-Z Word<br>Index | DELIVERY TIME |
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|      |   |                    |                            |               |                 |                             |               |

4. ADDITIONAL COMMENTS, INSTRUCTIONS, QUESTIONS, ETC.

|              |         |
|--------------|---------|
| 5. SIGNATURE | 6. DATE |
|--------------|---------|

**UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MONTANA**  
**NON-PARTY TRANSCRIPT/FTR GOLD RECORDING/TRANSCRIPTION ORDER FORM INSTRUCTIONS**

A court order is required for a non-party to order transcripts of proceedings taken before an official court reporter and audio recordings and/or transcriptions of court proceedings recorded by FTR Gold. This non-party request form must be attached to a "Non-Party Request for Audio Recording/Transcript" and filed with the Clerk of Court's office. Keep a copy for your records. Clerk's office staff will provide the request to a qualified transcriber if an official transcript is requested. Additional information about ordering transcripts is available on the [Court's website](#).

**ITEM-BY-ITEM INSTRUCTION (ITEMS 1-6)**

**Item 1. Transcripts of proceedings taken before an official court reporter.**

- **Date:** List the proceeding date for the transcript requested.
- **Proceeding:** Indicate the type of proceeding, such as "motion hearing," "sentencing," or "trial." A portion of a proceeding may be ordered if the description is clearly written to facilitate processing.
- **Format:** Select the desired format(s) for the transcript. You may order as many different formats as you like but there is an additional charge for each format ordered.
- **Delivery Time:** Four delivery times are available to non-parties: 30 days, 14 days, 7 days, and 3 days. Times are computed from the date on which satisfactory financial arrangement is made. Delivery may be delayed to allow the parties an opportunity to review the transcript for redaction purposes. Visit [Court's website](#) for current transcript rates.

**Item 2. Audio Recordings of Proceedings Recorded using FTR Gold.** List the specific proceeding, date, and presiding judge's name for which an audio recording is requested. Leave blank if only a transcript is being requested. Financial arrangements must be made with the Clerk's office before recording is prepared. Refer to the [fee schedule](#) for the current audio recording rate.

**Item 3. Transcripts of proceedings recorded using FTR Gold.**

- **Date:** List the proceeding date for the transcript requested.
- **Proceeding:** Indicate the type of proceeding, such as "motion hearing," "sentencing," or "trial." A portion of a proceeding may be ordered if the description is clearly written to facilitate processing.
- **Format:** Select the desired format(s) for the transcript. You may order as many different formats as you like but there is an additional charge for each format ordered.
- **Delivery Time:** Four delivery times are available to non-parties: 30 days, 14 days, 7 days, and 3 days. Times are computed from the date on which satisfactory financial arrangement is made. Delivery may be delayed to allow the parties an opportunity to review the transcript for redaction purposes. Visit [Court's website](#) for current transcript rates.

**Items 5 & 6.** Sign and date to certify that the information provided is correct. Transcripts and/or audio recordings will not be prepared until financial arrangements have been made.