

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

*Use one form per court reporter*

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

|                    |                 |  |
|--------------------|-----------------|--|
| 1. NAME            | 2. PHONE NUMBER | 3. EMAIL ADDRESS (for transcript delivery) |
| 4. MAILING ADDRESS |                 | 5. CASE NAME AND CASE NUMBER               |

6. 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 |
|------|---|--------------------|----------------------------|---------------|-----------------|-----------------------------|---------------|
|      |   |                    |                            |               |                 |                             |               |
|      |   |                    |                            |               |                 |                             |               |
|      |   |                    |                            |               |                 |                             |               |

7. 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. Delivery may be delayed to allow the parties an opportunity to review the recording for purposes of redaction.

| PROCEEDING. If requesting a partial proceeding, specify portion (e.g., witness or time). | DATE | JUDGE |
|--|------|-------|
|  |      |       |
|  |      |       |
|  |      |       |

8. 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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|      |   |                    |                            |               |                 |                             |               |

9. ADDITIONAL COMMENTS, INSTRUCTIONS, QUESTIONS, ETC.

|               |          |
|---------------|----------|
| 10. SIGNATURE | 11. DATE |
|---------------|----------|

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

**Who can use this form:** People who are not parties to the case.

**How to submit:** File this form with the Clerk of Court's office by mail or in person. Keep a copy for yourself.

**Important:** Parties to the case may request redactions (removal of sensitive information) after you file this form.

**More Information:** Additional information about ordering transcripts is available on the [Court's website](#).

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**INSTRUCTIONS FOR EACH SECTION**

**Sections 1-5: Your Information**

- Fill in your name, address, phone number, and email address.
- Provide a valid email address if you want the transcript sent electronically.
- Field 5: Use the short case name (example: "Smith v. Jones").
- List only one case number per form.

**Section 6: Transcripts from Court Reporter**

Use this section for proceedings that were reported by a court reporter.

- **Date:** List the date the proceeding took place.
- **Proceeding:** Indicate what type of hearing it was. (Examples: motion hearing, sentencing, trial). You can request just part of a proceeding if you describe it clearly.
- **Format:** Check which format(s) you want. There is an additional charge for each format ordered.
- **Delivery Time:** Choose 30 days or 14 days. The clock starts when you pay the court reporter. Delivery may be delayed to allow the parties time to review for redactions.
- **Rates:** Visit [Court's website](#) for [current transcript rates](#).

**Section 7: Audio Recordings of Proceedings Recorded using FTR Gold**

Use this section if you want the actual audio recording. Leave blank if you only want a written transcript.

- List the specific proceeding, date, and judge's name.
- You must pay the Clerk's office before the recording is prepared. Refer to the [fee schedule](#) for the current audio recording rate.
- Delivery may be delayed to allow the parties time to review for redactions.

**Section 8: Transcripts from FTR Gold Recordings**

Use this section to order a written transcript of proceedings recorded by the FTR Gold (not a live court reporter).

- **Date:** List the date the proceeding took place
- **Proceeding:** Indicate what type of hearing it was. (Examples: motion hearing, sentencing, trial). You can request just part of a proceeding if you describe it clearly.
- **Format:** Check which format(s) you want. There is an additional charge for each format ordered.
- **Delivery Time:** Choose 30 days or 14 days. The clock starts when you pay the transcriber. Delivery may be delayed to allow the parties time to review for redactions.
- **Rates:** Visit [Court's website](#) for [current transcript rates](#).

**Sections 10-11: Signature**

Sign and date the form to confirm your information is correct. Nothing will be prepared until you make payment arrangements.