

Transcript Designation & Ordering Form  
Instructions

- Use:** Use this form to order a transcript of proceedings and to designate transcript for appeal to the Ninth Circuit. Complete a separate form for each case number for which a transcript is ordered. Also complete a separate form for each court reporter who reported the proceedings.
- Item 1-9** Complete as indicated.
- Item 10** Include short case name.
- Item 11** Only one case number may be listed per order.
- Item 12** Complete if applicable.
- Item 13** Place an “X” in each box that applies.
- Item 14** Place an “X” in the box for each portion required. List specific date(s) of the proceedings for which a transcript is requested and the respective court reporter’s name. Be sure the description is clearly written to facilitate processing. Orders may be placed for as few pages of the transcript as are needed.
- Item 15** Place an “X” in each box that applies. Indicate the number of additional copies ordered. For realtime services, please contact the court reporter directly.
- Item 16** E-file the order form with the Clerk’s office and e-mail a copy to the court reporter. If payment is authorized under CJA, attach the CJA-24 form upon e-filing the transcript designation and order form. Transcripts will not be prepared until financial arrangements have been made. Certify that a copy of the request has been mailed to the court reporter.
- Item 17** To be completed by the court reporter.
- Order Copy:** Keep a copy for your records.
- Deposit Fee:** The court reporter will notify you of the amount of the required deposit fee which may be mailed to the reporter or delivered to the Court in accordance with the court reporter’s instructions. Upon receipt of the deposit, the court reporter will process the order.
- Delivery Time** Transcript delivery dates are computed from:
- The date on which satisfactory financial arrangement is made, except for transcripts to be paid for by the United States;
  - The date on which the appropriate CJA- 24 form, approved by the judge, is received by the reporter or transcriber;
  - The date on which the court order is provided to the reporter or transcriber when a transcript has been ordered by a judicial officer; or
  - The date set by a scheduling order issued by the Ninth Circuit Court of Appeals.
- Balance Due:** If the deposit fee was insufficient to cover all charges, the court reporter will notify you of the balance due which must be paid prior to receiving the completed order. If the deposit results in an overpayment, the balance will be refunded at the time of transcript delivery.