

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MONTANA
FTR GOLD RECORDING/TRANSCRIPTION ORDER FORM

Please read instructions on next page

1. ATTORNEY NAME	2. PHONE NUMBER	3. EMAIL ADDRESS (for transcript delivery)
4. MAILING ADDRESS (including law firm name, if applicable)	5. NAME & ROLE OF PARTY REPRESENTED. If not a party, use non-party request form.	
	6. DISTRICT COURT CASE NAME & CASE NUMBER	
	7. COURT OF APPEALS CASE NUMBER (if applicable)	

8. THIS ORDER IS FOR:

APPEAL	NON-APPEAL	CJA (AUTH-24 filed in e-voucher)	IN FORMA PAUPERIS (court order attached)
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9. AUDIO RECORDING REQUESTED: For each audio recording requested, 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 recording is prepared.

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

10. TRANSCRIPT REQUESTED: For each transcript requested, please specify the date of the proceeding, the proceeding or partial proceeding requested, the transcript format, and the requested delivery time. Financial arrangements must be made with the transcriber before transcript is prepared.

DATE	PROCEEDING If requesting a partial proceeding, specify portion requested (e.g., witness or time).	PAPER FULL SIZE	PAPER A-Z WORD INDEX	E-MAIL PDF	E-MAIL ASCII	E-MAIL A-Z WORD INDEX	DELIVERY TIME

11. ADDITIONAL COMMENTS, INSTRUCTIONS, QUESTIONS, ETC. If ordering an audio recording please indicate your preferred format: ex. WAV or MP3.

12. SIGNATURE	13. DATE
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UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MONTANA
FTR GOLD RECORDING/TRANSCRIPT ORDER FORM INSTRUCTIONS

Parties may use this form to order audio recordings and/or transcriptions of court proceedings recorded by FTR Gold. Non-parties must submit a non-party request for transcripts available on the [Court's website](#). All order forms must be filed in the case either by e-filing in CM/ECF or non-electronic submission to 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 1-13)

Items 1-4. In fields 1, 2, 3 & 4, provide the attorney name and contact information. Be sure to provide a valid e-mail address if you want the transcript delivered via e-mail.

Item 5. Include both the name and role of the ordering party (i.e., "Defendant John Smith").

Item 6. Use the short name for the case name (i.e., "Smith v. Jones"). Only one U.S. District Court case number may be listed per order form.

Item 7. If the transcript is for an appeal, indicate the court of appeals case number.

Item 8. Check appeal or non-appeal. If applicable, check CJA or IFP. Note: A court order authorizing recordings/transcriptions is required for *in forma pauperis* orders.

Item 9. List the specific proceeding or portion thereof requested, date, and presiding judge's name for each audio recording requested. Leave blank if a transcript is requested. Refer to the [fee schedule](#) for the current audio recording rate. Audio recordings will be delivered via box.com. Instructions for receipt of audio recordings via box.com are available the [Court's website](#).

Item 10:

- **Date:** For each transcript requested, list the proceeding date.
- **Proceeding:** For each transcript requested, 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. CJA counsel must file an AUTH 24 transcript request in e-Voucher for approval prior to filing the transcript order form.
- **Format:** For each transcript requested, select the desired format. 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: 30 days, 14 days, 7 days, or 3 days. Times are computed from (1) the date on which satisfactory financial arrangement is made, except for transcripts to be paid for by the United States; (2) the date on which the approved CJA-24 form is received by the reporter or transcriber; (3) 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 (4) the date set by a scheduling order issued by the Ninth Circuit Court of Appeals. Visit the [Court's website](#) for rates.

Item 11: Provide any additional instructions and indicate your preferred format for any audio recordings, for example WAV format or MP3 format.

Items 12 and 13. Sign and date to certify that the information on the order form is correct. Transcripts and/or audio recordings will not be prepared until financial arrangements have been made.