

**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 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

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.

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 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

9. ADDITIONAL COMMENTS, INSTRUCTIONS, QUESTIONS, ETC.

10. SIGNATURE	11. DATE
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UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MONTANA
NON-PARTY TRANSCRIPT/FTR GOLD RECORDING/TRANSCRIPTION ORDER FORM INSTRUCTIONS

Non-parties may use this form 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 order form must be filed with the Clerk of Court's office either by mail or in person delivery. Keep a copy for your records. Please note that parties are allowed request redactions after the order form has been filed. Additional information about ordering transcripts is available on the [Court's website](#).

ITEM-BY-ITEM INSTRUCTION (ITEMS 1-11)

Items 1-5. In fields 1, 2, 3 & 4, provide your name and contact information. Be sure to provide a valid e-mail address if you want the transcript delivered via e-mail. In field 5, use the short name for the case name (ex. "Smith v. Jones") and only one U.S. District Court case number may be listed per order form.

Item 6. 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:** Two delivery times are available to non-parties: 30 days and 14 days. Times are computed from the date on which satisfactory financial arrangement is made with the court reporter. 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 7. 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 8. 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:** Two delivery times are available to non-parties: 30 days and 14 days. Times are computed from the date on which satisfactory financial arrangement is made with the transcriber. 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 10 & 11. 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.