

ALL ORDERS ARE CONSIDERED RECEIVED UPON RECEIPT OF THIS FORM AND THE DEPOSIT.

1. NAME  
2. PHONE NUMBER  
3. DATE  
4. MAILING ADDRESS  
5. CITY/STATE  
6. ZIP CODE  
7. CASE NUMBER  
8. JUDGE  
9. CASE NAME  
10. LOCATION OF PROCEEDINGS  
Wilmington, DE

NOTE: THE COSTS NOTED ARE ACCURATE AS OF MARCH 30, 2018, AND ARE SUBJECT TO CHANGE. THE CURRENT RATE TABLE, AS RECOMMENDED BY THE JUDICIAL CONFERENCE OF THE UNITED STATES, CAN BE FOUND ON THE DISTRICT OF DELAWARE’S WEBSITE OR IS AVAILABLE FROM THE COURT’S OFFICIAL COURT REPORTERS.

11. ORDER FOR:				
APPEAL	CRIMINAL	CRIMINAL JUSTICE ACT	BANKRUPTCY	
NON-APPEAL	CIVIL	IN FORMA PAUPERIS	OTHER	

12. PORTIONS	DESCRIPTION OF PROCEEDING TO BE TRANSCRIBED	DATE OF PROCEEDING

13. DELIVERY (check one)		
Ordinary	Transcript delivered within thirty (30) calendar days after receipt of order.	
14-Day	Transcript delivered within fourteen (14) calendar days after receipt of order.	
Expedited	Transcript delivered within seven (7) calendar days after receipt of order.	
3-Day	Transcript delivered within three (3) calendar days after receipt of order.	
Daily	Transcript to be delivered on the calendar day following receipt of the order (regardless of whether that calendar day is a weekend or holiday), prior to the normal opening hour of the Clerk’s Office.	
Hourly	A completed final transcript or draft of the transcript delivered within two (2) hours from receipt of the order. If a completed draft is furnished within two (2) hours, a completed, final transcript shall be provided as soon as possible thereafter at no extra charge.	
Realtime	A draft unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following receipt of the order.	

14 FORMAT		
Full page	Regular 8 x 11 inch	
Compressed	Four text pages on each 8.5 x 11 inch page. Includes Key Word Index.	
ASCII	Transcript provided as data delivered by electronic mail or disk.	

15. IF YOU HAVE CONCERNS ABOUT THE REPORTER DISCUSSING THIS REQUEST WITH OTHERS WHO MAY BE INTERESTED IN ORDERING A TRANSCRIPT OF THE SAME PROCEEDING(S), PLEASE DESCRIBE YOUR CONCERNS BELOW.

16. SIGNATURE/DATE. By signing below, I certify that I pay all charges (deposit plus additional charges).

## INSTRUCTIONS

Use this form to order the transcription of proceedings. CJA counsel should use form CJA 24. Before completing this form, please visit: [www.ded.uscourts.gov/court-reporting](http://www.ded.uscourts.gov/court-reporting) for transcript ordering information.

1. Complete a separate order form for each case number for which transcripts are ordered.
2. Complete Items 1 - 16. Keep a copy of your completed order form for your records.
3. Email the court reporter (email list available at: [www.ded.uscourts.gov/court-reporting](http://www.ded.uscourts.gov/court-reporting) ) after this Transcript Order Form is completed to determine if a deposit is required. If applicable, deliver payment to the court reporter promptly who will begin work on the transcript.
4. Unless prepayment is waived, delivery time is computed from the date the court reporter receives the deposit and Transcript Order Form or authorized CJA 24 Form.
5. The deposit fee is an estimate. Any overage will be refunded; any shortage will be due from you.

### ITEM-BY-ITEM INSTRUCTIONS

- Items 1 - 6 Provide the name and information of the person ordering the transcript.
- Items 7 - 9 Provide information on the case transcript being ordered including date(s) of the proceeding.
- Item 11 Check Appeal OR Non-appeal AND Criminal or Civil. *In forma pauperis*: a court order specifically authorizing transcripts is required before transcripts may be ordered *in forma pauperis*.
- Item 12 List specific date of proceeding and a brief description of the proceeding to be transcribed.
- Item 13 Select one of the six delivery types. Times are computed from the date of receipt of the deposit fee.  
TRANSCRIPT DELIVERY TIMES:  
ORDINARY - Delivered within thirty (30) calendar days after receipt of order.  
14-DAY - Delivered within fourteen (14) calendar days after receipt of order.  
EXPEDITED - Delivered within seven (7) calendar days after receipt of order.  
THREE (3) DAY - Delivered within three (3) calendar days after receipt of order.  
DAILY - Delivered on the calendar day following receipt of the order (regardless of whether that calendar day is a weekend or holiday), prior to the normal opening hour of the Clerk's Office.  
HOURLY - A completed final transcript or draft of the transcript delivered within two (2) hours from receipt of the order. If a completed draft is furnished within two (2) hours, a completed, final transcript shall be provided as soon as possible thereafter at no extra charge.  
REALTIME - A draft transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following receipt of the order.
- Item 14 Select Format:  
FULL PAGE - Regular 8 x 11 inch  
COMPRESSED - Two or more standard pages of transcript reproduced on a single page. Includes Key Word Indexing - Provides an index of key words in the transcript and the corresponding page number(s) in which the words appear. No charge is permitted in addition to the normal page rates for keyword indexing services.  
ASCII - Transcript provided as data delivered by electronic mail or disk.
- Item 15 If applicable, list any concerns about the reporter discussing the transcript request with others who may be interested in ordering a transcript of the same proceeding(s).
- Item 16 Sign and date the transcript order certifying that you will pay all charges (the deposit plus any additional charges). An electronic or conformed (/s/) signature is acceptable.