

COURT REPORTING MANAGEMENT PLAN

**UNITED STATES DISTRICT COURT
DISTRICT OF DELAWARE**



April, 2017

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**UNITED STATES DISTRICT COURT
DISTRICT OF DELAWARE**

COURT REPORTING MANAGEMENT PLAN

I. Introduction

The United States District Court for the District of Delaware adopts this Court Reporting Management Plan, subject to the rules and regulations of the Judicial Conference of the United States (“Judicial Conference”). This plan applies to all official court reporters (i.e., official staff reporters, temporary reporters, combined-position reporters, contract reporters and substitute reporters) employed by this court and supersedes the Plan for Effective Utilization of Court Reporters (1982), the district’s prior plan.

The Chief Judge authorizes the Clerk of Court to supervise the court reporting operations of the court. The Clerk of Court may designate a Court Reporting Supervisor who will be responsible for the day-to-day management of court reporting services within the court.

This Plan is designed to:

- Serve as a guide for the effective management of court reporting operations in this district;
- Assure appointment and retention of fully-qualified court reporters;
- Confirm that court reporters, although assigned to a particular judge, serve *en banc* and may be assigned as needed to any active judge, senior judge, visiting district judge, judicial officer, or magistrate judge;
- Achieve the most effective utilization of court reporters;
- Avoid backlogs of transcripts;
- Minimize the use of contract and substitute court reporters;
- Promote consistency, clarity and transparency in billing practices; and,
- Enhance the efficient operation of the court and further its mission.

This Plan in many respects reflects current practice which has evolved since the prior 1982 plan. To a large degree these practices are retained and formalized in this Plan. In some

other limited respects, the court has determined that changes are required, and those modifications are contained herein.

In all aspects of this Plan, it is the court's intent to recognize the challenging (perhaps uniquely so) environment in which its court reporters work. The court is currently authorized to retain just four official court reporters, who are responsible for covering all proceedings handled by seven busy judicial officers, each of whom presides over a large and complex docket. The challenges confronting the court's official reporters are heightened by the reality that in nearly every proceeding a transcript is ordered, almost always on an expedited – and usually an “as soon as possible” – basis.

II. Duties of the Clerk/Court Reporter Supervisor

The Chief Judge delegates the following supervisory responsibilities to the Clerk of Court or his designee, the Court Reporting Supervisor:

- (a) The designation of work for official court reporters, with the goal of distributing the court's overall workload fairly and efficiently, assuring the lowest overall cost to the court, and assuring the fair treatment of litigants. The Clerk shall take into consideration the court's objective of having one court reporter assigned primarily to the work of each active district judge.
- (b) Monitoring the relationship between the court reporter and parties, attorneys, court staff, and fellow court reporters.
- (c) Reviewing transcript billings to ensure that the authorized transcript rates are charged and that billing is in proper form.
- (d) Reviewing the records of court reporters to ensure timely filing of all reports required by the Administrative Office and the Judicial Conference, namely Form AO 40A, *Attendance and Transcripts of United States Court Reporters*, and AO 40B, *Statement of Earnings of United States Court Reporters*, to ensure proper maintenance and accuracy.
- (e) Performing other duties relating to court reporting services as directed by the court.

III. Appointment and Dismissal of Court Reporters

The court is presently authorized four official court reporters.

The Clerk of Court has been designated by the court to appoint court reporters with the approval of the court. Court reporters shall be appointed in accordance with the provisions of the Court Reporter Act, 28 U.S.C. Section 753, and the policies and procedures of the Administrative Office of the United States Courts and the Judicial Conference of the United States. Only fully-qualified reporters shall be appointed as court reporters of this court. All newly-appointed court reporters shall serve a six-month probationary period. Court reporters (both probationary and non-probationary) who do not perform in a competent and satisfactory manner shall be subject to dismissal by the Clerk with the approval of the court.

IV. Assignment of Court Reporters

Court reporters are not in the employ of particular active judges but are employed by the court. As a matter of convenience, the judges of the court have assigned court reporters to individual judges, as set forth on the Court's website (www.ded.uscourts.gov), rather than pooling their reportorial services.

In connection with any transcript needs, the parties are directed to contact the individual court reporter serving the judge assigned to the case.

As outlined in Section II, supervision and management of court reporters is the responsibility of the Clerk of Court or the Court Reporting Supervisor.

V. Contract Reporters

Contract reporters are reporters who serve the court under a contract as provided in 28 U.S.C. § 753(g), and under delegated procurement authority from the Director of the A.O. See: Guide, Vol. 6, § 450 (Contract Court Reporting).

The use of contract reporters shall be kept to a minimum and shall be utilized only pursuant to the policies and procedures of this Court Reporting Management Plan and those of the Administrative Office. To the extent contract reporters are required, they will be scheduled, assigned and supervised by the Clerk. Contract reporters shall adhere to transcript format and rate schedules, and utilize the Transcript Order Form, in the same manner as official court reporters.

VI. Substitute Reporters

Substitute reporters are employees of official staff, temporary, or combined-position court reporters, hired with the approval of the court, and are paid by the employing court reporter. See: Guide, Vol. 6 § 440 (Substitute Court Reporters).

The court's four official court reporters are not under the Leave Act, 5 U.S.C. § 63. It is, therefore, the responsibility of each official court reporter to cover any absences in a manner consistent with the requirements of the Guide to Judiciary Policies and Procedures, Volume 6, Chapter 10, Substitute Court Reporters. To the extent possible and consistent with their responsibilities to other judicial officers, court reporters (with the assistance of the Clerk of Court or Court Reporter Supervisor) will attempt to use another official court reporter when the assigned court reporter is absent or otherwise unable to fulfill a coverage obligation.

Court reporters shall not use substitute reporters without the prior approval of their assigned judge. A judge may delegate to the Clerk of Court the responsibility for approving a request to use a substitute reporter.

Substitute reporters, when authorized, shall possess the qualifications of court reporters in accordance with the provisions of 28 U.S.C. § 753 and the policies and procedures of this court, the Administrative Office and the Judicial Conference. Substitute court reporters are required to comply with all fee schedules and other requirements of this Plan (including the use of a Transcript Order Form) and Judicial Conference Policy.

In addition to the above provisions and pursuant to The Guide to Judiciary Policy, Volume 6, Chapter 4, Section 440, it is the responsibility of the court reporter to ensure that the substitute:

- (a) Meets the qualification requirements established by the Administrative Office and the Judicial Conference for court reporters;
- (b) Provides satisfactory reporting services for the court;
- (c) Produces a certified transcript for proceedings recorded by the substitute as required by statute or rule of the court upon request of a judge or order by parties;
- (d) Follows the format and maximum page rates established by the Judicial Conference;
- (e) Requests extensions of time for delivery of transcripts, if required;
- (f) Provides information on the number of pages of transcript produced for inclusion on the employing reporter's Form AO 40; and,

- (g) Takes an oath to make and report faithfully, impartially and truly all proceedings held before judicial officers.

VII. Freelance Reporting

Court reporters shall not engage in private (freelance) work of any kind during hours in which the court is in session and they are considered to be on call.

Grand Jury reporting, taking of depositions, and any other reporting activities not related to salaried or statutory duties are considered private reporting.

VIII. Travel by Official Reporters

To the extent possible, travel of official court reporters shall be minimized. Out-of-district travel for official court reporters shall not be authorized without approval by the Chief Judge and the Clerk of Court.

IX. Magistrate Judges

- (a) The court reporter will make the necessary arrangements in the event a magistrate judge requires the services of a court reporter for a particular proceeding.
- (b) Proceedings before magistrate judges shall be, whenever possible, recorded by electronic sound recording.

X. Transcripts

- (a) Format Compliance: All transcripts shall be produced in compliance with the format required by the Administrative Office and the Judicial Conference. (See *Guide to Judicial Policies and Procedures, Volume 6, Court Reporting*.) The Clerk will monitor transcripts to ensure compliance with these requirements.
- (b) Requests for Transcripts: All requests for transcripts from attorneys, litigants and the public are to be made to the court reporter in writing, using the Order Form ("Form") (**Appendix A**). (The Form will be available electronically at the Court's website.)
 - (i) Court reporters may accept informal requests for transcripts but a

written request must be submitted within five (5) business days to confirm the transcript order request.

(ii) All transcripts for appeals will be ordered on the appropriate form designated by the United States Court of Appeals for the Third Circuit or the United States Court of Appeals for the Federal Circuit.

(iii) Transcripts purchased by Criminal Justice Act funds will be ordered on the appropriate CJA form. (Non-appeal transcripts purchased by private funds must be ordered using the Transcript Order Form.)

(iv) Transcript orders will include the case number, case name, date of proceedings to be transcribed, any additional pertinent information required to identify the material to be transcribed and the name of the court reporter whenever possible.

(v) Transcript orders will be provided on the following bases: (1) the entire hearing or trial; (2) the entire testimony of a witness; or (3) a partial day's transcript, from break to break, unless otherwise directed by the assigned judicial officer. Court reporters are not required to respond to requests for transcripts relating to, e.g., a single motion or portion of a witness' testimony.

- (c) Transcript Order Cancellations: No fee may be charged by official court reporters on transcript orders if pages have not been produced at the time the reporter learns that the transcript order has been cancelled. The ordering party is expected to pay for all transcript pages which have been produced at the time the order is cancelled. The reporter will stop production immediately upon notification of cancellation and title the transcript, "Excerpt of Proceedings."
- (d) Daily/Hourly Copy Requests: Daily or hourly copy shall not result in additional expense to the court or cause any conflict with normal duties of a court reporter. The court reporter accepting the order for daily copy will be responsible for employing the necessary assistance. (See Section XI for additional information)
- (e) Priority of Transcripts: First priority shall be given to the production of a transcript which involves incarcerated defendants, especially those cases which challenge the imposition of the death penalty, and to cases on appeal. Preparation of appellate transcripts in criminal cases generally shall have precedence over the preparation of appellate transcripts in civil cases. Unless otherwise directed by a judge, the Clerk of Court or the designated Court Reporting Supervisor, transcripts in civil cases generally shall be prepared in the order in which requests are received. Preparation of criminal transcripts generally shall take precedence

over preparation of civil transcripts.

- (f) **Filing of Transcripts:** Court reporters are required to electronically file the original transcript of an official proceeding in CM/ECF in accordance with the Judicial Conference Policy with regard to Electronic Availability of Transcripts of Court Proceedings.
- (g) **Transcript Redaction:** All requests for transcript redaction shall be made in compliance with Judicial Conference and Administrative Office policy. (See *Guide to Judicial Policies and Procedures, Volume 10* § 330, *Transcripts of Court Proceedings*). Additionally, it is the policy of the court that once a prepared transcript is delivered to the Clerk's Office pursuant to 28 U.S.C. § 753, the attorneys in the case (or, where there is a self-represented party, the party) shall be responsible for reviewing the transcript for any items to be redacted. Within seven days of delivery by the court reporter of the official transcript to the Clerk's Office, each attorney or self-represented party must inform the court, by filing a notice of redaction with the Clerk, of his or her intention to direct the redaction of portions of the transcript. The requesting party shall perform the requested redactions, and file a redacted version of the transcript with the Clerk of Court.

XI. Production of Hourly/Daily Transcripts

If extra reporters are required to provide hourly/daily transcripts, the cost of such reporters shall be paid by the official reporter out of the earnings derived in such cases from the higher transcript rates as established by the Judicial Conference.

Due to the nature of the docket and the heavy demand by litigants for production of transcripts as soon as possible, it is the policy of the court that court reporters may charge the "hourly" rate when ordered "as soon as possible" for a proceeding, provided that: (i) a completed final transcript or a completed draft of the transcript is prepared and provided to the ordering party, person, or entity within two (2) hours from receipt of the order¹. See: Guide, Vol. 6, § 510.17(e); (ii) if a completed draft is furnished to the ordering party within two (2) hours, a completed, final transcript shall be provided as soon as possible thereafter at no extra charge; and, (iii) the reporter is in compliance with all other requirements of this Plan.

XII. Realtime Reporting Standards

¹Updated to reflect clarifications to transcript category definitions and new transcript delivery category approved by the Judicial Conference in March, 2018.

Realtime reporting provides a simultaneous translation of the spoken word to text. Software viewing programs permit instantaneous projection of the translation onto viewing monitors and grant court participants the ability to search, mark, and annotate the text. Realtime includes the following services:

- The instantaneous translation of the proceeding on a computer monitor;
- The opportunity to scroll forward and backward, search the record for key words and phrases, and mark portions of the text using viewer/annotation software; and
- The realtime translation and appended notes delivered electronically during or immediately following adjournment.

Official court reporters who have successfully completed the National Court Reporter Association (NCRA) Certified Realtime Reporter (CRR) examination or who have passed an equivalent qualifying examination are recognized as federal certified realtime reporters and are permitted, but not required, to sell realtime translation.

The transcript format guidelines prescribed by the Judicial Conference apply to realtime with the following exceptions:

- Realtime translation must be clearly marked as such with a header or footer that appears at the top or bottom of each page of transcript stating, “Realtime Unedited Transcript Only”;
- The realtime translation should not include an appearance page, an index, or a certification; and
- If applicable, the electronic media label should be a different color than the color used on electronic media containing the text of certified transcript and should be marked with the words “Realtime Unedited Transcript Only”.

All parties requesting realtime services will be responsible for providing their own computers, view/annotation software, and monitors. Upon the request of the parties, reporters may make equipment and software available. The certified realtime reporter will provide wiring necessary for his or her equipment.

A certified realtime reporter providing realtime translation should offer comparable services to all parties to the proceeding. The primary purpose of realtime translation is to provide access to a draft transcript of the proceedings on electronic media at the end of each day. It is not intended to be used in subsequent proceedings for any other purpose, or to be further distributed.

When realtime services are provided, there may be two versions of the transcript for one proceeding - unofficial and official. The realtime translation may contain errors, some of which could change the accuracy or meaning of the testimony. A realtime translation will not satisfy the requirement for the reporter to provide or file a certified transcript with the district court clerk or as the record on appeal.

Realtime services may only be distributed to ordering parties to the case. It should not be made available to the public, including news organizations or other nonparticipants, unless authorized by the presiding judge. It is recommended that each certified realtime reporter request that parties acknowledge receipt of a realtime translation by signing a disclaimer which states that the ordering party is aware that the realtime translation is not an official record of the court proceeding.

XIII. Invoicing of Transcripts

A final invoice, AO Form 44 (**Appendix B**) or CJA Form 24 (**Appendix C**), reflecting exact charges and any adjustments by either refund or additional billings will be prepared for all transcript deliveries. Fee adjustments will be made at the time of transcript delivery. All invoices for transcripts, whether originals or copies, will be sequentially numbered. When the transcript has been completed, and the invoice paid, the original shall be filed within three days.

XIV. Fees for Transcripts of Official Proceedings

- (a) No court reporter, either official, substitute or contract, shall charge fees for transcripts of official proceedings exceeding those recommended by the Judicial Conference of the United States.
- (b) Transcript rates are published on the court website at:
<http://www.ded.uscourts.gov/transcript-rates>
- (c) The Clerk shall monitor all fees and charges to ensure adherence to said Judicial Conference requirements.

XV. CJA Transcripts

- (a) All transcripts produced for and on behalf of Criminal Justice Act defendants shall be billed on CJA Form 24 or on any such form as may supersede it.
- (b) In compliance with Judicial Conference policy, routine apportionment among the parties of accelerated transcript costs in CJA cases is prohibited. See: Guide, Vol 7, § 320.20.
- (c) In multi-defendant cases involving CJA defendants, no more than one (1) transcript should be purchased from the reporter on behalf of CJA defendants. One of the appointed counsel should arrange for the duplication, at commercially

competitive rates, of enough copies of the transcript for each of the CJA defendants for whom a transcript has been approved. The cost of such duplication will be charged to the CJA appropriation.

XVI. Time Limits for Delivery of Transcript

- (a) Transcripts produced for use by the judicial officer of this court shall be delivered and filed within the time prescribed by the judicial officer. Transcripts produced for a party other than the judicial officer shall be delivered and filed in accordance with the delivery period selected on the transcript order form.
- (b) All transcripts of official proceedings produced by court reporters for the purpose of appeal to the United States Court of Appeals for the Third Circuit or to the United States Court of Appeals for the Federal Circuit shall be delivered to the ordering party and filed within the time prescribed by the appellant court.
- (c) In the event that a court reporter is unable to meet the delivery deadline with respect to a transcript, the reporter shall not agree to “expedite” any other transcript until after the court reporter is able to meet all delivery deadlines.

XVII. Arraignments, Pleas, and Impositions of Sentence

Pursuant to 28 U.S.C. § 753(b), a court reporter must transcribe and certify all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases, unless they have been recorded by electronic sound recording. If recorded electronically, the electronic recording, accompanied by a certification of the reporter, shall be filed with the Clerk of Court. Upon request of any party to any proceeding which has been so recorded who has agreed to pay the fee therefor, or of a judge of the court, the reporter shall promptly transcribe the original records of the requested parts of the proceedings and attach to the transcript his/her official certificate, and deliver the same to the party or judge making the request. The reporter shall promptly deliver to the clerk for the records of the court a certified copy of any transcript so made.

XVIII. Records to be Maintained by Court Reporters

In order to permit the routine audit and inspection of records, court reporters must maintain accurate, legible and up-to-date records of their expenses, attendance in court, transcript orders and invoices. Such records shall be maintained on forms prescribed by the Judicial Conference of the United States and shall include, but are not limited to, the following:

AO 40A - Attendance and Transcripts of United States Court Reporters (**Appendix D**)

AO 40B - Statement of Earnings of United States Court Reporters (**Appendix E**)

XIX. Reports to be Filed with the Clerk

The following reports shall be prepared by each official court reporter according to the schedule below and provided to the Clerk. The Clerk will forward required national reports to the Administrative Office of the United States Courts.

- (a) The report of *Attendance and Transcripts of United States Court Reporters* (AO Form 40A) shall be prepared quarterly, reviewed and signed by the Clerk. The Clerk shall review the report in accordance with the instructions of the Judicial Conference for accuracy and completeness before transmittal to the Court Reporting Section of the Administrative Office. The report shall be timely prepared so it can be reviewed and forwarded to reach the Administrative Office within 20 days after the end of a quarter.
- (b) An annual *Statement of Earnings of the United States Court Reporters* (AO Form 40B) shall be prepared annually by all official court reporters. This report is required to be delivered to the Clerk. The Clerk shall review and sign the report in accordance with the instructions of the Judicial Conference for accuracy and completeness before transmittal to the Court Reporting Section of the Administrative Office, within sixty (60) days after the end of the calendar year.
- (c) An annual certification to the Chief Judge that the Clerk has complied with Judicial Conference requirements with regard to fees and format.

XX. Miscellaneous

- (a) The Clerk of Court has determined that access to the court's Data Communication Network (DCN) by Official Court Reporters is appropriate. Such access is for official purposes and may include access to judiciary electronic mail, the J-Net, the Case Management/Electronic Case Filing ("CM/ECF") system (for case management and docketing purposes), calendaring systems, and automated forms.
- (b) Records of proceedings electronically recorded are stored on the court's file server and are backed-up by the following methods: 1) to the A.O.'s Cloud Hosting

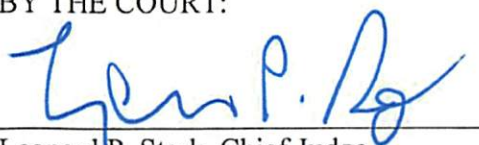
XXI. Sanctions

Any violation of this plan shall be referred to the Chief Judge for appropriate action.

XXII. Effective Date

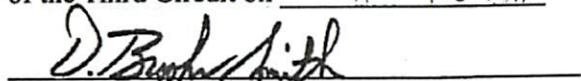
This plan is adopted and approved by the District Court Judges this ^{16TH} day of May, 2017, subject to final approval by the Third Circuit Judicial Council, and may be updated from time-to-time.

BY THE COURT:



Leonard P. Stark, Chief Judge
United States District Court
District of Delaware

Approved by the Judicial Council
of the Third Circuit on MAY 16 2017



APPENDIX A

TRANSCRIPT ORDER FORM

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:			
<input type="checkbox"/> APPEAL	<input type="checkbox"/> CRIMINAL	<input type="checkbox"/> CRIMINAL JUSTICE ACT	<input type="checkbox"/> BANKRUPTCY
<input type="checkbox"/> NON-APPEAL	<input type="checkbox"/> CIVIL	<input type="checkbox"/> IN FORMA PAUPERIS	<input type="checkbox"/> OTHER

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

13. DELIVERY (check one)	
<input type="checkbox"/> Ordinary	Transcript delivered within thirty (30) calendar days after receipt of order.
<input type="checkbox"/> 14-Day	Transcript delivered within fourteen (14) calendar days after receipt of order.
<input type="checkbox"/> Expedited	Transcript delivered within seven (7) calendar days after receipt of order.
<input type="checkbox"/> 3-Day	Transcript delivered within three (3) calendar days after receipt of order.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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	
<input type="checkbox"/> Full page	Regular 8 x 11 inch
<input type="checkbox"/> Compressed	Four text pages on each 8.5 x 11 inch page. Includes Key Word Index.
<input type="checkbox"/> 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/transcripts 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/transcripts) 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.

APPENDIX B

UNITED STATES DISTRICT COURT

for the

INVOICE	NUMBER
----------------	--------

TO: PHONE: _____ FAX: _____	MAKE CHECK PAYABLE TO: PHONE: _____
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TRANSCRIPTS

<input type="checkbox"/> CRIMINAL	<input type="checkbox"/> CIVIL	DATE ORDERED	DATE DELIVERED
--	---------------------------------------	--------------	----------------

IN THE MATTER OF (CASE NUMBER AND TITLE)

CHARGES

CATEGORY	ORIGINAL			1 ST COPY			ADDITIONAL COPIES			TOTAL CHARGES
	PAGES	PRICE @	SUB TOTAL	PAGES	PRICE @	SUB TOTAL	PAGES	PRICE @	SUB TOTAL	
Ordinary			0.00			0.00			0.00	0.00
14-Day			0.00			0.00			0.00	0.00
Expedited			0.00			0.00			0.00	0.00
Daily			0.00			0.00			0.00	0.00
Hourly			0.00			0.00			0.00	0.00
Realtime			0.00			0.00			0.00	0.00
For proceedings on (Date):						TOTAL			0.00	
						LESS DISCOUNT FOR LATE DELIVERY				
						ADD AMOUNT OF DEPOSIT				
						AMOUNT DUE (OR REFUND)			0.00	

ADDITIONAL INFORMATION

Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within (7) calendar days, payment would be at the 14-day *delivery* rate, and if not completed and delivered within 14 days, payment would be at the ordinary delivery rate.

CERTIFICATION

I certify that the transcript fees charged and page format used comply with the requirements of this court and the Judicial Conference of the United States.

SIGNATURE OF OFFICIAL COURT REPORTER	DATE
--------------------------------------	------

APPENDIX C

OCJA 24 AUTHORIZATION AND VOUCHER FOR PAYMENT OF TRANSCRIPT (Rev. 01/08)

1. CIR./DIST./ DIV. CODE		2. PERSON REPRESENTED		VOUCHER NUMBER	
3. MAG. DKT./DEF. NUMBER		4. DIST. DKT./DEF. NUMBER		5. APPEALS DKT./DEF. NUMBER	
6. OTHER DKT. NUMBER		7. IN CASE/MATTER OF (Case Name)		8. PAYMENT CATEGORY <input type="checkbox"/> Felony <input type="checkbox"/> Petty Offense <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Other <input type="checkbox"/> Appeal	
9. TYPE PERSON REPRESENTED <input type="checkbox"/> Adult Defendant <input type="checkbox"/> Appellant <input type="checkbox"/> Juvenile Defendant <input type="checkbox"/> Appellee <input type="checkbox"/> Other		10. REPRESENTATION TYPE (See Instructions)			
11. OFFENSE(S) CHARGED (Cite U.S. Code, Title & Section) <i>If more than one offense, list (up to five) major offenses charged, according to severity of offense.</i>					

REQUEST AND AUTHORIZATION FOR TRANSCRIPT

12. PROCEEDING IN WHICH TRANSCRIPT IS TO BE USED (Describe briefly)

13. PROCEEDING TO BE TRANSCRIBED (Describe specifically). *NOTE: The trial transcripts are not to include prosecution opening statement, defense opening statement, prosecution argument, defense argument, prosecution rebuttal, voir dire or jury instructions, unless specifically authorized by the Court (see item 14).*

14. SPECIAL AUTHORIZATIONS	JUDGE'S INITIALS
A. Apportioned Cost _____ % of transcript with (Give case name and defendant)	
B. <input type="checkbox"/> 14-Day <input type="checkbox"/> Expedited <input type="checkbox"/> Daily <input type="checkbox"/> Hourly <input type="checkbox"/> Realtime Unedited	
C. <input type="checkbox"/> Prosecution Opening Statement <input type="checkbox"/> Prosecution Argument <input type="checkbox"/> Prosecution Rebuttal <input type="checkbox"/> Defense Opening Statement <input type="checkbox"/> Defense Argument <input type="checkbox"/> Voir Dire <input type="checkbox"/> Jury Instructions	
D. In this multi-defendant case, commercial duplication of transcripts will impede the delivery of accelerated transcript services to persons proceeding under the Criminal Justice Act.	

15. ATTORNEY'S STATEMENT As the attorney for the person represented who is managed above, I hereby affirm that the transcript requested is necessary for adequate representation. I, therefore, request authorization to obtain the transcript services at the expense of the United States pursuant to the Criminal Justice Act. _____ Signature of Attorney Date _____ Printed Name Telephone Number: _____ <input type="checkbox"/> Panel Attorney <input type="checkbox"/> Retained Attorney <input type="checkbox"/> Pro-Se <input type="checkbox"/> Legal Organization	16. COURT ORDER Financial eligibility of the person represented having been established to the Court's satisfaction the authorization requested in item 15 is hereby granted. _____ Signature of Presiding Judge or By Order of the Court _____ _____ Date of Order Nunc Pro Tunc Date
--	---

CLAIM FOR SERVICES

17. COURT REPORTER/TRANSCRIBER STATUS <input type="checkbox"/> Official <input type="checkbox"/> Contract <input type="checkbox"/> Transcriber <input type="checkbox"/> Other	18. PAYEE'S NAME AND MAILING ADDRESS Telephone Number: _____
19. SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER OF PAYEE 	

20. TRANSCRIPT	INCLUDE PAGE NUMBERS	NO. OF PAGES	RATE PER PAGE	SUB-TOTAL	LESS AMOUNT APPORTIONED	TOTAL
Original						
Copy						
Expense (Itemize)						
TOTAL AMOUNT CLAIMED:						

21. CLAIMANT'S CERTIFICATION OF SERVICE PROVIDED
 I hereby certify that the above claim is for services rendered and is correct, and that I have not sought or received payment (compensation or anything of value) from any other source for these services.

 Signature of Claimant/Payee _____ Date _____

ATTORNEY CERTIFICATION

22. CERTIFICATION OF ATTORNEY OR CLERK I hereby certify that the services were rendered and that the transcript was received.

 Signature of Attorney or Clerk Date

APPROVED FOR PAYMENT — COURT USE ONLY

23. APPROVED FOR PAYMENT _____ Signature of Judge or Clerk of Court Date	24. AMOUNT APPROVED
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APPENDIX D

AO 20A (Rev. 11/2019)		Administrative Office of the United States Court		ATTENDANCE AND TRANSCRIPTS OF UNITED STATES COURT REPORTERS		?			
1 NAME OF REPORTER *		2 EMPLOYER ID *		3 YEAR *		QUARTER ENDED *			
4 DISTRICT *		5 OFFICIAL DUTY STATION		6 40-HOUR TOUR OF DUTY		? / Yes No			
7. TIME SPENT RECORDING COURT PROCEEDINGS (All days and hours should be rounded up to the next whole number.)		7a. PLACE (CITY) OF ATTENDANCE				7b. NUMBER OF DAYS			
						0			
						0			
						0			
						0			
						0			
						0			
		7c. TOTAL RECORDING DAYS				0			
		? RECORDING BEFORE		NUMBER OF HOURS					
				7d. OFFICIAL REPORTER		7e. SUBSTITUTE REPORTERS		7f. SUB TOTAL	
JUDGES		0		0		0			
MAGISTRATE JUDGES		0		0		0			
OTHER (SPECIFY)		0		0		0			
		7g. TOTAL RECORDING HOURS				0			
8 TOTAL ADMINISTRATIVE HOURS:		0		9 TOTAL TRANSCRIPT PREPARATION HOURS:		0			
10 TOTAL TRAVEL HOURS:		?		11 COURT REPORTING		0			
12 COURT REPORTING		0		13 OTHER DUTIES		0			
14 HOURS WITH NON-SALARY COMPENSATION		0		15 OTHER HOURS		0			
11. TRANSCRIPTS OF OFFICIAL PROCEEDINGS (Requested by the parties. Include transcript of proceeding recorded by substitute reporter employed by the court reporter.)		NUMBER OF PAGES							
* including Exhibits Copies and Section 2255 proceedings. ** Do not include the free copy provided to the clerk of court as required by law. *** REAL TIME (Do not include real-time transcripts prepared by non-certified real-time reporter. Report this data in block 12 d).		CATEGORIES		CIVIL CASES		CRIMINAL CASES*			
				11a. ORIGINALS		11b. COPIES**		11c. ORIGINALS	
		ORDINARY		0		0		0	
		14 DAY		0		0		0	
		EXPEDITED		0		0		0	
		DAILY		0		0		0	
		HOURLY		0		0		0	
		11d. TOTAL PAGES		0		0		0	
		REAL TIME US ATTORNEY***		0		0		0	
		REAL TIME CIA, FBI, DA or OTHER AGENCY***		0		0		0	
REAL TIME OTHER PARTIES ***		0		0		0			
11f. TOTAL REAL TIME PAGES		0		0		0			
12. TRANSCRIPTS TO THE COURT WITHOUT CHARGE		12a. Certified transcripts of non-payment, filed and unrecorded in criminal court - number of original pages				0			
		12b. Certified transcripts requested by a judge or other judicial officer - number of original pages				0			
		12c. Real-time pages provided to court (not-certified & certified)				0			

AO 40A (Rev. 11/2015)	<input type="checkbox"/> 7	13 a.b. Estimated number of pages of transcription on order more than 30 days, but not transcribed and delivered as of the end of the quarter.	13a. CIVIL 0	13c. DATE
	13. BACKLOG	<input type="checkbox"/> 7	13 b.c.d. Include those of the oldest/unfilled orders.	13b. CRIMINAL 0
CERTIFICATION BY COURT REPORTER: By signing this form, I certify under penalty of perjury pursuant to 28 U.S.C. § 1746 that the foregoing is true and correct.		14. SIGNATURE	15. DATE	
REVIEW BY COURT OFFICIAL Individual reviewing this form should sign in the space provided		16. SIGNATURE	17. DATE	

(All previous editions of this form are cancelled and should be destroyed.)

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For Official Use Only	
Court Official Comments Only	<input type="checkbox"/> Reject AO40A Form <input type="text"/>
<div style="background-color: #e0e0e0; width: 100%; height: 100%;"></div>	

APPENDIX E

AO 40B (Rev. 3/2013)		STATEMENT OF EARNINGS OF UNITED STATES COURT REPORTERS		1. NAME OF REPORTER *		
2. EMPLOYER ID *		3. DISTRICT *		4. OFFICIAL DUTY STATION		5. CALENDAR YEAR *
				OFFICIAL TRANSCRIPTS	PRIVATE REPORTING	TOTAL
GROSS INCOME						
6. Receipts for transcripts						
7. Attendance fees						
8. Salary, dividends, trust funds, and all other income from private reporting activities						
9. TOTAL GROSS INCOME (Add lines 6 thru 8)						
EXPENSES						
10. Compensation paid to:						
a. Substitute reporters due to absence						
b. Substitute reporters to assist with daily and hourly transcript						
c. Note readers						
d. Transcribers						
e. Typists						
f. Scopists						
g. Other clerical personnel						
11. Employer's contributions (FICA, etc.)						
12. a. Travel incident to private reporting activities						
b. Travel by substitute reporters and other personnel						
13. a. Rent for office space (including utilities)						
b. Rent for copy equipment						
c. Rent for CAT equipment						
d. Other rent (Specify)						
14. Equipment repairs and maintenance						
15. a. Postage expense						
b. Telephone expense						
c. Other communication expense (Specify)						
16. Supplies and materials						
17. Other expenses (Itemize on next page all other expenses claimed)						
18. Depreciation of equipment (Complete schedule on next page.)						
19. TOTAL EXPENSES (Add lines 10 thru 18)						
NET INCOME (or loss)						
20. Line 9 minus Line 19						
CERTIFICATION BY COURT REPORTER: By signing this form, I certify under penalty of perjury pursuant to 28 U.S.C. § 1746 that the foregoing is true and correct.				21. SIGNATURE		22. DATE
REVIEW BY COURT OFFICIAL: Individual reviewing this form should sign in the space provided.				23. SIGNATURE		24. DATE

17. Itemize all other expenses below.

TYPE OF EXPENSE	Official Amt.	Private Amt.	DATE
			Total Amount
Total Expenses:			

18. Schedule for Depreciation

DESCRIPTION OF PROPERTY	DATE ACQUIRED	COST OR OTHER BASIS	DEPRECIATION ALLOWED IN PRIOR YEARS	METHOD OF COMPUTING DEPRECIATION	LIFE OR RATE	DEPRECIATION FOR THIS YEAR

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Comments Reject