PROCEDURE FOR ORDERING TRANSCRIPTS

1. Several options are available for ordering a transcript with fees set by the Judicial Conference of the United States:

30-day Transcript (Ordinary) = $4.00/page
14- Day Transcript = $4.70/page
7-Day Transcript (Expedited) = $5.35/page
3-Day Transcript = $6.00/page
Next-Day Transcript (Daily) = $6.70/page
2-Hour Transcript (Hourly) = $8.00/page

2. Requesters may contact the clerk's office and request an estimate of the cost of the transcript of the hearing before filing their Request for Transcript.

3. Registered users on the court's ECF system should request a transcript by docketing a **Request for Transcript re: Appeal** or **Request for Transcript re: Other Than Appeal** as appropriate.

4. Requesters not having access to the court's ECF system should submit to the appropriate clerk's office a Request for Transcript to be filed in the subject case or adversary proceeding. The Request for Transcript must include the name and number of the case or adversary proceeding; the date, time, location, and nature of the hearing; and the name, mailing address, and phone number of the requester.

5. Upon the filing or submission of a transcript request, the clerk's office will notify the requester of the assigned transcriber and will forward the audio file to the transcriber. The requester must contact the transcriber to make arrangements for payment of the transcript.

6. Once the transcript is complete, the transcriber will deliver the transcript to the requester and docket a copy on the court's ECF system. For the first 90 days after the transcript is docketed, no party other than the requester will have access to the transcript online; nor will any party other than the requester be able to obtain copies of the transcript except from the transcriber. The transcript will, however, be available for viewing at the clerk's office. After the 90 day period, the public will have access to the transcript online through PACER, and copies thereof may be obtained from the clerk's office by paying the standard copying fees.

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