

READ INSTRUCTIONS AT THE BOTTOM OF THIS FORM

TRANSCRIPT ORDER

District Court	District Court Docket Number
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Short Case Title

Date Notice of Appeal Filed by Clerk of District Court

COA#

PART I (TO BE COMPLETED BY PARTY ORDERING TRANSCRIPT, THE FORM MUST BE SIGNED WHETHER OR NOT TRANSCRIPT IS ORDER).

A. Complete one of the following:

- No Hearings
- Transcript is unnecessary for appeal purposes
- Transcript is already on the file in District Court Clerk's Office
- This is to order a transcript of the following proceedings: (specify exact dates of proceedings)

JUDGE MAGISTRATE HEARING DATE(S) COURT REPORTER

Pre-trial proceedings
 Testimony (specify witnesses)

Other (specify)

TRANSCRIPT OF THE FOLLOWING PROCEEDINGS WILL BE PROVIDED ONLY IF SPECIALLY AUTHORIZED. SEE ITEM 13 CJA FORM 24

Voir Dire	Opening statement of plaintiff	Opening statement of defendant
Jury Instructions	Closing argument of plaintiff	Closing argument of defendant

FAILURE TO SPECIFY IN ADEQUATE DETAIL THOSE PROCEEDINGS TO BE TRANSCRIBED, OR FAILURE TO MAKE PROMPT SATISFACTORY FINANCIAL ARRANGEMENTS FOR TRANSCRIPT, ARE GROUNDS FOR DISMISSAL OF THE APPEAL.

B. This is to certify that satisfactory financial arrangements have been completed with the court reporter for payment of the cost of the transcript.

This method of payment will be:

- Criminal Justice Art (Attach copy of CJA form 24)
- Private Funds
- Date

Signature _____ Print Name _____ Counsel for _____

Address _____ Telephone _____

ALLOWANCE BY THE COURT OF LEAVE TO PROCEED IN FORMA PAUPERIS IN A CIVIL APPEAL DOES NOT ENTITLE THE LITIGANT TO HAVE TRANSCRIPT AT GOVERNMENT EXPENSE.

PART II. COURT REPORTER ACKNOWLEDGMENT (To be completed by the Court Reporter and forwarded to the Court of Appeals within 10 days after receipt).

Date transcript order received	Estimated completion date; if not within 45 days of date financial arrangements made, motion for extension to be made to Court of Appeals	Estimated number of pages

Arrangements for payment were made on _____
 Arrangements for payment have not been made pursuant to FRAP (10(b))

_____ Date _____ Signature of Court Reporter _____ Telephone

PART III. NOTIFICATION THAT TRANSCRIPT HAS BEEN FILED IN THE DISTRICT COURT (To be completed by Court Reporter on date of filing transcript in District Court and notification must be forwarded to Court of Appeals on the same date)

This is to certify that the transcript has been completed and filed with the District Court today.

_____ Actual Number of Pages _____ Actual Number of Volumes

_____ Date _____ Signature of Court Reporter

INSTRUCTIONS FOR ANYONE FILING A NOTICE OF APPEAL

YOU HAVE TEN (10) DAYS AFTER FILING YOUR NOTICE OF APPEAL TO COMPLETE THIS FORM BY DOING THE FOLLOWING:

1. Complete Part 1. Sign the form whether or not transcript is ordered.
2. Contact each court reporter involved in reporting the proceedings to make arrangements for payment. A separate transcript order form must be completed for each court reporter.
3. Send four (4) copies to each court reporter.
4. **Fax a copy to the Clerk's office to the attention of Transcript Coordinator at 513-564-7097. Do not mail the form, please fax it.**
5. Send a copy to appellee(s). Make additional photocopies if necessary.
6. Retain a copy for your files.

SHOULD SATISFACTORY ARRANGEMENTS FOR TRANSCRIPT PRODUCTION, INCLUDING NECESSARY FINANCIAL ARRANGEMENTS, NOT BE MADE WITHIN TEN (10) DAYS AFTER FILING YOUR NOTICE OF APPEAL, YOUR APPEAL CAN BE DISMISSED.

If you have further questions, contact the Clerk's Office, U.S. Court of Appeals for the Sixth Circuit:

513-564-7000