

# TRANSCRIPT PURCHASE ORDER

APPENDIX P

District Court _____	Court of Appeals Docket No. _____
	District Court Docket No. _____

Short Case Title \_\_\_\_\_

Date Notice of Appeal Filed by Clerk of District Court \_\_\_\_\_

**PART I.** (To be completed by party responsible for ordering transcript)

NOTE: A SEPARATE FORM IS TO BE TYPED FOR EACH COURT REPORTER IN THIS CASE.

A. Complete one of the following and serve ALL COPIES:  
TRANSCRIPT:

- None  Unnecessary for appeal purposes.
- Already on file in the D.C. Clerk's office.
- This is to order a transcript of the proceedings heard on the date listed below from \_\_\_\_\_  
(Name of Court Reporter)  
(Specify on lines below exact date of proceedings to be transcribed). If requesting only partial transcript of proceedings, specify exactly what portion or what witness testimony is desired.

If proceeding to be transcribed was a trial, also check any appropriate box below for special requests; otherwise, this material will **NOT** be included in trial transcripts.

- Voir dire  ; Opening statement of plaintiff  defendant
- Closing argument of plaintiff  defendant
- Jury instructions  Sentencing Hearings

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 OR IMPOSITION OF SANCTIONS.

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

- Criminal Justice Act (Attach copy of CJA form 24)
- Motion for transcript has been submitted to DC Judge
- Private Funds

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Counsel for \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**PART II. COURT REPORTER ACKNOWLEDGMENT** (To be completed by the Court Reporter and forwarded to the Court of Appeals on the same day transcript order is received.)

Date transcript order received	Estimated completion date; if not within 30 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 COMPLETING TRANSCRIPT PURCHASE ORDER

### GENERAL INSTRUCTIONS

TO INSURE ALL EIGHT COPIES ARE LEGIBLE, (THIS FORM SHOULD BE TYPED.) IF IT IS IMPOSSIBLE TO TYPE, IT IS IMPERATIVE TO PRESS FIRMLY AND CHECK ALL EIGHT COPIES AFTER COMPLETION.

#### PLEASE NOTE CAREFULLY:

**A TRANSCRIPT PURCHASE ORDER FORM MUST BE FILED WITH THE CLERK OF THIS COURT REGARDLESS OF WHETHER THERE ARE TRANSCRIPTS TO BE ORDERED, ALREADY ON FILE, OR OTHERWISE UNNECESSARY FOR APPEAL PURPOSES. CHECK APPROPRIATE BLOCK IN PART 1.A.**

A SEPARATE TRANSCRIPT PURCHASE ORDER FORM IS TO BE COMPLETED FOR EACH COURT REPORTER IN A CASE. THE NAME OF THE COURT REPORTER IS TO BE LISTED ON THE APPROPRIATE LINE UNDER PART 1.A.

### 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:

- A. Complete Part I.
- B. Contact each court reporter involved in reporting the proceedings to make arrangements for payment.
- C. Send Copies 1, 2, 3, and 4 to each court reporter.
- D. Send Copy 5 to:  
U.S. Court of Appeals for the Third Circuit  
601 Market Street, Room 21400  
Philadelphia, PA 19106-1790
- E. Send Copy 6 to District Court.
- F. Send Copy 7 to appellee(s). Make additional photocopies if necessary.
- G. Retain Copy 8 for your files.
- H. If no transcripts are being ordered, there are none or are already on file then copies one (1) through four (4) may be discarded. Copies five (5) through seven (7) are to be distributed as outlined above.

SHOULD SATISFACTORY ARRANGEMENTS FOR TRANSCRIPT PRODUCTION, INCLUDING NECESSARY FINANCIAL ARRANGEMENTS, NOT BE MADE WITHIN TEN DAYS (10) AFTER FILING YOUR NOTICE OF APPEAL, YOUR APPEAL CAN BE DISMISSED. **PLEASE NOTE THAT IN FORMA PAUPERIS DOES NOT PROVIDE FREE TRANSCRIPTS.**

If you have further questions, contact the Clerk's Office, U.S. Court of Appeals for the Third Circuit at (215) 597-2995, or your Case Manager.

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