

## Instructions for Completing the Eleventh Circuit Transcript Information Form

**Step 1** Complete the form electronically using Adobe Acrobat or other PDF editor. Remember to sign the form by using the s/naming convention (e.g. s/Jane Doe).

**Step 2** Save the completed form as a PDF document.

**Step 3** Electronically file the form. From the main CM/ECF menu go to:

*Civil or Criminal Events: Appeal Documents: Transcript Information Form*

Your transcript information form will automatically be e-mailed to the court reporter when e-filed with the court. Please note if the court reporter is a contract reporter, a hard copy of the form must be mailed to the reporter. You must also electronically file your transcript information form with the Eleventh Circuit Court of Appeals.

# ELEVENTH CIRCUIT TRANSCRIPT INFORMATION FORM

## **PART I. TRANSCRIPT ORDER INFORMATION**

*Appellant to complete and file with the District Court Clerk and the Court of Appeals Clerk within 14 days of the filing of the notice of appeal in all cases, including those in which there was no hearing or for which no transcript is ordered.*

Short Case Style: \_\_\_\_\_ vs \_\_\_\_\_

District Court No.: \_\_\_\_\_ Date Notice of Appeal Filed: \_\_\_\_\_ Court of Appeals No.: \_\_\_\_\_  
(If Available)

CHOOSE ONE:  No hearing  No transcript is required for appeal purposes  All necessary transcript(s) on file  
 I AM ORDERING A TRANSCRIPT OF THE FOLLOWING PROCEEDINGS:

*Check appropriate box(es) and provide all information requested:*

\_\_\_\_\_ HEARING DATE(S) \_\_\_\_\_ JUDGE/MAGISTRATE \_\_\_\_\_ COURT REPORTER NAME(S) \_\_\_\_\_

Pre-Trial Proceedings \_\_\_\_\_

Trial \_\_\_\_\_

Sentence \_\_\_\_\_

Plea \_\_\_\_\_

Other \_\_\_\_\_

### **METHOD OF PAYMENT:**

I CERTIFY THAT I HAVE CONTACTED THE COURT REPORTER(S) AND HAVE MADE SATISFACTORY ARRANGEMENTS WITH THE COURT REPORTER(S) FOR PAYING THE COST OF THE TRANSCRIPT.

CRIMINAL JUSTICE ACT. My completed AUTH-24 requesting authorization for government payment of transcripts has been uploaded in eVoucher and is ready for submission to the magistrate judge or district judge [if appointed by the district court] or to the circuit judge [if ordered by or appointed by the circuit court]. [A transcript of the following proceedings will be provided ONLY IF SPECIFICALLY AUTHORIZED in Item 13 on the AUTH-24: Voir Dire; Opening and Closing Statements of Prosecution and Defense; Prosecution Rebuttal; Jury Instructions.]

Ordering Counsel/Party: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone No.: \_\_\_\_\_

*I certify that I have completed and filed PART I with the District Court Clerk and the Court of Appeals Clerk, sent a copy to the appropriate Court Reporter(s) if ordering a transcript, and served all parties.*

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_ Attorney for: \_\_\_\_\_

## **PART II. COURT REPORTER ACKNOWLEDGMENT**

*Court Reporter to complete and file with the District Court Clerk within 14 days of receipt. The Court Reporter shall send a copy to the Court of Appeals Clerk and to all parties.*

Date Transcript Order received: \_\_\_\_\_

Satisfactory arrangements for paying the cost of the transcript were completed on: \_\_\_\_\_

Satisfactory arrangements for paying the cost of the transcript have not been made.

No. of hearing days: \_\_\_\_\_ Estimated no. of transcript pages: \_\_\_\_\_ Estimated filing date: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_ Phone No.: \_\_\_\_\_

NOTE: The transcript is due to be filed within 30 days of the date satisfactory arrangements for paying the cost of the transcript were completed unless the Court Reporter obtains an extension of time to file the transcript. \_\_\_\_\_

## **PART III. NOTIFICATION THAT TRANSCRIPT HAS BEEN FILED IN DISTRICT COURT**

*Court Reporter to complete and file with the District Court Clerk on date of filing transcript in District Court. The Court Reporter shall send a copy to the Court of Appeals Clerk on the same date.*

This is to certify that the transcript has been completed and filed with the district court on (date): \_\_\_\_\_

Actual No. of Volumes and Hearing Dates: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Court Reporter: \_\_\_\_\_