

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.

** Counsel Appointed Pursuant to the Criminal Justice Act - You must e-file a completed CJA 24 as an attachment if requesting authorization for government payment of the transcript. Do not electronically sign the CJA24. Before e-filing, you must wet sign and scan the document for submission.

Step 4 After the transaction is complete, use the notice of electronic filing to access the PDF image of the form and print it for mailing to the Court of Appeals. This version of the document contains the case number, filing date, and document number information in a header at the top of the document, if you have the header feature enabled.

Step 5 Mail the printed form along with a completed CJA 24 (if requesting government payment) to the Eleventh Circuit Court of Appeals; 56 Forsyth St NW; Atlanta, GA 30303.

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. Attached for submission to District Judge/Magistrate is my completed CJA Form 24 requesting authorization for government payment of transcript. [A transcript of the following proceedings will be provided ONLY IF SPECIFICALLY AUTHORIZED in Item 13 on CJA Form 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: _____