

ELEVENTH CIRCUIT TRANSCRIPT ORDER FORM
Provide all required information and check the appropriate box(es)

PART I. Transcript Information

*Within 14 days of the filing of the notice of appeal, the appellant **must** complete Part I and file this form in **two places**: the District Court **AND** the Court of Appeals for all cases. 11th Cir. R. 10-1.*

Case Information:

Short Case Style: _____ vs _____

District Court No.: _____ Date Notice of Appeal Filed: _____

Court of Appeals No. (if available): _____

Transcript Order Information:

- No hearing No transcript is required for appeal purposes All necessary transcript(s) already on file
 I am ordering a transcript of the following proceedings:

_____ HEARING DATE(S) / JUDGE/MAGISTRATE / COURT REPORTER NAME(S)

- Pre-Trial Proceedings _____
 Trial _____
 Sentence _____
 Plea _____
 Other _____

Criminal Appeals:

In a criminal appeal, if the appellant pleaded guilty and intends to raise an issue regarding the guilty plea, the record must include a transcript of the guilty plea colloquy, and if the appellant intends to raise an issue regarding the sentence, the record must include a transcript of the sentencing hearing. ***If such transcripts are not ordered, you must check the appropriate box(es) below:***

Transcript of Guilty Plea Colloquy

- A transcript of the guilty plea colloquy is already on file.
 A transcript of a guilty plea colloquy is not being ordered and is not already on file, and I certify that no issue regarding a guilty plea will be raised in a merits brief in this appeal.

Transcript of Sentencing Hearing

- A transcript of the sentencing hearing is already on file.
 A transcript of the sentencing hearing is not being ordered and is not already on file, and I certify that no issue regarding sentencing will be raised in a merits brief in this appeal.

Note: Counsel who seek leave to withdraw pursuant to *Anders v. California*, 386 U.S. 738 (1967), must ensure the record contains transcripts of all relevant proceedings. See 11th Cir. R. 27-1(a)(8).

Financial Arrangements:

- I certify that I have made satisfactory arrangements with the Court Reporter(s) for paying the cost of the transcript(s).
- Criminal Justice Act: My completed AUTH-24 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: _____

Address: _____

E-mail: _____ Phone No.: _____

- I certify that I have completed and filed Part I with the District Court AND the Court of Appeals, served all parties, AND sent a copy to the appropriate Court Reporter(s) if ordering a transcript. 11th Cir. R. 10-1.**

Date: _____ Signature: _____ Attorney for: _____

PART II. Court Reporter Acknowledgment

*Within 14 days of receipt, the Court Reporter **must** complete this section, file this form with the District Court, AND send a copy of this form to the Court of Appeals and all parties. The transcript must be filed within 30 days of the date satisfactory arrangements for paying the cost of the transcript were made unless the Court Reporter obtains an extension of time to file the transcript.*

Date Transcript Order received: _____

- Satisfactory arrangements for paying the cost of the transcript were made 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: _____

- I certify that I have completed and filed Part II with the District Court AND sent a copy of this form to the Court of Appeals and all parties.**

Date: _____ Signature: _____ Phone No.: _____

PART III. Notification That Transcript Has Been Filed In District Court

*On the date the transcript is filed in the district court, the Court Reporter **must** complete this section, file this form with the District Court, AND send a copy of this form to the Court of Appeals.*

- I certify that the transcript has been completed and filed with the district court on (date): _____ AND that I have sent a copy of this form to the Court of Appeals.**

Date: _____ Signature: _____

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.
- Step 4** If ordering a transcript, send a copy to the appropriate Court Reporter(s).
- Step 5** **PRO SE FILERS** – If you are not requesting a transcript or there is no transcript in your case, you must still complete and return Part I to the Clerk for filing.