

## OBTAINING THE 8-PART - APPEAL TRANSCRIPT ORDER FORM - DKT 13

The 8-part Appeal Transcript Order Form, DKT 13, can be obtained at any divisional office of the clerk of court, or by calling or writing any divisional office of the clerk of court. For the current phone number, address, and/or driving instructions to each divisional office, go to the [Court Directory](#) on this website.

It is the responsibility of the ordering party to ensure the correctness of all transcript orders. Employees of the district court clerk's office will assist you as needed, but they are not responsible for the correctness or completeness of your order form. If your records are incomplete, you should review the case docket sheet before ordering a transcript.

A separate order form must be placed for each court reporter from whom you require transcripts. On each order form, the name of the court reporter must correspond with the dates of proceedings taken by that reporter.

TRANSCRIPT ORDER

District Court \_\_\_\_\_ District Court Docket Number \_\_\_\_\_

Short Case Title \_\_\_\_\_ Court Reporter \_\_\_\_\_

Date Notice of Appeal Filed by Clerk of District Court \_\_\_\_\_ Court of Appeals # \_\_\_\_\_ (If Available)

PART I. (To be completed by party ordering transcript. Do not complete this form unless financial arrangements have been made.)

A. Complete one of the following:

- No hearings
Transcript is unnecessary for appeal purposes
Transcript is already on file in Clerk's office
This is to order a transcript of the following proceedings: (check appropriate box)
Voir dire; Opening statement of plaintiff defendant;
Closing argument of plaintiff defendant; Opinion of court;
Jury instructions; Sentencing; Bail hearing;

HEARING DATE(S) PROCEEDING JUDGE/MAGISTRATE

SAMPLE

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. The method of payment will be:

- Private funds; Criminal Justice Act Funds (Attach copy of CJA Form 24 to court reporter's copy); Other IFP Funds;
Advance Payment waived by reporter; U.S. Government Funds;
Other

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

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

ALLOWANCE BY THE COURT FOR 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 ACKNOWLEDGEMENT (To be completed by the Court Reporter and forwarded to the Court of Appeals within 7 days after receipt. Read instructions on reverse side of copy 4 before completing).

Table with 4 columns: Date transcript order received, If arrangements are not yet made, date contact made with ordering party re: financial arrangements, Estimated completion date \*, Estimated number of pages

Satisfactory Arrangements for payment were made on \_\_\_\_\_ Arrangements for payment have not been made. Reason: Deposit not received Unable to contact ordering party Other (Specify) \_\_\_\_\_

Date Signature of Court Reporter Telephone

Address of Court Reporter: \_\_\_\_\_

\* Do not include an estimated completion date unless satisfactory financial arrangements have been made or waived.

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

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.

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 I. (*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 Copies 1,2,3 and 4 to each court reporter.
4. Send copy 5 to:

U.S. Court of Appeals for the Fifth Circuit  
600 Camp Street, Room 102  
New Orleans, LA 70130

**SAMPLE**

5. Send Copy 6 to District Court
6. Send Copy 7 to appellee(s). (*Make additional photocopies if necessary*)
7. Retain Copy 8 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 Fifth Circuit:

(504) 589-6514