

## **INSTRUCTIONS FOR THE TRANSCRIPT ORDER (NON-APPEAL) FORM**

### **TRANSCRIPT REQUEST**

Please refer to the Electronic Case File docket of the case to determine the court proceedings, date of proceedings, and the court reporter or other method utilized to record the specific court hearing. The court reporter or method utilized is indicated in parentheses preceding the name of the presiding judge in all capital letters at the end of each docket entry, or Minutes of the hearing. Minutes of hearings are designated by EP, Entering Proceedings.

### **DISTRIBUTION OF TRANSCRIPT ORDER (NON-APPEAL) FORM**

1. **Do Not File** the Transcript Order (Non-Appeal) Form with the District Court.
2. Serve the completed Order Form by e-mailing it to each court reporter you designate and/or, when designating digital audio (FTR) recordings of court proceedings, by e-mailing it to *transcripts@hid.uscourts.gov*. Court reporter contact information is on the court's website at *hid.uscourts.gov/Contacts/Reporters*.
3. Make arrangements for payment of cost with court reporter(s)/transcriber(s).
4. Retain a copy of the completed Order Form for your records.

<p>In the United States District Court For the District of Hawaii</p> <p><b>TRANSCRIPT ORDER (Non-Appeal)</b></p> <p><i>To be completed by party ordering transcript:</i></p>		<p><b>DO NOT FILE</b> Distribute to Court Reporter(s)</p> <p><i>Please See Form Instructions For Transcript Rates and Contact Information</i></p>	
Print Name		Phone Number	Date
Mailing Address		City	State/Zip Code
Case Number	Judge	<input type="radio"/> Criminal <input type="radio"/> Civil <input type="radio"/> Criminal Justice Act <input type="radio"/> Retained Counsel <input type="radio"/> Pro Se	<input type="radio"/> Ordinary (30-day) <input type="radio"/> 14 Day (14-day) <input type="radio"/> Expedited (7-day) <input type="radio"/> Daily <input type="radio"/> Hourly <input type="radio"/> Realtime
Case Name			

<b>TRANSCRIPT REQUEST</b> <i>Specify court reporter(s) and date(s) of proceeding(s) for which transcript is requested:</i>		
Date of Proceeding(s)	Court Reporter	Proceeding(s) <i>Please specify if partial proceedings</i>

<b>CERTIFICATION</b> <i>By signing below, I certify that I will pay all charges (deposit plus additional):</i>	
<b>SIGNATURE</b>	<b>E-MAIL ADDRESS</b>