



UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

WESTERN DIVISION

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Los Angeles, CA 90012
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SOUTHERN DIVISION

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Santa Ana, CA 92701-4516
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EASTERN DIVISION

3470 Twelfth Street, Room 134
Riverside, CA 92501
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SHERRI R. CARTER

District Court Executive and
Clerk of Court

To: Counsel of Record
Re: Ordering and Designation of Reporter's Transcripts - Criminal Cases

The following information is provided to assist you in the preparation of the appeal:

I. Payment of the Filing and Docket Fees

Federal Rules of Appellate Procedure require the United States District Court Clerk to collect all filing and docket fees (\$5.00 and \$250.00 respectively) when a Notice of Appeal is filed. One check may be submitted in the amount of \$255.00 payable to Clerk, U.S. District Court, and **forwarded to this office, not the U.S. Court of Appeals**. Effective January 3, 2002, the Clerk's Office will accept business or corporate checks for filing fees and for miscellaneous fees. Checks drawn on business or client trust accounts will continue to be accepted for filing and miscellaneous fees; however, **no personal checks or checks drawn on non-business** accounts will be accepted from either attorneys or the public. We will continue to accept all federal, state, and local government issued checks, as well as blank certified checks and U.S. Postal Service money orders. An appeal is subject to immediate dismissal if the U.S. Court of Appeals docket fee is not paid by the appellant upon the filing of the Notice of Appeal or immediately thereafter.

II. Ordering and Designating Reporter's Transcript (9th Circuit Local Rule 10-3.1 Revised as of July 1, 1997)

Within seven (7) days after the Notice of Appeal is filed, the appellant(s) shall serve on the appellee(s) written notice of the portions of the transcript which will be ordered for the purposes of the appeal. (*This notice is not to be filed with the District Court*). Within seven (7) days after receipt of notice from the appellant(s), the appellee(s) shall serve on the appellant(s) written notice of any additional portions of the transcript which are deemed necessary for the purposes of the appeal. (*This notice is not to be filed with the District Court*). The appellant(s) shall order all desired portions of the transcript from the court reporter. Arrangements for payment for the transcript shall be completed within twenty-one (21) days from the filing of the Notice of Appeal.

NOTE: In Forma Pauperis cases: (counsel or pro per) may obtain a CJA-24 form from the Appeals Section to be completed and submitted to the court reporter. The "**Designation and Transcript Ordering Form**" shall be filed by the twenty first (21st) day following the filing of the Notice of Appeal. The appellant shall file ONE "Designation and Ordering Form" per defendant with the U.S. District Court containing the portions of the transcripts requested by the appellant(s) and appellee(s).

- A. If the appellant is unable to contact the appellee or does not receive any response indicating that any further designation is desired, this information should be noted on the Designation and Transcript Ordering form.
- B. In criminal appeals where the appellant is represented by counsel appointed pursuant to the Criminal Justice Act, the transcript will be considered ordered when appellant's counsel files a copy of the transcript designation with the District Court.
- C. Requests to file a supplemental designation of transcript are to be made by a motion to supplement the record with the *Court of Appeals*.
- D. The District Court **cannot** file a late designation without an order from the *Court of Appeals*.
- E. The court reporter **cannot** accept any further designation for purposes of the appeal other than the appellant's original, unless the Court of Appeals has granted leave to do so.

III. Certification of Record

Upon the filing of the reporter's transcript or upon receipt of notice that a transcript will not be ordered, the U.S. District Court will forward the Certificate of Record to the U.S. Court of Appeals.

If you have any questions, you may come to this office or call the Appeals Section at (213) 894-3570, 8:30 a.m. to 4:00 p.m.

Clerk, U. S. District Court

By _____
Deputy Clerk