

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

**INSTRUCTIONS FOR ORDERING & DESIGNATING TRANSCRIPTS**

**FOR QUESTIONS REGARDING TRANSCRIPTS,  
EMAIL [TRANSCRIPTS\\_CACD@CACD.USCOURTS.GOV](mailto:TRANSCRIPTS_CACD@CACD.USCOURTS.GOV)  
OR CALL (213) 894-3015**

Requests for transcripts, whether for a proceeding reported by a court reporter or for a proceeding recorded digitally using the CourtSmart system, should be submitted to the Court using a [G-120 Transcript Order Form](#).<sup>1</sup> How those forms should be submitted to the Court depends on how the order will be paid for and who is placing the order. Orders for transcripts to be paid for with Criminal Justice Act (“CJA”) funds must be submitted using the Court’s eVoucher system. All other transcript orders must be e-filed in the case using the Court’s CM/ECF system, unless the ordering party does not have the ability to e-file or is not a party or attorney of record in the case in which the proceeding was held. Guidance on how to complete and submit the G-120 is provided below, as are instructions for designating transcripts as part of the record on appeal.

*In addition, parties must understand their responsibility to request redaction of personal identifying information from transcripts that will be filed and made available to the public through the Court's CM/ECF system.* For guidance on the judiciary's redaction policy, please review the information available [here](#).

**I. TRANSCRIPTS AVAILABLE ON PACER**

For most in-court proceedings, transcripts are not prepared automatically, but rather only upon request. Once an official transcript has been prepared, however, regardless of who requested it, it must be filed with the Clerk of Court. In the Central District, reporters comply with that requirement by filing completed transcripts electronically in CM/ECF. Notice of the fact that a transcript has been filed is publicly viewable immediately upon filing, but the transcript itself is not. When a transcript is e-filed, a docket entry similar to the following will appear:

01/24/2014	<a href="#">140</a>	TRANSCRIPT filed as to Defendant Miguel Angel Ortega for proceedings held on 12-23-2013; 9:12 A.M. Court Reporter/Electronic Court Recorder: Miranda Algorri, phone number/email mirandaalgorri@gmail.com. Transcript may be viewed at the court public terminal or purchased through the Court Reporter/Electronic Court Recorder before the deadline for Release of Transcript Restriction. After that date it may be obtained through PACER. Notice of Intent to Redact due within 7 days of this date. Redaction Request due 2/14/2014. Redacted Transcript Deadline set for 2/24/2014. <b>Release of Transcript Restriction set for 4/24/2014.</b> (Algorri, Miranda) (Entered: 01/24/2014)
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Figure 1

<sup>1</sup> The only exception is when transcripts are ordered in connection with an appeal to the Federal Circuit Court of Appeals. Transcript orders in such cases should be placed using the Federal Circuit’s [Form 22 Transcript Purchase Order](#), available from the Federal Circuit’s website.

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

Unless you have ordered the transcript and been granted access, clicking on the docket number will reveal only a message saying, “You do not have access to this transcript.” However, 90 days after the completed transcript is filed it will be made available to the public through PACER (unless it was filed under seal). A “Release of Transcript Restriction” date (circled in red above) is provided in the docket entry for each filed transcript. The transcript will be made publicly available on this date.

After the 90-day restriction period ends, non-sealed transcripts will be released for public view. At that point, any member of the public with a PACER account can view the transcript by simply clicking on the docket entry number. Any transcript downloaded from PACER is considered a certified copy.

## **II. BEFORE COMPLETING THE G-120 FORM**

### **A. Check the Docket for the Transcript**

Before ordering a transcript of a proceeding, check the docket to see if a transcript has already been prepared and filed, and if so, what the Release of Transcript Restriction date is (see Section I, above). If that date is approaching, there may be no need for you to order a copy of the transcript – after the Release date, you can obtain the transcript from PACER. If you need a copy of the transcript before the Release date, you may order it using the G-120 form. Make a note of the Release of Transcript Restriction date, however, since that information must be included in the order form.

### **B. Determine Which Court Reporter Covered the Proceeding**

Check the court reporter schedule at <http://apps.cacd.uscourts.gov/schedules> to see which court reporter was scheduled to cover the proceeding. Also check the docket for a copy of the Minutes for the proceeding, which should be available on PACER. The Minutes should indicate the name of the court reporter who covered the proceeding. If the hearing was digitally recorded, the Minutes will read “CS” or “CourtSmart,” rather than giving a court reporter’s name. If the Minutes are not yet on the docket, contact the judge’s courtroom deputy (list available [here](#)).

If the Minutes read “**MINUTES (IN CHAMBERS)**,” this means that no hearing was held, no recording was made, and no court reporter was present. Therefore, no transcript exists.

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

**C. If the Proceeding Was Sealed, Obtain a Court Order**

If the Minutes indicate that the hearing was sealed, a court order is required to order the transcript. Please obtain a court order before submitting a transcript request, and attach a copy to the order form.

Note that the Minutes may not indicate that the hearing was sealed. The court reporter (or transcription company) may discover that the hearing was sealed in the course of preparing the transcript. If this occurs, the ordering party will be contacted and advised that an order is necessary. If you are notified that the hearing transcript you have ordered is sealed, it is your responsibility to obtain a court order from the assigned judge allowing you to access the transcript. Once you have obtained such an order, please e-mail a copy to the assigned court reporter and to [transcripts\\_cacd@cacd.uscourts.gov](mailto:transcripts_cacd@cacd.uscourts.gov) (for hearings transcribed by a court reporter) or to [courtrecordings\\_cacd@cacd.uscourts.gov](mailto:courtrecordings_cacd@cacd.uscourts.gov) (for CourtSmart recorded hearings).

**D. Determine Delivery Type**

The first party to order the transcript of a proceeding will be charged the “original” transcript rate, and has a choice of delivery times (or “delivery types”). Subsequent orders are charged at the “copy” rate. There are six “delivery types”:

**ORDINARY** — 30 calendar days.

**14-DAY** — 14 calendar days.

**EXPEDITED** — 7 calendar days.

**HOURLY (SAME DAY)** — within two (2) hours.

**DAILY (NEXT DAY)** — Following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.

**REALTIME** — A draft unedited, uncertified transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following adjournment.

***Please note that, before submitting an order form requesting anything other than “Ordinary” delivery, you should contact the court reporter first to determine whether expedited processing is available. Requesting faster than ordinary delivery on the G-120 form is not sufficient to guarantee faster processing. For digitally recorded hearings, contact the Court Reporting Services Office to ask about faster processing.***

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

Note that processing times will be computed from the date payment (or, if applicable, the DCN number or CJA/FPD authorization) is received (see Section V, below). Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for an expedited transcript is not completed and delivered within 7 calendar days, the 14-day *delivery* rate would be charged, and a refund would be provided by the court reporter if full payment had previously been received.

### **III. COMPLETING THE G-120 FORM**

You must submit a separate G-120 form in each case in which you wish to order transcripts.<sup>2</sup> Within each case, you must submit a separate G-120 for each court reporter, though you may request transcripts for multiple hearing dates in the same case on one form if the hearings were all reported by the same reporter. You must also submit a separate form for any hearings recorded digitally by the CourtSmart system.

Complete the G-120 Transcript Order Form as follows:

- 1) Boxes 1a, 2a, & 3a – provide the contact name and information for the person responsible for ordering the transcript, who may be a secretary or paralegal rather than the attorney.
- 2) Boxes 1b, 2b, & 3b – provide the attorney name and contact information, if the attorney is not the contact person.
- 3) Box 4 – please complete.
- 4) Box 5 – enter the name and status of the party represented (i.e., “Defendant John Smith”); leave blank or enter “N/A” if order is being placed by a non-party.
- 5) Box 6 – in multi-defendant criminal cases, use the client’s name (e.g., *USA v. John Doe*) rather than the case name (*USA v. Jane Doe, et al.*); in civil cases, use the standard short form of the case name.
- 6) Box 7a – district court case number.
- 7) Box 7b – number of the case at the Ninth Circuit, if the case is on appeal; otherwise, leave blank.
- 8) Box 8 – select EITHER “digitally recorded” OR “transcribed by a court reporter” and enter the court reporter’s name. **ONLY ONE COURT REPORTER PER FORM.** (See Section II.B., above, for

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<sup>2</sup> Unless the transcript is being ordered in connection with an appeal to the Federal Circuit. *See* n.1, *supra*.

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

- help in determining whether a court reporter covered the hearing, and if so, which court reporter.)
- 9) Box 9 – check “appeal” OR “non-appeal” AND “criminal” OR “civil.” You may also check one of the other boxes if applicable. Note that a court order specifically authorizing transcripts is required before transcripts may be ordered *in forma pauperis*.
  - 10) Box 10a – list the hearing date, judge, and proceeding type for each requested transcript, attaching additional pages if needed. ***Do not include hearings from more than one case or more than one court reporter, and do not combine requests for CourtSmart hearings with requests for transcripts reported by a court reporter.*** If requesting less than the full hearing, please specify desired portion clearly, by witness or time. CJA Counsel must indicate whether opening statements, closing arguments, voir dire, or jury instructions are being requested.
  - 11) Box 10b – select desired formats. Note that access to the transcript on CM/ECF is included with the purchase of a transcript in any other format.
  - 12) Box 10c – as explained above in Section II.A., you must check the docket before ordering a transcript to see if that transcript has already been prepared and filed. If it has not been, mark where indicated to certify that you checked the docket. Otherwise, provide the “Release of Transcript Restriction” date.
  - 13) Box 10d – select the desired DELIVERY TYPE from the six available (see Section II.D., above). If you select anything other than “ordinary” delivery, however, you must first contact the court reporter (or, for CourtSmart hearings, the Court Reporting Services Office) to make sure that a faster delivery time is possible. Simply selecting an expedited delivery type on the G-120 Transcript Order Form is not sufficient to guarantee faster-than-normal processing. CJA counsel who order expedited processing must include, in Item 11 of the G-120, an explanation of why such processing is necessary to the representation.
  - 14) Box 11 – CJA counsel must provide an explanation here of why any special authorizations requested are necessary to the representation. Special authorizations include requests for opening statements, closing arguments, voir dire, or jury instructions; transcripts for use in proceedings other than appeals; requests for expedited handling; and requests covered by Section 14 of the CJA-24 Voucher.

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

- 15) Box 12 – date and signature required; electronic signature is acceptable (i.e., /s/ counsel’s name).

**IV. SUBMITTING THE G-120**

Do not submit transcript orders to the judge. You should either e-file the G-120 using CM/ECF, submit the G-120 using eVoucher (for CJA requests), or submit the G-120 by email if neither CM/ECF nor eVoucher is available to you or you are ordering a transcript from a case in which you are not a party or attorney of record. For non-CJA orders, you must also contact the court reporter directly immediately after submitting the G-120 form. (For non-CJA orders of CourtSmart transcripts, the Court Reporting Services Office will contact you.) Further instructions for each method of submission are given below.

**A. E-Filing Transcript Orders<sup>3</sup>**

Attorneys should e-file every G-120 form, except for orders placed by CJA counsel (see Section IV.B.), and orders for transcripts in cases in which the attorney does not represent any party. To e-file the order form, log in to CM/ECF, and select either “Civil” or “Criminal,” as appropriate, from the blue menu bar at the top of the screen. From the Events screen, under “Other Filings,” select “Transcripts.” Enter the case number in which you are filing the transcript request, and click “Find This Case.” You may be presented with a list of cases and/or defendants. (If not, click “Next.”) In a multi-defendant criminal case, select only the client’s name, not the entire case name. Verify the case (or defendant) name and number on the following screen, then click “Next.”

On the following screen, select “Transcript Order Form (G-120)” from the “Available Events” menu, and click “Next.” Follow the prompts through the filing process until you reach a screen that says “Attach the pdf document and any attachments.” Upload the completed order form as the main document, and upload as an attachment any required court order disclosing sealed transcripts or authorizing *in forma pauperis* orders. Follow the prompts to complete the filing.

***Immediately after e-filing the order form, you must contact the court reporter directly (for CourtSmart orders, the Court Reporting Services Office will contact you). Court reporter contact information is available [here](#).***

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<sup>3</sup> Orders for transcripts placed in connection with an appeal to the Federal Circuit Court of Appeals should use the Federal Circuit’s [Form 22 Transcript Purchase Order](#), available from the Federal Circuit’s website, rather than the G-120. However, that form should nonetheless be e-filed using the “Transcript Order Form (G-120)” event in CM/ECF. There is no event specifically tailored to the Form 22.

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

**B. Submitting Transcript Orders Through eVoucher**

CJA counsel must submit transcript orders through eVoucher. Log in to eVoucher, then pick the appropriate case from the “Appointments List” window on your home screen. Under “Create New Voucher” in the column on the left side of the screen, click “AUTH-24 Create.”

On the following screen, fill in the “Proceeding Transcript To Be Used” and “Proceeding To Be Transcribed” fields, select the desired delivery type from the “Special Transcript Handling” drop down menu, check the appropriate boxes if opening statements, closing argument, instructions, or voir dire is desired, and click “Next.”

On the following screen, browse to where you have saved a pdf copy of your completed G-120 form. Type “G-120 Order Form” in the “Description” box, and click the “Upload” button. If you have obtained a court order for the release of a sealed transcript, upload that order here, too, with an appropriate description in the “Description” field. Upload any required “Letter of Authorization” on this screen as well. Then click “Next.”

On the following screen, check the box next to “I swear and affirm the truth or correctness of the above statements,” then click “Submit.”

If your G-120 form is incorrect or incomplete, your AUTH-24 will be rejected. You will receive an email generated by the eVoucher system, and you must log back in to eVoucher, make the necessary corrections, and resubmit the authorization request.

More detailed instructions for submitting transcript orders through eVoucher are available at [www.cacd.uscourts.gov/attorneys/cja/cja-transcript-procedures-and-rates](http://www.cacd.uscourts.gov/attorneys/cja/cja-transcript-procedures-and-rates).

**C. Submitting Transcript Orders Through E-Mail**

If the order is being placed by someone without e-filing privileges in CM/ECF, or by someone who is not a party or attorney of record in the case in which the proceeding was held, the order form should be submitted by email. For CourtSmart hearings, email [courtrecording\\_cacd@cacd.uscourts.gov](mailto:courtrecording_cacd@cacd.uscourts.gov). For hearings transcribed by a court reporter, email the court reporter directly. (Note that some court reporters have websites with online order forms, and prefer that you use the online form rather than emailing a copy of the order form.) Court reporter contact information is available [here](#). If the order is being placed in connection with an

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

appeal, it may also be necessary to file a copy of the order form with the Clerk's Office; please refer to the Federal Rules of Appellate Procedure and the local rules of the circuit in which the appeal is pending.

**D. Courtesy Copies of Transcript Requests Not Required**

No matter how transcript requests are submitted to the Court – whether through eVoucher, CM/ECF, or e-mail – they are exempt from the mandatory chambers copy requirement of L.R. 5-4.5. Paper copies of e-filed transcript requests do not need to be provided either to chambers or to the court reporter.

**V. PROCESSING OF THE TRANSCRIPT ORDER**

CJA requests will be processed entirely within eVoucher. For all other requests for transcripts transcribed by a court reporter, the ordering party must contact the court reporter directly as soon as the order form has been submitted. The court reporter will provide an estimate of costs and information on where to send payment. (For CourtSmart hearings, the Court Reporting Services Office will contact the ordering party, and will provide contact information for the transcription company that will prepare the transcript.)

Preparation of the transcript will begin once (a) the court reporter or transcription company has received payment (or, for government orders, a DCN number), or (b) the use of CJA funds for the transcript order has been authorized (or the equivalent authorization form has been received for orders placed by the Federal Public Defender's Office). If the transcript has already been prepared when the order is received (for instance, at the request of another party), the court reporter or transcription company will forward a copy of the transcript to the ordering party as soon as payment for that copy (or DCN number, or CJA/FPD authorization) is received.

Copies of transcripts will be provided to the ordering party by email, mail, or through the eVoucher system. The transcript will also be e-filed on the case docket in CM/ECF. Access to the transcript on CM/ECF will be unlocked for the ordering party.

**VI. DESIGNATION OF TRANSCRIPTS ON APPEAL**

Please review the Federal Rules of Appellate Procedure and the local rules of either the Ninth Circuit Court of Appeals or the Federal Circuit Court of Appeals.

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

For Ninth Circuit appeals, once you have determined which proceedings you intend to designate as part of the record on appeal, list each of those proceedings on a [G-126 Transcript Designation Form](#). Then review the docket to determine which of those transcripts has already been prepared and filed (see Section II.A., above). For each proceeding listed on the G-126, you must indicate whether the transcript has already been filed. If so, you must provide the docket entry number; if not, you must indicate that you have ordered it.

Once you have listed all proceedings to be designated, and completed the rest of the G-126 form, you must sign and file the form in the district court case. The G-126 form must be e-filed unless the filer is exempt from e-filing pursuant to L.R. 5-4.2(a). Use the “Designation of Record on Appeal” event in CM/ECF.

If transcripts have already been prepared and filed for every proceeding identified on the G-126 form, no further action is necessary. If you identified any proceedings for which transcripts have not yet been prepared, however, **YOU MUST SUBMIT A G-120 TRANSCRIPT ORDER FORM**, following the above instructions, to request those transcripts. Filing the G-126 Transcript Designation Form will **NOT** be sufficient to place an order for a transcript.

Reminder: transcripts must be on the docket to meet the Ninth Circuit’s requirements. So please place your transcript order far enough in advance for the court reporter to complete and file the transcript before any deadlines.

For further questions regarding a proceeding that was reported by a **court reporter**, e-mail [transcripts\\_cacd@cacd.uscourts.gov](mailto:transcripts_cacd@cacd.uscourts.gov) or contact **213-894-3015**.

For further questions regarding a **digitally recorded proceeding**, e-mail [courtrecording\\_cacd@cacd.uscourts.gov](mailto:courtrecording_cacd@cacd.uscourts.gov) or contact **213-894-3015**.