

IV. COURT REPORTER MANAGEMENT AND AUTOMATED SYSTEMS

Court Reporting & Electronic Court Recording Services

District Court proceedings in the Southern District of Texas are reported by official court reporters or there are tape recorded by electronic recording operators. Magistrate Court proceedings are generally tape recorded. All Bankruptcy Court proceedings are electronically tape recorded.

“No transcripts of the proceedings of the court shall be considered as official except those made from the records certified by the reporter or other individual designated [by the court] to produce the record.” 28 U.S.C. Section 753(b).

Instructions for Ordering Transcripts

It is the responsibility of the ordering party to insure the correctness of all transcript orders. Court employees will assist you as needed, but are not responsible for the correctness of your order form. Incomplete or incorrect orders will not be accepted or altered. Please read these instructions carefully.

A. TRANSCRIPT ORDER FORMS

Non-appeal and Appeal transcript orders must be placed on separate order forms.

Transcript orders for non-appealed cases must be ordered on Form AO 435. This is applicable to any district, magistrate, or bankruptcy case unless the case involves a Criminal Justice Act litigant. Complete items 1 thru 19 and indicate the name of the reporter or preferred transcribing service (if tape recorded) in the area marked “Transcript to be Prepared By.”

Transcript orders for cases that have been appealed to the United States Court of Appeals for the Fifth Circuit must be ordered on an Appeal Transcript Order Form, DKT 13. Complete only Part “A” of the form. You must distribute the sections of the form as indicated at the bottom of each page - be sure to forward the pink, blue, and green pages to the Court Reporting Services office.

Transcripts ordered for Criminal Justice Act litigants must be ordered on an Authorization and Voucher for Payment of Transcripts Form, CJA 24. Orders for Criminal Justice Act litigants appealing to the Fifth Circuit would require both the DKT 13 and CJA 24. **See “Financial arrangements” for more information.

B. INFORMATION REQUIRED TO PLACE AN ORDER

You will need the following information to place a transcript order. If your records are incomplete, you must review the case docket sheet in the Clerk's Office before ordering transcripts.

- 1. Complete case number.**
- 2. Case name/style.**
- 3. Judicial Official (Judge or Magistrate) who heard the proceeding(s).**
- 4. Specific date(s) of the proceeding(s) to be transcribed as well as the type of proceeding(s), i.e., 10/09/00 - hearing, 10/15/00 - arraignment, 12/14/00 - sentencing.**
- 5. If you want only a portion of a court proceeding transcribed, identify clearly the material you require; i.e., direct testimony of witness John Doe, August 17, 2000.**
- 6. Date notice of appeal was filed, if the transcript is ordered for a case in the Fifth Circuit.**
- 7. Whether the proceedings were reported by a court reporter or electronically tape recorded**
- 8. The court reporter's name, if one was in attendance.**

C. DELIVERY SCHEDULES AND FEES

The Judicial Conference of the United States has established the format and fee schedule for federal court transcripts. Established delivery timetables are set out below. These timetables are contingent upon backlogs at the time of order placement.

**Ordinary Delivery
(\$3.00 per page) - *** To be delivered within thirty (30) calendar days after financial arrangements have been made.**

**Expedited Delivery
(\$4.00 per page) - *** To be delivered within seven (7) calendar days after financial arrangements have been made.**

**Daily Delivery
(\$5.00 per page)**

- *** To be delivered during normal office hours (1) workday after financial arrangements are made. Transcripts may be delivered earlier or on Saturday only upon specific request.

**Hourly Delivery
(\$6.00 per page)**

- *** Ordered under unusual circumstances to be delivered within (2) two hours after financial arrangements are made. Hourly deliveries are not applicable to tape-recorded proceedings.

*** You are advised to contact the reporter(s) or the electronic recording office (whichever is applicable), prior to the placement of your order, to confirm the feasibility of your request as deliveries are contingent upon backlogs at the time your order is placed. The names and telephone numbers of the court reporters and the electronic recording office are attached herein for your reference.

NOTE: A “court copy” of every original transcript purchased is filed by the court, “only” after final payment arrangements have been made. This is applicable to appeal, non-appeal, and bankruptcy transcripts.

D. FINANCIAL ARRANGEMENTS - PRIVATELY PAID TRANSCRIPTS

A transcript order is not complete until financial arrangements have been made with the court reporter and/or the electronic tape-recording office. The ordering party is fully responsible for any monies due for transcripts. Failure to make the proper financial arrangements will result in a delay of the order processing.

If you are ordering a transcript from a court reporter, all deposit and final payment checks “must” be made payable to the respective reporter. Checks made payable to the Clerk cannot be accepted. Please contact the reporter(s), prior to placing your order, for deposit requirements. If you are unable to contact the reporter(s), and you are submitting a DKT 13 order(s) for appeal purposes, please submit the order(s) and the reporter will contact you for financial requirements - it is imperative that you do not risk delays in filing the transcript order in accordance with appeal deadlines.

If you are ordering a transcript of electronically tape recorded proceedings, please contact that office at (713) 250-5404 for proper deposit and transcribing information, prior to placing your order. Checks must be made to the designated transcribing firm. Checks made to the Clerk cannot be accepted.

E. FINANCIAL ARRANGEMENTS - CRIMINAL JUSTICE ACT

All transcripts ordered for Criminal Justice Act litigants must be ordered on an Authorization and Voucher for Payment of Transcripts Form, CJA 24. You must direct all copies of the form to the proper reporting/recording office.

The special authorizations requested by the defendant under Section 13 of the CJA 24 will not be approved unless the defendant describes briefly the point on appeal that is supported by each part of the record requested in Section 13 or other necessity for it. The written justification must be presented with the CJA 24 at the time of order placement.

F. DISTRIBUTION OF TRANSCRIPT ORDER FORMS

Transcript orders for district court proceedings which took place before a Houston Division judicial official and were reported by a court reporter may be

MAILED TO: Clerk, U. S. District Court
ATTN: Court Reporting Services
P.O. Box 61010
Houston, TX 77208

DELIVERED TO: Office of the Clerk
Court Reporting Services
U.S. Courthouse
8th Floor - Room No. 8016
515 Rusk Avenue
Houston, TX 77002
Phone: (713) 250-5499

Transcript orders for district or magistrate court proceedings which took place before a Houston Division judicial official and were electronically tape recorded may be mailed to:

MAILED TO: Clerk, U.S. District Court
ATTN: Electronic Court Recording
P.O. Box 61010
Houston, TX 77208

DELIVERED TO: Office of the Clerk
Electronic Court Recording
U.S. Courthouse
8th Floor - Room No. 8016
515 Rusk Avenue
Houston, Texas 77002
Phone: (713) 250-5404

Transcript orders for bankruptcy court proceedings which took place before a Houston Division judicial official and were electronically tape-recorded may be

MAILED TO: Clerk, U.S. District Court
ATTN: Electronic Court Recording
P.O. Box 61010
Houston, TX 77208
Phone: (713) 250-5404

DELIVERED TO: Office of the Clerk
Bankruptcy Division
Bankruptcy Intake Counter
515 Rusk Avenue, Room 1217
Houston, Texas 77002
(713) 250-5150

NOTE: Transcript orders for proceedings which took place before judicial officials in other divisions of this district, must be forwarded to the appropriate divisional office. Please contact the divisional office directly if you have any questions. The phone numbers for each office are attached herein for your reference.

G. TRANSCRIPT ORDER CANCELLATIONS

If it becomes necessary to cancel a transcript order, you must notify the reporter(s) or electronic recording office immediately.

If a deposit has been made and preparation of the transcript has begun, the ordering party is required to pay for all transcript pages produced up to the time the reporter receives the notice of cancellation.

If a deposit has been made and preparation of the transcript has not begun, the deposit amount paid will be refunded to the ordering party at the time of cancellation.

General Information

_____ - Transcript order forms are available in the Court Reporting Services office on the 8th floor - Room 8016, at 515 Rusk. Approved transcribing service information is also available for transcripts ordered from tape-recorded proceedings.

- A separate order form must be placed for each court reporter and/or transcribing service 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.

BANKRUPTCY COURT TRANSCRIPTS

All transcript orders for Houston Bankruptcy Court proceedings must be

DELIVERED TO: Bankruptcy Intake
U.S. Courthouse
515 Rusk, Room 1217
Houston, Texas 77002

MAILED TO: Clerk, U.S. Bankruptcy Court
ATTN: Electronic Recording Section
P.O. Box 61010
Houston, Texas 77002
(713) 250-5404

Transcript orders for bankruptcy proceedings which took place before judicial officials in other divisions of this district must be mailed to the appropriate divisional office.

All bankruptcy court proceedings are tape-recorded. Transcript ordering instructions are posted in Bankruptcy Intake.

Bankruptcy transcripts ordered for appeal to the United States District Court for the Fifth Circuit are ordered on Appeal Transcript Order Form, DKT 13, available in the Appeals Section of the U.S. District Court Clerk's Office, Room 5300, 5th Floor, U.S. Courthouse.

All other transcript orders are placed on Transcript Order Form, AO 435, available in Bankruptcy Intake.

**INSTRUCTIONS FOR PURCHASING DUPLICATE TAPES
FROM TAPE-RECORDED PROCEEDINGS**

Duplicate tapes can be purchased from the Clerk for any proceeding for which the official record was tape-recorded. The cost of each duplicate tape is \$15.00. A Tape Order Form, AO 436, and a deposit check in the amount of \$15.00 made payable to Clerk, U.S. Courts, are required for each order.

Duplicate tapes for district, magistrate, and bankruptcy courts can be ordered on the 8th floor in Court Reporting Services, only after the deposit has been paid in Room 1217, District Intake in the Clerk's Office.

Final payment is due upon delivery of the tape order.

COURT REPORTERS FOR THE U. S. DISTRICT COURT - HOUSTON DIVISION:

Gayle Dye (713) 250-5582

Bruce Slavin (713) 250-5034

Anita Manley (713) 250-5584

Edward Reed (713) 250-5594

Johnny Sanchez (713) 250-5581

Joyce Schaefer (713) 250-5585

June Simon (713) 250-5586

Jackie Smith (713) 250-5587

Fred Warner, Jr. (713) 250-5579

Court Reporting Services - Houston Office (713) 250-5499

Electronic Court Recording - Houston Office (713) 250-5404

NOTE: Transcript orders for proceedings which took place in the other divisions of this district must be mailed to the appropriate divisional office. Please contact the divisional office "directly" for assistance.

**U.S. District Court - Brownsville (210) 548-2500
(William Holloway, Court Reporter)**

U.S. District Court - Corpus Christi (361) 888-3142

**U.S. District Court - Galveston (409) 766-3530
(Kathy Metzger, Court Reporter)
(Anita Manley, Court Reporter)**

**U.S. District Court - Laredo (956) 723-3542
(Alfonso DeLeon, Court Reporter)**

U.S. District Court - McAllen (956) 631-2205

U.S. District Court - Victoria (361) 788-5000

U.S. Bankruptcy Court - Corpus Christi (361) 888-3483