

COURT REPORTING & ELECTRONIC COURT RECORDING SERVICES
UNITED STATES COURTS
SOUTHERN DISTRICT OF TEXAS

District Court proceedings in the Southern District of Texas are reported by official court reporters **or** they 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 ensure 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. 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., 10/9/92 - hearing, 10/15/92 - arraignment, 12/14/92 - 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, 1990
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. This information is reflected on the docket sheet at the entry for the particular proceeding. **Do not call the judge!**

B. 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

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 one (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: 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, TX 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
First Floor
515 Rusk Avenue
Houston, TX 77002

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 who you require transcripts. On each order form, the name of the court reporter must correspond with the dates of proceedings taken by that reporter.

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

Gayle Dye	(713) 250-5582	
Willa Faris	(713) 250-5034	
Anita Manley	(713) 250-5584	
Kathy Metzger	(713) 250-5208	
Ed Reed	(713) 250-5594	
Johnny Sanchez	(713) 250-5581	
Joyce Schaefer	(713) 250-5585	
June Simon	(713) 250-5586	
Jackie Smith	(713) 250-5587	
Anne Traylor	(713) 250-5157	
Fred Warner	(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	(956) 548-2500
U.S. District Court	Corpus Christi	(361) 888-3142
U.S. District Court	Galveston	(409) 766-3530
U.S. District Court	Laredo	(956) 723-3542
U.S. District Court	McAllen	(956) 631-2205
U.S. District Court	Victoria	(361) 788-5000
U.S. Bankruptcy Court	Corpus Christi	(361) 388-3484

INSTRUCTIONS FOR ORDERING TRANSCRIPTS OF BANKRUPTCY COURT PROCEEDINGS

IT IS THE RESPONSIBILITY OF THE ORDERING PARTY TO ENSURE THE CORRECTNESS OF ALL ORDERS. COURT EMPLOYEES WILL ASSIST YOU, BUT ARE NOT RESPONSIBLE FOR THE CORRECTNESS OF YOUR ORDER FORM. PLEASE READ ALL OF THESE INSTRUCTIONS BEFORE COMPLETING TRANSCRIPT OR DUPLICATE TAPE ORDER FORMS. FILL OUT ALL OF THE NECESSARY INFORMATION ON THE ORDER FORM CLEARLY. BE SURE THE INFORMATION IS ACCURATE, PARTICULARLY DATES OF PROCEEDINGS, OR PROCESSING YOUR ORDER MAY BE DELAYED. *Court employees are prohibited from altering any transcript order form. New transcript order forms must be submitted with any correction or new information.*

All orders will be received in Room 8016, Court Reporting Services. If you have any questions concerning your transcript order call the Electronic Recording Operations Office at (713) 250-5404. If no one is available to assist you at the time of your call, clearly mark on your order form that you wish to be called before the order is processed, and leave a telephone number where you can be contacted. ***DO NOT send someone to pick up transcript until you have been notified by court personnel, not the transcribing services, that the material is ready for delivery.***

Deposits for original or copy orders will not normally be required of attorneys licensed in the Southern District of Texas. However, deposits are determined at the discretion of the transcribing service.

PARTIAL TRANSCRIPTS: If only a portion of a proceeding is being ordered, specify exactly what material is to be transcribed. Be sure this information is very clear.

COPY TRANSCRIPTS: All orders for copy transcripts must say “TRANSCRIPT COPY,” on the order form. If you have determined from a docket sheet that a transcript you need is already on file and you want to order a copy of that transcript from the transcribing service rather than making a copy from the court file, it is imperative that you indicate TRANSCRIPT COPY (PREVIOUSLY DOCKETED) on the order form. Your order will be processed by the transcribing firm which prepared the original transcript. If the transcript is no longer available from that firm, you will be notified that it must be copied from the court file in accordance with the usual copy rules and fees.

Every effort is made by court personnel to process transcript orders quickly. It is not always possible to send orders to the transcribing services the day they are received. A delay may result if the information you provided is incorrect and court personnel must contact you concerning your order. Placing orders early in the day facilitates same-day processing. Delivery dates are determined from the day the order is available from the Court for pickup by the transcribing service.

INSTRUCTIONS FOR ORDERING TRANSCRIPTS OF ELECTRONICALLY RECORDED DISTRICT COURT PROCEEDINGS

IT IS THE RESPONSIBILITY OF THE ORDERING PARTY TO ENSURE THE CORRECTNESS OF ALL ORDERS. COURT EMPLOYEES WILL ASSIST YOU, BUT ARE NOT RESPONSIBLE FOR THE CORRECTNESS OF YOUR ORDER FORM. PLEASE READ ALL OF THESE INSTRUCTIONS BEFORE COMPLETING TRANSCRIPT OR DUPLICATE TAPE ORDER FORMS. FILL OUT ALL OF THE NECESSARY INFORMATION ON THE ORDER FORM CLEARLY. BE SURE THE INFORMATION IS ACCURATE, PARTICULARLY DATES OF PROCEEDINGS, OR PROCESSING YOUR ORDER MAY BE DELAYED. *Court employees are prohibited from altering any transcript order form. New transcript order forms must be submitted with any correction or new information.*

All orders will be received in Room 8016, Court Reporting Services. If you have any questions concerning your transcript or duplicate tape order call the Electronic Recording Operations Office of this Court at (713) 250-5404. If no one is available to assist you at the time of your call, clearly mark on your order form that you wish to be called before the order is processed, and leave a telephone number where you can be contacted. ***DO NOT*** send someone to pick up transcript or tapes until you have been notified by court personnel, not the transcribing services, that the material is ready for delivery.

A deposit of \$125.00 is required for all transcript orders for district court proceedings. Your check should be made payable to Judicial Transcribers of Texas.

PARTIAL TRANSCRIPTS: If only a portion of a proceeding is being ordered, specify exactly what material is to be transcribed. Be sure this information is very clear.

COPY TRANSCRIPTS: All orders for copy transcripts must say “TRANSCRIPT COPY,” on the order form. If you have determined from a docket sheet that a transcript you need is already on file and you want to order a copy of that transcript from the transcribing service rather than making a copy from the court file, it is imperative that you indicate TRANSCRIPT COPY (PREVIOUSLY DOCKETED) on the order form. Your order will be processed by the transcribing firm which prepared the original transcript. If the transcript is no longer available from that firm, you will be notified that it must be copied from the court file in accordance with the usual copy rules and fees.

Every effort is made by court personnel to process transcript orders quickly. It is not always possible to send orders to the transcribing services the day they are received. A delay may result if the information you provided is incorrect and court personnel must contact you concerning your order. Placing orders early in the day facilitates same-day processing. Delivery dates are determined from the day the order is available from the Court for pickup by the transcribing service.

INSTRUCTIONS FOR ORDERING DUPLICATE TAPES OF DISTRICT COURT PROCEEDINGS

IT IS THE RESPONSIBILITY OF THE ORDERING PARTY TO ENSURE THE CORRECTNESS OF ALL ORDERS. COURT EMPLOYEES WILL ASSIST YOU, BUT ARE NOT RESPONSIBLE FOR THE CORRECTNESS OF YOUR ORDER FORM. PLEASE READ ALL OF THESE INSTRUCTIONS BEFORE COMPLETING TRANSCRIPT OR DUPLICATE TAPE ORDER FORMS. FILL OUT ALL OF THE NECESSARY INFORMATION ON THE ORDER FORM CLEARLY. BE SURE THE INFORMATION IS ACCURATE, PARTICULARLY DATES OF PROCEEDINGS, OR PROCESSING YOUR ORDER MAY BE DELAYED. *Court employees are prohibited from altering any transcript order form. New transcript order forms must be submitted with any correction or new information.*

Pick up tape order form at Intake Counter in Room 5300. Take paperwork and \$15.00 deposit check payable to **Clerk, U.S. District Court** to Cashier's Cage. After the deposit is paid, return your completed order form to Intake Counter personnel. You will be informed of the balance due when you are notified that your tapes are ready for pickup at the Cashier's Cage. Your final payment check (payable as above) must be tendered before any tape(s) will be released to you.