

## TRANSCRIPT ORDER FORM

Submitted to: Clerk of the Court, United States Court of International Trade

COURT NO.: \_\_\_\_\_ CASE CAPTION \_\_\_\_\_

<b>DATE(S) OF PROCEEDING</b>	<b>TRIAL OR HEARING</b>	<b>CASE MANAGER</b>	<b>JUDGE</b>
_____	_____	_____	_____
_____	_____	_____	_____

TYPE OF TRANSCRIPT	COST PER PAGE (Original)	First Copy to Each Party	Each Add'l Copy To Same Party
<input type="checkbox"/> 30-Day Transcript (Ordinary) A transcript to be delivered within thirty (30) calendar days after receipt of an order.	\$4.40	\$ 1.10	\$ .75
<input type="checkbox"/> 14-Day Transcript A transcript to be delivered within fourteen (14) Calendar days after receipt of an order.	\$5.10	\$1 .10	\$ .75
<input type="checkbox"/> 7-Day Transcript (Expedited) A transcript to be delivered within (7) calendar days after receipt of an order.	\$5.85	\$1.10	\$ .75
<input type="checkbox"/> 3-Day Transcript A transcript to be delivered within (3) calendar days after receipt of an order.	\$6.55	\$1.30	\$ .90
<input type="checkbox"/> Next-Day Transcript (Daily) Transcript to be delivered after adjournment and before the usual opening hour of the Court on the following morning whether or not it actually is a Court day.	\$7.30	\$1.45	\$1.10
<input type="checkbox"/> 2-Hour Transcript (Hourly) Transcript to be delivered within (2) hours after receipt of order.	\$8.70	\$1.45	\$1.10
<input type="checkbox"/> Realtime Transcript A draft unedited transcript produced to be delivered electronically during proceedings or immediately following adjournment.	One feed, \$3.70 per page; two to four feeds, \$2.55 per page; five or more feeds, \$1.80 per page	n/a	n/a

**(2)**

**Note: Daily, Hourly & Realtime transcription services require that arrangements be made for such services at least one week prior to actual proceedings**

**TRANSCRIPT ORDERED BY:**

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_ **ATTORNEY FOR:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **PRINTED NAME:** \_\_\_\_\_

**[ ] Cost of transcript being shared. See Additional transcript order form(s).**

**NOTE: THE TRANSCRIPT SERVICE WILL SEND YOU A COPY OF THE TRANSCRIPT WITH AN INVOICE. PAYMENT MUST BE MADE DIRECTLY TO THE TRANSCRIPTION SERVICE.**

\_\_\_\_\_  
**(THIS SECTION TO BE COMPLETED BY COURT)**

1. The transcript was ordered [ ] by mail [ ] FAX [ ] by email [ ] or in person on: \_\_\_\_\_.
2. Number of trial/hearing days \_\_\_\_: Estimated number of transcript pages \_\_\_\_.
3. Estimated cost \_\_\_\_\_ for [ ] Ordinary, [ ] 14-Day, [ ] Expedited, [ ] 3-Day, [ ] Daily, [ ] Hourly, [ ] Realtime.
4. Estimated completion date \_\_\_\_\_.
5. Date forwarded to Transcription service \_\_\_\_\_.
6. If expedited transcript ordered, delivery service and tracking number:  
\_\_\_\_\_.

**DATE:** \_\_\_\_\_ **CASE MANAGER:** \_\_\_\_\_.