

TRANSCRIPT ORDER FORM

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

COURT NO.: _____ CASE CAPTION _____

DATE(S) OF PROCEEDING	TRIAL OR HEARING	CASE MANAGER	JUDGE
_____	_____	_____	_____
_____	_____	_____	_____

TYPE OF TRANSCRIPT	COST PER PAGE (Original)	First Copy to Each Party	Each Add'l Copy To Same Party
<input type="checkbox"/> Ordinary Transcript (30 day) A transcript to be delivered within thirty (30) calendar days after receipt of an order.	\$3.65	\$.90	\$.60
<input type="checkbox"/> 14-Day Transcript A transcript to be delivered within fourteen (14) Calendar days after receipt of an order.	\$4.25	\$.90	\$.60
<input type="checkbox"/> Expedited Transcript (7 day) A transcript to be delivered within (7) calendar days after receipt of an order.	\$4.85	\$.90	\$.60
<input type="checkbox"/> Daily Transcript 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.	\$6.05	\$1.20	\$.90
<input type="checkbox"/> Hourly Transcript Transcript to be delivered within (2) hours after receipt of order.	\$7.25	\$1.20	\$.90
<input type="checkbox"/> Realtime Transcript A draft unedited transcript produced to be delivered electronically during proceedings or immediately following adjournment.	\$3.05	\$1.20	\$.90

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

(2)

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, Daily, Hourly.
4. Estimated completion date _____.
5. Date forwarded to Transcription service _____.
6. If expedited transcript ordered, delivery service and tracking number:
_____.

DATE: _____ **CASE MANAGER:** _____.