

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"/> 3-Day Transcript A transcript to be delivered within (3) calendar days after receipt of an order.	\$5.45	\$1.05	\$.75
<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.	One feed, \$3.05 per page; two to four feeds, \$2.10 per page; five or more feeds, \$1.50 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: _____ .