

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA**

TRANSCRIPT DESIGNATION AND ORDERING FORM

U.S. COURT OF APPEALS CASE NUMBER _____

U.S. DISTRICT COURT CASE NUMBER _____

SHORT CASE TITLE _____

DATE NOTICE OF APPEAL FILED BY CLERK OF DISTRICT COURT _____

SECTION A - TO BE COMPLETED BY PARTY ORDERING TRANSCRIPT

HEARING DATE	COURT REPORTER/ MAGISTRATE JUDGE	PROCEEDINGS
		<input type="checkbox"/> Voir Dire <input type="checkbox"/> Opening Statements <input type="checkbox"/> Settlement Instructions <input type="checkbox"/> Closing Arguments <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Pre-Trial Proceedings <input type="checkbox"/> Other (Please Specify)
		<input type="checkbox"/> Voir Dire <input type="checkbox"/> Opening Statements <input type="checkbox"/> Settlement Instructions <input type="checkbox"/> Closing Arguments <input type="checkbox"/> Jury Instructions <input type="checkbox"/> Pre-Trial Proceedings <input type="checkbox"/> Other (Please Specify)
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ATTACH ADDITIONAL PAGE FOR DESIGNATIONS, IF NECESSARY

- I do not intend to designate any portion of the transcript and will notify all counsel of this intention.
- As retained counsel (or litigant in pro per), I request a copy of the transcript and guarantee payment to the reporter of the cost thereof upon demand. I further agree to pay for work done prior to cancellation of this order.
- As appointed counsel, I certify that an appropriate order authorizing preparation of the transcript at the expense of the United States has been, or within five (5) days hereof, will be obtained and delivered to the reporter. I agree to recommend payment for work done prior to cancellation of this order.

NAME, ADDRESS AND TELEPHONE NUMBER: _____

DATE TRANSCRIPT ORDERED: _____

SIGNATURE
ATTORNEY/PRO PER LITIGANT

THIS FORM IS DIVIDED INTO FIVE (5) PARTS. IT SHOULD BE USED TO COMPLY WITH THE FEDERAL RULES OF APPELLATE PROCEDURE AND THE LOCAL RULES OF THE U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT REGARDING THE DESIGNATION AND ORDERING OF COURT REPORTERS' TRANSCRIPTS.

PLEASE NOTE THE SPECIFIC INSTRUCTIONS BELOW. IF THERE ARE FURTHER QUESTIONS, CONTACT THE CLERK'S OFFICE, U.S. DISTRICT COURT AT (619) 557-6368

SPECIFIC INSTRUCTIONS FOR ATTORNEYS/PRO PER LITIGANTS

1. Pick up form from District Court Clerk's Office when filing the notice of appeal.
2. Complete **Section A**. Place additional designations on blank paper, if needed.
3. Send **Copy One** to District Court.
4. Send **Copy Four** to opposing counsel. Make additional photocopies, if necessary.
5. Send **Copy Two** and **Copy Three** to court reporter. Contact court reporter to make further arrangements for payment.
6. Continue to monitor progress of transcript preparation.

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DATE TRANSCRIPT ORDERED: _____

SIGNATURE
ATTORNEY/PRO PER LITIGANT

SECTION B - TO BE COMPLETED BY COURT REPORTER

I, _____ have received this designation.
SIGNATURE OF COURT REPORTER

- Arrangements for payment were made on _____
- Arrangements for payment have not been made pursuant to F.R.A.P. 10(b).

Approximate number of pages in transcript: _____

Due Date: _____

NOTE TO COURT REPORTER

Be sure to notify the court of appeals if suitable arrangements are not made and you do not intend to commence preparation of the transcript.

1. When designation is received, contact attorney regarding payment.
2. Complete this copy and send to court of appeals in compliance with F.R.A.P. 11(b).
3. Complete and file **Copy Three** upon completion of the transcript.

TRANSCRIPT DESIGNATION AND ORDERING FORM

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SECTION A - TO BE COMPLETED BY PARTY ORDERING TRANSCRIPT

HEARING DATE _____

COURT REPORTER/
MAGISTRATE JUDGE _____

PROCEEDINGS

Voir Dire Opening Statements Settlement Instructions Closing Arguments Jury Instructions
 Pre-Trial Proceedings Other (Please Specify) _____

Voir Dire Opening Statements Settlement Instructions Closing Arguments Jury Instructions
 Pre-Trial Proceedings Other (Please Specify) _____

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DATE TRANSCRIPT ORDERED: _____

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SECTION C - TO BE COMPLETED BY COURT REPORTER

When the transcript is filed, complete this copy and submit it to the U.S. District Court with the completed transcript. District Court will not file the transcript without this completed form.

Date Transcript Filed: _____

COURT REPORTER'S SIGNATURE

SECTION D - TO BE COMPLETED BY U.S. DISTRICT COURT CLERK

I certify that the record is available in the office of the U.S. District Court.

U.S. DISTRICT COURT CLERK _____

Date _____

BY: _____

DEPUTY CLERK _____

This copy is the **CERTIFICATE OF RECORD**. It should be transmitted to the court of appeals by the district court clerk when the transcript is filed and the record is complete in the district court.

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ATTORNEY/PRO PER LITIGANT

SERVICE COPY FOR OTHER PARTIES TO CASE
A COPY OF THIS PAGE MUST BE SERVED ON ALL PARTIES TO THE CASE. PHOTOCOPY IF NECESSARY

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FILE COPY FOR ORDERING PARTY

TRANSCRIPT DESIGNATION AND ORDERING FORM