

INSTRUCTIONS FOR DESIGNATING TRANSCRIPTS FOR APPEALS AND ORDERING TRANSCRIPTS

The attached "Designation of Transcripts to be Used in Record on Appeal" form must be prepared for **ALL APPEAL CASES**.

Pursuant to Circuit rule 10-3.1 and 10-3.2 the appellant must coordinate preparation of the designation of transcripts with the appellee. The designation must be filed with the District Court within 30 days from the date of filing a notice of appeal in a civil case and 21 days in a criminal case.

Please note that the designation must be filed even if transcripts are not needed for the appeal. The line "Transcripts are **NOT** required for this appeal" should be used for this purpose.

It is necessary to designate all transcripts needed for the appeal even those which have already been prepared and filed. Please note whether the transcript has been filed in the last column of the designation form.

If a designated transcript has not been previously ordered and filed it is necessary to also order the transcript from the court. Either a "Transcript Order" form or an "Authorization and Voucher for Payment of Transcript" form is attached. (Instructions for completion are attached to the form.)

Please note that a separate order form must be used for each individual COURT REPORTER. One order form may be used for all ELECTRONIC COURT RECORDER OPERATORS.

An original and three (3) copies of the "Designation of Transcripts to be Used in Record on Appeal" form together with any order forms must be filed with the Clerk of Court.

UNITED STATES DISTRICT COURT
DISTRICT OF NEVADA

**DESIGNATION OF TRANSCRIPTS
TO BE USED IN RECORD ON APPEAL**

District Court Case Number: _____

Court of Appeals Case Number: _____

Case Caption: _____

_____ Transcripts are **NOT** required for this appeal.

The undersigned hereby designates the following transcripts to be used in the record on appeal for the above listed case and appeal:

Date of Hearing	Docket Number	Proceeding	Recorder/ Reporter	Transcript Filed Yes/No

Date: _____

Signature

Print Name

Appellant/Appellee

INSTRUCTIONS

DO NOT E-FILE TRANSCRIPT ORDER forms

General -

Use. Use this form to order transcript of proceedings. Complete a separate order form for each case number for which transcript is ordered.

Completion: Complete Items 1 - 19. Do not complete shaded areas which are reserved for the court's use.

Order Copy: Keep a copy for your records.

Mailing or Delivering to the Court: Mail or deliver the original and (2) copies to the Clerk of the Court.

Deposit Fee: The Court will notify you of the amount of the required deposit fee which may be mailed or delivered to the Court. Upon receipt of the deposit, the court will process the order.

Deliver Time: Delivery time is computed from the date of receipt of the deposit fee.

Completion of Order: The court will notify you when the transcript is completed.

Balance Due: If the deposit fee was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed order.

Specific -

Items 1 - 19: These items should always be completed.

Item 8: Only one case number may be listed per order.

Item 15: Place an "X" in each box that applies.

Item 16: Place an "X" in the box for each portion requested. List specific date(s) of the proceedings for which transcript is requested. Be sure that the description is clearly written to facilitate processing. Orders may be placed for as few pages of transcript as are needed.

Item 17: Categories - Only four (4) categories of transcripts may be ordered. These are:

Ordinary - A transcript to be delivered within thirty (30) calendar days after receipt of an order. (Order is considered received upon receipt of the deposit.)

Expedited - A transcript to be delivered within seven (7) calendar days after receipt of an order.

Daily - A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.

Hourly - A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours.

NOTE: Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within seven (7) calendar days, payment would be at the ordinary delivery rate.

Ordering: Place an "X" in each box that applies. Indicate the number of additional copies ordered.

Original - Original typing of the transcript. An original must be ordered and prepared prior to the availability of copies. The original fee is charged only once. The fee for the original includes the free copy for the court.

First Copy - First copy of the transcript after the original has been prepared. All parties ordering copies must pay this rate for the first copy ordered.

Additional Copies - All other copies of the transcript ordered by the same party.

Item 18: Sign in this space to certify that you will pay all charges. (This includes the deposit plus any additional charges.)

Item 19: Enter the date of signing.

SHADED AREA - RESERVED FOR THE COURT'S USE.

TRANSCRIPT ORDER

DUE DATE:

Read Instructions on Back:

1. NAME		2. PHONE NUMBER	3. DATE	
4. FIRM NAME				
5. MAILING ADDRESS			6. CITY	7. STATE
			8. ZIP CODE	
9. CASE NUMBER	10. JUDGE		DATES OF PROCEEDINGS	
		11.	12.	
13. CASE NAME			LOCATION OF PROCEEDINGS	
		14.	15. STATE	
16. ORDER FOR				
APPEAL		CRIMINAL	CRIMINAL JUSTICE ACT	BANKRUPTCY
NON-APPEAL		CIVIL	IN FORMA PAUPERIS	OTHER (<i>Specify</i>)

17. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested)

PORTIONS	DATE(S)	PORTION(S)	DATE(S)
VOIR DIRE		TESTIMONY (Specify	
OPENING STATEMENT (Plaintiff)			
OPENING STATEMENT (Defendant)			
CLOSING ARGUMENT (Plaintiff)		PRE-TRIAL PROCEEDING	
CLOSING ARGUMENT (Defendant)			
OPINION OF COURT			
JURY INSTRUCTIONS		OTHER (Specify)	
SENTENCING			
BAIL HEARING			

18. ORDER

CATEGORY	ORIGINAL + 1 (original to Court, copy to ordering party)	FIRST COPY	# OF ADDITIONAL COPIES	DELIVERY INSTRUCTIONS (check all that apply)	ESTIMATED COSTS
30 DAYS				PAPER COPY E-MAIL DISK PDF FORMAT ASCII FORMAT	
14 DAYS					
7 DAYS					
DAILY					
HOURLY					
REALTIME					

CERTIFICATION (19. & 20.)

By signing below, I certify that I will pay all charges
(deposit plus additional).

E-MAIL ADDRESS

NOTE: IF ORDERING BOTH PAPER AND ELECTRONIC COPIES, THERE WILL BE AN ADDITIONAL CHARGE.

19. SIGNATURE

20. DATE

TRANSCRIPT TO BE PREPARED BY

ESTIMATE TOTAL

ORDER RECEIVED

DATE

BY

PROCESSED BY

PHONE NUMBER

DEPOSIT PAID

DEPOSIT PAID

TRANSCRIPT ORDERED

TOTAL CHARGES

TRANSCRIPT RECEIVED

LESS DEPOSIT

ORDERING PARTY NOTIFIED
TO PICK UP TRANSCRIPT

TOTAL REFUNDED

PARTY RECEIVED TRANSCRIPT

TOTAL DUE