

**SEVENTH CIRCUIT TRANSCRIPT INFORMATION SHEET**

**PART I** – Must be completed by party or party's attorney pursuant to Rule 10(b) of the Federal Rules of Appellate Procedure and Rule 10(c) of the Circuit Rules. The appellant must file this form with the court reporter within 10 days of filing the notice of appeal, whether transcript is being ordered or not. (FRAP 10(b)(1)) "Satisfactory arrangements with the court reporter for payment of the costs of the transcripts" must also be made at that time. (FRAP 10(b)(4)) (Note: Appellees as well as appellants are expected to use this form when ordering transcripts.)

<b>Short Title</b> <b>Richard DePalma,</b> <b>Plaintiff-Appellant,</b>  <b>v.</b> <b>Carolyn Colvin, Commissioner of Social Security,</b> <b>Defendant-Appellee</b>	<b>District</b> <b>Western District of</b> <b>Wisconsin</b>	<b>D.C.Docket No.</b> <b>14-cv-817 jdp</b>
	<b>District Judge</b>  <b>Hon. James Peterson</b>	<b>Court Reporter</b>
<input type="checkbox"/> I am ordering a transcript. <input checked="" type="checkbox"/> I am not ordering a transcript, because: No transcripts made, ruled a summary judgement. <input type="checkbox"/> The transcript has been prepared.		<b>Sign below and return original and one copy to the court reporter. Distribute remaining copies to Clerk of the District Court and opposing party, retaining one copy for yourself.</b>

Indicate proceedings for which transcript is required. Dates must be provided:

	Date(s)
<input type="checkbox"/> Pre-trial proceedings. <i>Specify:</i> _____	_____
<input type="checkbox"/> Voir Dire	_____
Trial or hearing. <i>Specify:</i> _____	_____
<input type="checkbox"/> Opening statement	_____
<input type="checkbox"/> Instruction conference	_____
<input type="checkbox"/> Closing statements	_____
<input type="checkbox"/> Court Instructions	_____
<input type="checkbox"/> Post-trial proceedings. <i>Specify:</i> _____	_____
<input type="checkbox"/> Sentencing	_____
<input type="checkbox"/> Other proceedings. <i>Specify:</i> _____	_____
Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check or Money Order <input type="checkbox"/> C.J.A. Voucher	
Status of Payment: <input type="checkbox"/> Full Payment <input type="checkbox"/> Partial Payment <input type="checkbox"/> No Payment Yet	

Signature: S/ Dana W. Duncan Telephone No. (715) 423-4000  
 Address: Suite 201, 3930 8<sup>th</sup> Street South  
Wisconsin Rapids, WI 54494 Date: January 24, 2016

**PART II** – Must be completed by Court Reporter pursuant to Rule 11(b) of the Federal Rules of Appellate Procedure. By signing this Part II, the Court Reporter certifies that *satisfactory arrangement for payment* have been made.

U.S.C.A. Docket No.	Date Order Received	Estimated Completion Date	Estimated Length

Signature of Court Reporter: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE:** The Judicial Conference of the United States, by its resolution of March 11, 1982, has provided that a penalty of 10 percent must apply, unless a waiver is granted by the Court of Appeals' Clerk, when a "transcript of a case on appeal is not delivered within 30 days of the date ordered and payment received." The penalty is 20 percent for transcript not delivered within 60 days.

**WHITE – COURT REPORTER; YELLOW – COURT REPORTER, THEN SENT TO U.S.C.A. CLERK; BLUE – SERVICE COPY (reproduce additional copies, if necessary); PINK – DISTRICT COURT CLERK; GOLD – PARTY/COUNSEL ORDERING TRANSCRIPT.**