

**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA**

**Transcript Designation and Ordering Form**

U.S. Court of Appeals Case No. \_\_\_\_\_ U.S. District Court Case No. \_\_\_\_\_

Short Case Title \_\_\_\_\_

\_\_\_\_\_ Date Notice of Appeal Filed by Clerk of District Court \_\_\_\_\_

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**SECTION A** - To be completed by party ordering transcript

HEARING DATE

COURT REPORTER

PROCEEDINGS (strike portion not desired)

Voir Dire

Opening Statements

Settlement Instructions

Closing Arguments

Jury Instructions

Pre-Trial Proceedings

Other (please specify)

(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 proceeding 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 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.

Date transcript ordered \_\_\_\_\_

Type or Print Name \_\_\_\_\_

Signature of Attorney/Pro Per Litigant \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_

This form is divided into five 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. Court of Appeals for the Ninth Circuit at (415) 556-9800.

#### **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 1 to District Court.
- (4) Send Copy 4 to opposing counsel. Make additional photocopies, if necessary.
- (5) Send Copies 2 and 3 to court reporter. Contact court reporter to make further arrangements for payment.
- (6) Continue to monitor progress of transcript preparation.