

**UNITED STATES DISTRICT COURT  
COURT REPORTER SECTION  
400 NORTH MIAMI AVENUE, #8N09  
MIAMI FLORIDA 33128-7788  
305-523-5635**

**TRANSCRIPT NON-APPEAL ORDER FORM**

**Fax Orders To:** (305) 523-5639

**Attn:** Court Reporter Coordinator

Note: Please refer to docket sheet for name of reporter or tape number. If reporter present at hearing, please contact reporter directly. Contact Information is listed at : [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov), under Transcript Information /Contact information. If a taped proceeding, please complete this form and forward to the Court Reporter Coordinator.

**Requestor's**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing/Billing Address:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Date Sent to Transcriber:** \_\_\_\_\_

Court use only

**Magistrate Judge/District Judge:** \_\_\_\_\_

**Date(s) of hearing(s):** \_\_\_\_\_

**Type of Proceeding(s):** \_\_\_\_\_

**Case Number:** \_\_\_\_\_ **Case Name/Style:** \_\_\_\_\_

**Reporter Name/Tape Numbers:** \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

**Ship Overnight via** \_\_\_\_\_ **Account #:** \_\_\_\_\_ **Priority:** \_\_\_\_\_

**Hold for pickup**

**Indicate transcript rate desired:** *The court reporter will contact you to make financial arrangements.*

	<b>Taped Proceeding</b>	<b>Court Reporter</b>
<input type="checkbox"/> <b>Ordinary</b> <i>(A transcript to be completed within 30 calender days after receipt of order.)</i>	\$3.65	\$4.02
<input type="checkbox"/> <b>14-Day Transcript</b> <i>(A transcript to be completed 14 calender days after receipt of order.)</i>	\$4.25	\$4.68
<input type="checkbox"/> <b>Expedited</b> <i>(A transcript to be completed within 7 calender days after receipt of order.)</i>	\$4.85	\$5.34
<input type="checkbox"/> <b>Daily**</b> <i>(A transcript to be completed by 5:00PM the day following receipt of order.)</i>	\$6.05	\$6.66
<input type="checkbox"/> <b>Copy of Audio</b> <i>(Shall not be used as official record nor transcript thereof. Official transcripts must be ordered through court.)</i>	\$30.00	

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**IMPORTANT:** DO NOT use this form for the following requests:

- **CJA Panel Attorneys:** CJA 24 form(s) must be used for all transcript requests.
- **FPD/USAO:** Your in-house order form must be used for all transcript requests.

**West Palm Beach, Ft. Pierce, Key West:** All transcript requests of tape-recorded proceedings for these locations may take an additional 3 to 4 days to allow for transit time.

**\*\*Transcript Requests received after 3PM are considered received 'next business day'.**