

Reporting or Recording of Judicial Proceedings

Proceedings before District Judges in the District of Puerto Rico are either reported by official court reporters or they are digitally recorded by electronic recording operators. Generally, all proceedings before Magistrate Judges are digitally recorded. "No transcripts of the proceedings of the court shall be considered as official except those made from the records certified by the reporter or other individual designated [by the court] to produce the record." 28 U.S.C. § 753(b). The Miscellaneous Fee Schedule for services performed by clerks of the district courts is established by the Judicial Conference of the United States and is available at the Court's website, www.prd.uscourts.gov. Fees applicable to the preparation and reproduction of transcripts are also published at the court's website.

It is the responsibility of the ordering party to ensure the correctness of all orders. Court employees will assist you, but are not responsible for the correctness of your order form. Please read all applicable instructions before completing transcript or duplicate tape order forms and fill-out all necessary information on the form clearly. Be sure the information is accurate, particularly dates of proceedings, or processing your order will be delayed. Court employees are prohibited from altering any order forms tendered. New forms must be submitted with any corrections or new information.

Information Required to Order Transcripts

You will need the following information to place a transcript order:

1. Complete case number.
2. Case name/style.
3. Judicial officer (Judge or Magistrate) who heard the proceeding(s).
4. Specific date(s) of the proceeding(s) to be transcribed as well as the type of proceeding(s) (i.e., preliminary hearing - August 17, 2000; first day of jury trial - August 17, 2000).
5. If you want only a portion of a court proceeding transcribed, clearly identify the material you require (i.e., direct testimony of witness John Doe, August 17, 2000).
6. Date notice of appeal was filed, if the transcript is ordered for a case in the First Circuit.
7. Whether the proceedings were reported by a court reporter or electronically tape recorded.
8. The court reporter's name, if one was in attendance. This information is reflected on the docket sheet at the minute entry for the particular proceeding.

If your records are incomplete, you must review the case docket information before ordering transcripts. You are advised to contact the reporter(s) or the docket clerk (for electronic recordings) as applicable, prior to the placement of your order to confirm the feasibility of your request as deliveries are contingent upon backlogs at the time your order is placed. The names and direct telephone numbers for all court personnel, including reporters and docket clerks, are published at the Court's website. You may also contact them by calling the Court's main switchboard at (787)772-3000.

Forms

Non-appeal and appeal transcript orders must be placed on separate transcript order forms. Transcript orders for non-appealed cases must be placed on form **AO-435**. This is applicable to all cases unless the case involves a Criminal Justice Act litigant. Transcript orders for cases that have been appealed to the United States Court of Appeals for the First Circuit must be submitted on Form

CA1-10. Transcripts ordered for Criminal Justice Act litigants must be ordered on an Authorization and Voucher for Payment of Transcripts Form **CJA 24**. Orders for Criminal Justice Act litigants appealing to the First Circuit would require both Forms **CA1-10** and **CJA 24**. These forms contain detailed instructions and are available both at the Clerk's Office Intake Counter and at the Court's website.

Financial Arrangements

A transcript order is not complete until financial arrangements have been made with the court reporter. The ordering party is fully responsible for any monies due for transcripts. Failure to make the proper financial arrangements will result in a delay of the order processing. If you are ordering a transcript from a court reporter, all deposit and final payment checks must be made payable to the respective reporter. Checks made payable to the Clerk cannot be accepted. Please contact the reporter prior to placing your order, for deposit requirements. If you are unable to contact the reporter prior to placing your order and you are submitting a transcript order for appeal purposes, please submit the order and contact the reporter thereafter to verify its receipt - it is imperative that you do not risk delays in filing the transcript order pursuant to appeal deadlines. If you are ordering a transcript of a tape recorded proceeding, please contact the docket clerk for transcribing information prior to placing your order; payment must be made directly to the transcribing firm.

Copy Transcripts

If you have determined from a docket sheet that a transcript you need is already on file, you may order a copy from the court file in accordance with the usual copy rules and fees. If you want to order a copy of that transcript from the court reporter or transcribing service rather than making a copy from the court file, it is imperative that you indicate **"TRANSCRIPT COPY (PREVIOUSLY FILED)"** on the appropriate order form. Your order will be processed by the court reporter or transcribing firm that prepared the original transcript. If the transcript is no longer available from the court reporter or transcribing firm, you will be notified that it must be copied from the court file in accordance with the usual copy rules and fees.

Duplicate Tapes of District Court Proceedings

Tape Order forms **AO436** are available at the Clerk's Office Intake Counter. A deposit payable to the Clerk is required in order to place an order for a duplicate tape of proceedings. After the deposit is paid, you must return the completed form to the Intake Counter personnel. You will be informed of the balance due when you are notified that your tapes are ready for pickup at the Clerk's Office. Your final payment check (payable as above) must be tendered before any tape(s) are released to you.

Real-time Court Reporting

Some court reporters may prepare their transcripts and provide other services in "real time" by connecting a personal computer to the stenographic machine for instant "translation" of stenographic notes to regular text. Not all court reporters may be able to provide real time services. For more information as to availability of real time services, contact the individual court reporter.