

**TRANSCRIPT ORDER FORM**

Submitted to: Clerk of the Court, United States Court of International Trade

COURT NO.: \_\_\_\_\_ CASE CAPTION \_\_\_\_\_

DATE(S) OF PROCEEDING	TRIAL OR HEARING	CASE MANAGER	JUDGE
_____	_____	_____	_____
_____	_____	_____	_____

TYPE OF TRANSCRIPT	COST PER PAGE (Original)	First Copy to Each Party	Each Add'l Copy To Same Party
<input type="checkbox"/> 30-Day Transcript (Ordinary) A transcript to be delivered within thirty (30) calendar days after receipt of an order.	\$4.00	\$1.00	\$ .70
<input type="checkbox"/> 14-Day Transcript A transcript to be delivered within fourteen (14) Calendar days after receipt of an order.	\$4.70	\$1.00	\$ .70
<input type="checkbox"/> 7-Day Transcript (Expedited) A transcript to be delivered within (7) calendar days after receipt of an order.	\$5.35	\$1.00	\$ .70
<input type="checkbox"/> 3-Day Transcript A transcript to be delivered within (3) calendar days after receipt of an order.	\$6.00	\$1.20	\$ .85
<input type="checkbox"/> Next-Day Transcript (Daily) Transcript to be delivered after adjournment and before the usual opening hour of the Court on the following morning whether or not it actually is a Court day.	\$6.70	\$1.35	\$1.00
<input type="checkbox"/> 2-Hour Transcript (Hourly) Transcript to be delivered within (2) hours after receipt of order.	\$8.00	\$1.35	\$1.00
<input type="checkbox"/> Realtime Transcript A draft unedited transcript produced to be delivered electronically during proceedings or immediately following adjournment.	One feed, \$3.40 per page; two to four feeds, \$2.35 per page; five or more feeds, \$1.65 per page	n/a	n/a

(2)

Note: Daily, Hourly & Realtime transcription services require that arrangements be made for such services at least one week prior to actual proceedings

TRANSCRIPT ORDERED BY:

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ ATTORNEY FOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

Cost of transcript being shared. See Additional transcript order form(s).

NOTE: THE TRANSCRIPT SERVICE WILL SEND YOU A COPY OF THE TRANSCRIPT WITH AN INVOICE. PAYMENT MUST BE MADE DIRECTLY TO THE TRANSCRIPTION SERVICE.

\_\_\_\_\_  
(THIS SECTION TO BE COMPLETED BY COURT)

1. The transcript was ordered  by mail  FAX  by email  or in person on: \_\_\_\_\_.
2. Number of trial/hearing days \_\_\_\_: Estimated number of transcript pages \_\_\_\_ .
3. Estimated cost \_\_\_\_\_ for  Ordinary,  14-Day,  Expedited,  3-Day,  Daily,  Hourly,  Realtime.
4. Estimated completion date \_\_\_\_\_.
5. Date forwarded to Transcription service \_\_\_\_\_.
6. If expedited transcript ordered, delivery service and tracking number:  
\_\_\_\_\_ .

DATE: \_\_\_\_\_ CASE MANAGER: \_\_\_\_\_ .