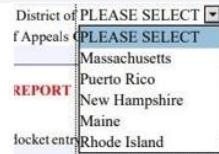


# BEST PRACTICES FOR FILING A TRANSCRIPT ORDER FORM IN THE US COURT OF APPEALS FOR THE FIRST CIRCUIT

For "District Court Case No.," enter the district court case number **including the defendant number**. If the litigant is the sole defendant, the defendant number is "1."

District Court Case No. \_\_\_\_\_

For "District," select the appropriate district court from the "District of" drop-down menu.



For "Date Notice of Appeal filed," enter the date that the notice of appeal was filed as reflected on the First Circuit Court of Appeals docket (which may be a different date than the case opening notice sent by the appellate court).

Date Notice of Appeal filed \_\_\_\_\_

**Date NOA Filed:**  
01/25/2024

**CASE OPENING NOTICE**

Issued: January 31, 2024

If the transcripts are being ordered, place a check mark beside **both** Section A **and** Section B.

**A.** \_\_\_\_\_

**B.** \_\_\_\_\_

When ordering a copy of an already produced transcript, enter the requested transcript in **both** the Transcript Report section **and** the Transcript Order section.

If you are seeking to request transcripts of a co-defendant's hearing proceedings, please specify the co-defendant, co-defendant's district court case number, and hearing date next to the hearing description.

Please note: a motion is often needed to request access to a co-defendant's transcripts.

## SAMPLE

### UNITED STATES COURT OF APPEALS FOR THE FIRST CIRCUIT

Case name United States v. Doe  
District Court Case No. 1:22-cr-9999-ABC District of Massachusetts  
Date Notice of Appeal filed 01/25/2024 Court of Appeals Case No. 23-9999  
Form filed on behalf of John Doe, appellant

#### TRANSCRIPT REPORT

Transcript Not Necessary for this Appeal \_\_\_\_\_  
Transcript Already Filed in District Court. List each transcript by docket entry number and date and type of proceeding (attach separate page if necessary) 01/01/2024 Hearing (DE 5)

#### TRANSCRIPT ORDER

Name of Court Reporter Jane Doe  
Phone Number of Reporter 555-9999

A.  This constitutes an order of the transcript of the following proceedings [check appropriate box(es) and indicate dates of hearing(s)]:

PROCEEDING(S)	HEARING DATE(S)
<input type="checkbox"/> Jury Voir Dire	
<input checked="" type="checkbox"/> Opening Statement (plaintiff)	<u>01/02/2024</u>
<input checked="" type="checkbox"/> Opening Statement (defendant)	<u>01/02/2024</u>
<input checked="" type="checkbox"/> Trial	<u>01/02/2024 Trial Day 1</u>
<input type="checkbox"/> Closing Argument (plaintiff)	
<input type="checkbox"/> Closing Argument (defendant)	
<input type="checkbox"/> Findings of Fact/Conclusions of Law	
<input type="checkbox"/> Jury Instructions	
<input type="checkbox"/> Change of Plea	
<input type="checkbox"/> Sentencing	
<input type="checkbox"/> Bail hearing	
<input type="checkbox"/> Pretrial proceedings (specify) _____	
<input type="checkbox"/> Testimony (specify) _____	
<input checked="" type="checkbox"/> Other (specify) <u>Hearing</u>	<u>01/01/2024 (DE 5)</u>

NOTE: Any form that fails to specify in adequate detail those proceedings to be transcribed will be considered deficient.

B.  I certify that I have contacted the court reporter and the following financial arrangements for payment of the transcript have been made:

<input type="checkbox"/> Private funds.
<input type="checkbox"/> Government expense (civil case). IFF status has been granted and a motion for transcript at government expense has been allowed. (Attach a copy of the order to each copy of this order form.)
<input type="checkbox"/> Criminal Justice Act. A CJA Form 24 has been approved by the <u>district court judge</u> .
<input checked="" type="checkbox"/> Criminal Justice Act. A CJA Form 24 is attached for authorization by the court of appeals.
<input type="checkbox"/> Federal Public Defender/Government Counsel - no CJA Form 24 necessary.

Filer's name Richard Roe Filer's Signature /s/Richard Roe

Firm/Address Richard Roe LLC Filer's Email address richardroe@gmail.com

Telephone number 555-1234 Date mailed to court reporter 02/03/2024

(Court Reporter Use ONLY) Date received \_\_\_\_\_

Form CA1-10 (6/09/09)

SEE INSTRUCTIONS ON REVERSE