

Kristin Ashenhurst
Official Court Reporter to
U.S. District Judge Robert M. Dow, Jr.
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TRIAL AND/OR EVIDENTIARY HEARING
TRANSCRIPTION PREPARATION

1. All exhibits to be used at trial are to be placed in binders and labeled appropriately.
2. Any videotapes or audiotapes to be played or used at trial are to be transcribed before the time of trial with hard transcripts provided and labeled appropriately to both the Court and Official Court Reporter.
3. Any deposition transcripts to be referenced in part and/or read in whole must also be provided to the Court and Official Court Reporter.
4. Realtime live feeds and/or a rough draft e-mailed after each session is available in Judge Dow's courtroom, upon request to the Official Court Reporter.
5. Any request for transcription of a trial or other evidentiary hearing that is reasonably expected to last a full day or more **must be made to** the Official Court Reporter **at least one week prior** to the commencement of such proceedings to supply her with the needed ordering information and to make payment arrangements with her.
6. Ordering and payment arrangements **must be finalized no later than five (5) days prior** to the commencement of such proceedings. If ordering and payment arrangements are not finalized by that time, the

Official Court Reporter cannot guarantee that any last-minute request can be accommodated regarding transcription during the pendency of the proceeding. However, as with all proceedings, once the proceeding has been completed, an order can be placed with the Official Court Reporter. All such after-the-fact requests shall be made via e-mail and will be responded to via e-mail, in the order in which it was received, with the ordering instructions and the deposit amount required with regard to all the delivery times possible at that time.

7. Each trial or other evidentiary hearing deposit must be accompanied by an executed Trial Transcript Order Form, which will be e-mailed to you by the Official Court Reporter upon request.
8. All executed Trial Transcript Order Forms, along with the deposit check, are required to be delivered to the Official Court Reporter **to her office in Room 1918, no later than five (5) days prior** to the commencement of proceedings.