ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

JAMES C. DUFF
Director

WASHINGTON, D.C. 20544

March 30, 2018

MEMORANDUM

To: All United States Judges
Circuit Executives
Federal Public/Community Defenders
District Court Executives
Clerks, United States Courts
Chief Probation Officers
Chief Pretrial Services Officers
Senior Staff Attorneys
Chief Circuit Mediators
Bankruptcy Administrators
Circuit Librarians

From: James C. Duff James C. Duff

RE: CLARIFICATIONS TO TRANSCRIPT CATEGORY DEFINITIONS AND NEW TRANSCRIPT DELIVERY CATEGORY **(IMPORTANT INFORMATION)**

At its March 2018 meeting, the Judicial Conference approved a new 3-day transcript delivery category, defined as "a transcript to be delivered within three (3) calendar days after receipt of an order," with rates of $5.45 per page for original transcript, $1.05 per first copy page, and $0.75 per additional copy page to the same party. The new 3-day category is available for use immediately. Court reporters may begin offering 3-day transcript service and maintaining their transcript order ledgers accordingly. The Automated Court Reporter Application (ACRA) and the AO 40A forms are in the process of being updated to reflect this change and will be completed prior to the July 20, 2018 submission due date. The Administrative Office of the United States Courts will notify court reporters and court officials immediately once these updates are completed.

The Judicial Conference also approved language clarifying the definitions of daily, hourly, and realtime transcripts. The new language removes references to "adjournment"

and "unusual circumstances," for tolling delivery time. Now, the definitions for all transcript categories and rates are applicable based on when a transcript is ordered from the court reporter, not when the underlying proceeding ended.

A revised Schedule of Maximum Rates for all categories of transcript is attached and will also be posted on JNet and on www.uscourts.gov. Court reporter contracts and transcription service agreements may be adjusted to reflect these changes in accordance with the terms and conditions of the contract agreement.

If you have any questions concerning the 3-day transcript delivery category, the transcript delivery category definitions, or the court reporting program in general, please contact Julie Neville at (202) 502-3414 or by email at Julie_Neville@ao.uscourts.gov.

Attachment

MAXIMUM TRANSCRIPT RATES

	Original	First Copy to Each Party	Each Additional Copy to the Same Party
Ordinary Transcript (30 day) A transcript to be delivered within thirty (30) calendar days after receipt of an order.	$3.65	$.90	$.60
14-Day Transcript A transcript to be delivered within fourteen (14) calendar days after receipt of an order.	$4.25	$.90	$.60
Expedited Transcript (7 day) A transcript to be delivered within seven (7) calendar days after receipt of an order.	$4.85	$.90	$.60
3-Day Transcript A transcript to be delivered within three (3) calendar days after receipt of an order.	$5.45	$1.05	$.75
Daily Transcript A transcript to be delivered on the calendar day following receipt of the order (regardless of whether that calendar day is a weekend or holiday), prior to the normal opening hour of the clerk's office.	$6.05	$1.20	$.90
Hourly Transcript A transcript of proceedings to be delivered within two (2) hours from receipt of the order.	$7.25	$1.20	$.90
Realtime Transcript A draft unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following receipt of the order.	One feed, [1]$3.05 per page; two-to-four feeds, $2.10 per page; five or more feeds, $1.50 per page.		

[1]A realtime "feed" is the electronic data flow from the court reporter to the computer of each person or party ordering and receiving the realtime transcription in the courtroom.