

TRIAL AND HEARING TRANSCRIPT PREPARATION FOR THE OFFICIAL COURT REPORTER

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- Please refer to Judge Chang’s “Standing Order Governing Proposed Pretrial Orders” and “Civil Trial & Voir Dire” for Civil Trials and to “Criminal Pretrial & Trial Procedures” for Criminal Trials at <http://www.ilnd.uscourts.gov/home/JudgeInfo.aspx>.
 - Please remember to provide the Official Court Reporter with a set of tabbed binders by each party with the objected to exhibits before the Pretrial Conference, as well as the one printed set of tabbed binders by each party with all the final trial exhibits before the start of the trial.
 - Please provide the Official Court Reporter with the Pretrial Order, once prepared, as well as a copy of each party’s witness list for trial prep.
 - Please provide the Official Court Reporter with any/all transcripts, depositions, or the like that will be played by audio or video during the trial, or read/referenced in part or in full by readers or attorneys.
 - Any order to be placed for transcription of a trial/hearing that is expected to last a day or more must be placed one week before the trial/hearing is to begin via the Court’s Electronic Ordering Form which can be found at <https://www.ilnd.uscourts.gov/home/Transcript-Order-Form.aspx>
 - Payment arrangements must be finalized and a deposit delivered one week prior to the commencement of any such proceedings. If ordering and payment arrangements are not finalized by that time, the Official Court Reporter cannot guarantee that any last-minute requests can be accommodated regarding any transcription during the pendency of the proceeding. However, as with all proceedings, an order can be placed after the fact using the same Electronic Ordering Form (link is above).
- **NOTE:** A receipt for your order will be sent to you indicating the assigned court reporter. All delivery requests, OTHER THAN ORDINARY/30-day delivery, must be pre-approved by the assigned court reporter and that reporter will contact you, or you may contact them.
- **PLEASE BE AWARE** that the assigned court reporter cannot always fulfill a request for an expedited transcript due to their current transcript order load and court hours.