SAMPLE

UNITED STATES DISTRICT COURT DISTRICT OF MINNESOTA (Rev. 12/2016)	**TRANSCRIPT ORDER** *CJA counsel please complete an AUTH24 in CJA eVoucher* *Please read instructions on next page.*	COURT USE ONLY **NOTES:**

1a. CONTACT PERSON FOR THIS ORDER Adam Smith	2a. CONTACT PHONE NUMBER 612-555-5555	3. CONTACT EMAIL ADDRESS adamsmith@attorney.com
1b. ATTORNEY NAME (if different)	2b. ATTORNEY PHONE NUMBER	3. ATTORNEY EMAIL ADDRESS

4. MAILING ADDRESS (INCLUDE LAW FIRM NAME, IF APPLICABLE) Law Offices 1234 Main Street Minneapolis, MN 55123	5. CASE NAME (Include defendant number, for criminal cases only) Johnson v. Johnson	6. CASE NUMBER 15-cv-1

8. THIS TRANSCRIPT ORDER IS FOR (CHECK ALL THAT APPLY):   CJA: <u>Do not use this form; use AUTH24</u> in CJA.

7. COURT REPORTER NAME, if applicable
Jessica Jones

❒ APPEAL	❒ CRIMINAL	❒ In forma pauperis (NOTE: Court order for TRANSCRIPTS must be attached)
X NON-APPEAL	X CIVIL	❒ Standing Order (e.g. MDL)

9. TRANSCRIPT(S) REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested), format(s) & quantity and delivery type: Entire proceeding

a. HEARING(S) (OR PORTIONS OF HEARINGS)			b. SELECT FORMAT(S) *NOTE: ECF access is included.*				c. DELIVERY TYPE					

DATE	JUDGE (initials)	PORTION If requesting less than full hearing, specify portion (e.g. witness or time)	PDF (email)	TEXT/ASCII (email)	PAPER	CONDENSED	ORDINARY (30-day)	14-Day	EXPEDITED (7-day)	DAILY (Next day)	HOURLY (2 hrs)	REALTIME
01/01/20	MJD		1		1		X					

10. ADDITIONAL COMMENTS, INSTRUCTIONS, QUESTIONS, ETC:

ORDER & CERTIFICATION (11. & 12.) By signing below, I certify that I will pay all charges (deposit plus additional).

11. SIGNATURE   /s/ Adam Smith

12. DATE

01/01/2015