

# REQUESTING A TRANSCRIPT OR AUDIO RECORDING



U.S. District Court – Eastern District of Texas

Rev. 10/16/2025

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| <p><b>STEP 1:<br/>COMPLETE<br/>THE<br/>FORM(S)</b></p> <p>(Do not submit an order form prior to the hearing. If you wish to notify the court that you want an expedited transcript for a future hearing, <a href="#">contact the clerk.</a>)</p> | <p><b>WRITTEN TRANSCRIPT ORDERS:</b> Complete a Transcript Order form for each provider (one form per court reporter; one form for all proceedings for which a reporter was not present):</p> <ol style="list-style-type: none"> <li><b>IF THE CASE IS ON APPEAL TO THE FIFTH CIRCUIT</b>, use their required <a href="#">Transcript Order Form</a> (complete top portion and Part I).</li> <li><b>OTHERWISE</b>, use the <a href="#">AO435</a> form.</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li><b>Re: Hearings Taken By a Court Reporter:</b> <a href="#">While 28 U.S.C. § 753(b)</a> requires the clerk to maintain court reporter notes/records for a minimum of 10 years after the proceeding, materials <i>may</i> be available for a longer period. Unfortunately, even if the material is still within the clerk's possession, it may be impossible to produce a transcript due to degradation.</li> <li><b>To CJA Counsel Seeking Accelerated Transcript Services</b> (discouraged pursuant to <a href="#">Guide to Judiciary Policy, Vol. 7, Ch. 3, § 320.30.20</a>): The Finance Department will contact you to request submission of the CJA 24 Authorization for Payment of Transcript form so you can submit justification for the judge's consideration. Judicial approval for the accelerated service must be obtained prior to transcript preparation.</li> </ul> <p><b>AUDIO RECORDING ORDERS:</b> To order the recording of a proceeding for which a court reporter was not present, complete the <a href="#">AO436</a> form. Please note that audio recordings are:</p> <ul style="list-style-type: none"> <li>ineligible for "true copy" certification and</li> <li><a href="#">usually not available for a proceeding for which a court reporter was present.</a> (If the hearing was subject to the provisions of 28 U.S. Code § 753(b), contact the deputy in charge in the division to make alternative arrangements.)</li> </ul> |
| <p><b>STEP 2:<br/>FILE THE<br/>FORM(S)</b></p>   | <ol style="list-style-type: none"> <li><b>If the case is ON APPEAL TO THE FIFTH CIRCUIT</b>, e-file each <a href="#">Transcript Order Form</a> separately using the applicable event below, which will cause the transcript order form to be emailed to the Fifth Circuit and to the clerk's office, who will notify the court reporter or a transcriber of the request (subject to any delay described above for accelerated service requests that will be paid with CJA funds).             <ol style="list-style-type: none"> <li>In a CIVIL CASE, use the <i>Appeal Transcript Request</i> event, or</li> <li>In a CRIMINAL CASE, use the <i>Transcript Request – Appeal</i> event.</li> </ol> </li> <li><b>OTHERWISE</b>, e-file each <a href="#">AO435</a> form using the <i>Transcript/Digital Audio Record Request</i> event, and the clerk will notify the provider, who will then contact you to make financial arrangements in advance.</li> </ol> <p><b>Note:</b> If you are not a registered ECF User, send the form(s) to the division in which the case was filed, and the clerk will file the form(s) for you.</p>  |
| <p><b>STEP 3:<br/>RECEIVE<br/>YOUR<br/>ORDER</b></p>   | <p>The provider will make delivery arrangements with you (<i>e.g.</i>, email, mail).</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Transcripts will be uploaded by the provider to CM/ECF, but audio recordings will be uploaded to CM/ECF only with the permission of the presiding judge.</li> <li>"True copy" certifications of public transcripts are only available after the 90-day delay prescribed by LR CV-5.2(b)/LR CR-49.1(b).</li> <li>Audio recordings are ineligible for "true copy" certification.</li> </ul>  |