



UNITED STATES DISTRICT COURT

District of Minnesota

John R. Tunheim, Chief Judge
Richard D. Sletten, Clerk

Warren E. Burger Federal
Building and U.S. Courthouse
316 North Robert Street
Suite 100
St. Paul, MN 55101
(651) 848-1100

U.S. Courthouse
300 South Fourth Street
Suite 202
Minneapolis, MN 55415
(612) 664-5000

Gerald W. Heaney Federal Building
and U.S. Courthouse and Customhouse
515 West First Street
Suite 417
Duluth, MN 55802
(218) 529-3500

Edward J. Devitt U.S. Courthouse
and Federal Building
118 South Mill Street
Suite 212
Fergus Falls, MN 56537
(218) 739-5758

PUBLIC NOTICE

Date: December 2, 2016
Contact: Rebecca Parks
(612) 664-5124

TRANSCRIPT & AUDIO FILE REQUEST CHANGES

Beginning January 1, 2017, the process for requesting transcripts, realtime or daily court reporting services, and copies of audio recordings from the United States District Court for the District of Minnesota will change.

Requesting Transcripts

To request a transcript, parties must file the request in CM/ECF using the new transcript request event and form. Once the Transcript Order Form is filed in CM/ECF, the Court Reporter will be automatically notified and will contact the party to make financial arrangements.

Requesting Real Time & Daily Reporting Services

To request realtime and daily reporting services in advance of a trial or hearing, parties should file the request in CM/ECF with at least 10 days advance notice to the Court to ensure such services can be provided.

Requesting Audio Recordings

To request an audio recording of a magistrate judge proceeding, parties must file the request in CM/ECF using the proper event. Parties will no longer make such requests by contacting chambers. Parties will have the option of obtaining the audio recording electronically in MP3 format or on a CD.

Note: Non-parties may request transcripts and audio recordings by contacting the Clerk's Office intake desk.

Detailed instructions on how to request transcripts, realtime and daily court reporting services, and audio recordings will be made available on the Court's

website in the near future. Questions should be directed to the Rebecca Parks, Court Reporter Coordinator, at rebecca_parks@mnd.uscourts.gov or (612) 664-5124.