

# Transcript Request

1. Complete the [Transcript Order Form](#) and convert/print it to PDF
2. Log into ECF



Login

\* Required Information

Username \*

Password \*

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

3. Select the appropriate case type, **Civil** or **Criminal**, for which you would like a transcript.



CM ECF **Civil** **Criminal** Query Reports Utilities Search Help Log Out

4. Select **Other Documents** under the Other Filings Category



**Civil Events**

Open a Case **NEW!**  
[Civil Case](#)

Initial Pleadings and Service  
[Complaints and Other Initiating Documents](#)  
[Service of Process](#)  
[Answers to Complaints or Counter/Cross/3rd Party Claims](#)  
[Other Answers](#)

Motions and Related Filings  
[Motions](#)  
[Supporting Documents and Responses](#)

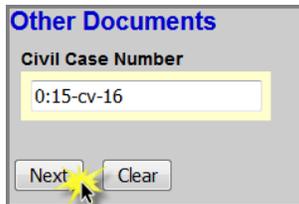
**Other Filings**  
[Discovery Documents](#)  
[Notices](#)  
[Trial Documents](#)  
[Appeal Documents](#)  
[Other Documents](#)  
[MDL Attorney Trade](#)

**Criminal Events**

Motions and Related Filings  
[Motions](#)  
[Supporting Documents and Responses](#)

**Other Filings**  
[Appeal Documents](#)  
[Other Documents](#)  
[Discovery Documents](#)  
[Waivers](#)  
[Service of Process](#)  
[Notices](#)  
[Trial Documents](#)

5. Enter the **case number** and click **Find Case**. Select the appropriate case and click **Next**. In criminal cases, be sure to select the correct defendant(s).

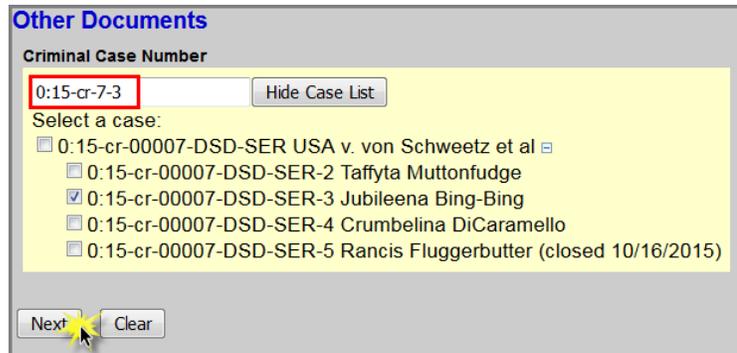


**Other Documents**

Civil Case Number

0:15-cv-16

Next Clear



**Other Documents**

Criminal Case Number

0:15-cr-7-3 Hide Case List

Select a case:

0:15-cr-00007-DSD-SER USA v. von Schweetz et al

0:15-cr-00007-DSD-SER-2 Taffyta Muttonfudge

0:15-cr-00007-DSD-SER-3 Jubileena Bing-Bing

0:15-cr-00007-DSD-SER-4 Crumbelina DiCaramello

0:15-cr-00007-DSD-SER-5 Rancis Fluggerbutter (closed 10/16/2015)

Next Clear

6. Click **Next**



**Other Documents**

[0:15-cr-00007-DSD-SER USA v. von Schweetz et al](#)

Next Clear

7. Select **Transcript Request** as the Event and **select the filer**.

Available Events (click to select an event)

- SSA Administrative Record (Supplemental)
- Satisfaction of Judgment
- Settlement Agreement
- Special Master Report
- Statement of Case
- Statement of Redaction
- Status Report
- Stipulation
- Stipulation of Dismissal
- Suggestion of Bankruptcy
- Suggestion of Death
- Supplement
- Transcript Request**
- Transcript Request Change by Attorney
- Transcription/Copy Request (Digital Recording)

Selected Event  
Transcript Request

Next Clear

Select the filer.

Select the Party:

- Bing-Bing, Jubileena [pla]**
- Fluggerbutter, Rancis [dft]
- Space Invaders [dft]
- Superior Edge, Inc. [dft]
- Wily Wonka Chocolate Factory [dft]

Next Clear New Filer

8. Read the **Filing Tip** and click **Next**

9. For criminal cases only, confirm the correct defendant(s) have been selected. SKIP this step for civil cases.

**Case Selection Confirmation:**  
In a multi-defendant case, apply this event only to applicable co-defendants:

You selected the case for Defendant(s): **Jubileena Bing-Bing.**

Do you see the correct defendant(s) name displayed in red above?

Yes  
 No

Next Clear

10. Select the **type of request**

Select the type of request:

- Original Transcript Request
- Advanced request for **REAL-TIME OR DAILY** services
- Copy of a Transcript

Next Clear

**Original Transcript Request:**

a. Click **Browse** to attach the completed **Transcript Order form** as the Main Document and click **Next**.

**ECF Filing Tips**  
Attach the [Transcript Order form](#) as the main document.

Select the PDF document and any attachments.

**Main Document**  
Browse... no file selected.

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

- b. Use the drop down arrow to select the court reporter(s)

Reporter/Transcriber Name 1:

**If applicable, select up to two other court reporters.**

Reporter/Transcriber Name 2:

Reporter/Transcriber Name 3:

- c. Select the **delivery type** and click **Next**.

Please indicate the requested **delivery type** for this transcript:

Ordinary 30-Day Transcript

Expedited 14-Day Transcript

Expedited 7-Day Transcript

- d. Click **Next**

- e. Ensure all information is accurate and click **Next** to finalize the request.

Docket Text: Final Text

**TRANSCRIPT REQUEST by Jubileena Bing-Bing to Court Reporter Jeanne Anderson. (ngattyq, MND-TEST)**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

*Source Document Path (for confirmation only):*  
00cr00Test Document.pdf pages: 1

- f. A Notice of Electronic Filing screen will appear to confirm the request was successful.

U.S. District Court  
U.S. District of Minnesota

**Notice of Electronic Filing**

The following transaction was entered by ngattyq, MND-TEST on 12/8/2016 at 3:33 PM CST and filed on 12/8/2016

**Case Name:** Superior Edge, Inc. v. Monsanto Company

**Case Number:** [0:15-cv-00016-JRT-HB](#)

**Filer:** Superior Edge, Inc.

**Document Number:** [90](#)

**Docket Text:**  
**TRANSCRIPT REQUEST by Superior Edge, Inc. to Court Reporter Jeanne Anderson. (ngattyq, MND-TEST)**

**Advanced Request for Real-time or Daily Services:**

- a. Click **Browse** to attach the completed **Transcript Order form** as the Main Document and click **Next**.

**ECF Filing Tips**  
Attach the [Transcript Order form](#) as the main document.

Select the PDF document and any attachments.

**Main Document**  
Browse... No file selected.

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

- b. Use the drop down arrow to select the court reporter(s)

Reporter/Transcriber Name 1: [dropdown]

If applicable, select up to two other court reporters.

Reporter/Transcriber Name 2: [dropdown]

Reporter/Transcriber Name 3: [dropdown]

Next Clear

- c. Click **Next**
- d. Ensure all information is accurate and click **Next** to finalize the request.

**Docket Text: Final Text**  
**TRANSCRIPT REQUEST by Jubileena Bing-Bing to Court Reporter Jeanne Anderson. (ngattyqc, MND-TEST)**

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?**

*Source Document Path (for confirmation only):*  
00cr00Test Document.pdf pages: 1

Next Clear

- e. A Notice of Electronic Filing screen will appear to confirm the request was successful.

U.S. District Court  
U.S. District of Minnesota

**Notice of Electronic Filing**

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**Case Name:** Superior Edge, Inc. v. Monsanto Company  
**Case Number:** [0:15-cv-00016-JRT-HB](#)  
**Filer:** Superior Edge, Inc.  
**Document Number:** [90](#)

**Docket Text:**  
[TRANSCRIPT REQUEST by Superior Edge, Inc. to Court Reporter Jeanne Anderson. \(ngattyqc, MND-TEST\)](#)

## Copy of a Transcript:

- a. Select whether or not a transcript has already been filed on the docket and click **Next**.

Please make a selection.

The transcript has already been filed in the case. You will be asked to **link to the transcript**.

Only a Transcript Request has been filed in the case. You will be asked to **upload a Transcript Request Form**.

- i. If the transcript has already been filed, the following screen will ask you to select the desired transcript. Select the **transcript** and click **Next**.

Select the appropriate event(s) to which your event relates:

07/28/2016 [13](#) TRANSCRIPT of Motions Hearing held on 7/19/2016 before Judge Richard H. Kyle. (55 pages). Court Reporter: Carla Bebault. For a copy of the transcript, please send a request to transcripts@mnd.uscourts.gov.

- ii. If the transcript has not yet been filed, click **Browse** to attach the completed **Transcript Order form** as the Main Document and click **Next**.

**ECF Filing Tips**

Attach the [Transcript Order form](#) as the main document.

Select the PDF document and any attachments.

**Main Document**

No file selected.

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.		

- b. Use the drop down arrow to select the court reporter(s)

Reporter/Transcriber Name 1:

**If applicable, select up to two other court reporters.**

Reporter/Transcriber Name 2:

Reporter/Transcriber Name 3:

**\*\* Note:** If the transcript has already been filed option is selected at Step a, you will be given the option to add special requests to the docket text. If applicable, enter a special request and click Next.

**ECF Filing Tips**

Example of a Special Request: *Requesting partial transcript only*

**Note:** Do not put a period at the end of your request. The period will be added automatically.

Please note any special requests:

c. Click **Next**

d. Ensure all information is accurate and click **Next** to finalize the request.

Docket Text: Final Text  
**TRANSCRIPT REQUEST by Jubileena Bing-Bing to Court Reporter Jeanne Anderson. (ngattyqc, MND-TEST)**

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