

Transcript Request Change by Attorney

1. Log into ECF



The login form is titled "Login" and contains the following elements:

- A red asterisk and the text "* Required Information" above the input fields.
- A "Username" label followed by a text input field.
- A "Password" label followed by a text input field.
- Three buttons: "Login", "Clear", and "Cancel".
- Links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?".
- A "NOTICE" at the bottom: "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."

2. Select the appropriate case type, **Civil** or **Criminal**, for which you would like to change the transcript request.



The navigation bar shows the "CM ECF" logo and several menu items: "Civil" (highlighted with a red box), "Criminal" (highlighted with a red box), "Query", "Reports", "Utilities", "Search", "Help", and "Log Out".

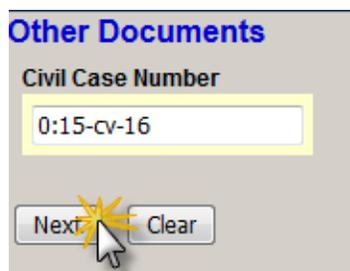
3. Select **Other Documents** under the Other Filings Category



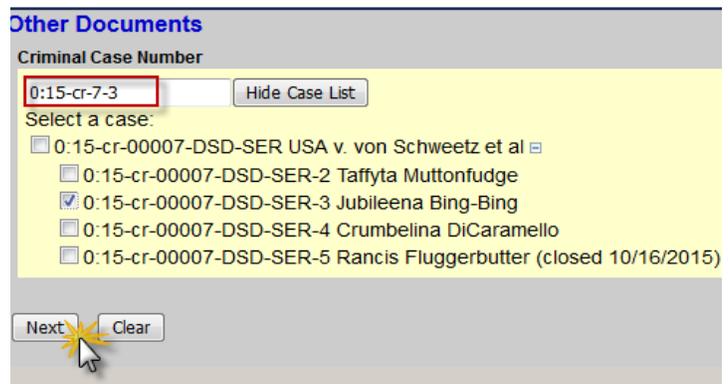
The page displays two columns of "Other Filings" categories:

- 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](#) (highlighted with a yellow starburst)
 - [MDL Attorney Filings](#)
- Criminal Events**
 - Motions and Related Filings
 - [Motions](#)
 - [Supporting Documents and Responses](#)
 - Other Filings
 - [Appeal Documents](#)
 - [Other Documents](#) (highlighted with a yellow starburst)
 - [Discovery Documents](#)
 - [Waivers](#)
 - [Service of Process](#)
 - [Notices](#)
 - [Trial Documents](#)

4. 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).



The "Other Documents" page for Civil cases shows a "Civil Case Number" input field containing "0:15-cv-16". Below the field are "Next" and "Clear" buttons. A yellow starburst highlights the "Next" button.



The "Other Documents" page for Criminal cases shows a "Criminal Case Number" input field containing "0:15-cr-7-3". Below the field is a "Hide Case List" button. Under "Select a case:", there is a list of cases with checkboxes. The case "0:15-cr-00007-DSD-SER-3 Jubileena Bing-Bing" is selected. Below the list are "Next" and "Clear" buttons. A yellow starburst highlights the "Next" button.

5. Click **Next**



The "Other Documents" page shows the selected case: "0:15-cr-00007-DSD-SER USA v. von Schweetz et al". Below the case name are "Next" and "Clear" buttons. A yellow starburst highlights the "Next" button.

6. Select **Transcript Request Change by Attorney** as the Event and **select the filer**.

The screenshot shows two side-by-side panels. The left panel, titled "Available Events (click to select an event)", contains a list of legal events. "Transcript Request Change by Attorney" is highlighted in blue. Below the list are "Next" and "Clear" buttons. The right panel, titled "Selected Event", shows "Transcript Request Change by Attorney" in a text box. To its right is another panel titled "Select the filer." which contains a "Select the Party:" dropdown menu. The dropdown menu lists several parties, with "Bing-Bing, Jubileena [dft]" selected and highlighted in blue. Below the dropdown are "Next" and "Clear" buttons.

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

The screenshot shows a section titled "Other Documents" with a link to "0:15-cr-00007-DSD-SER USA v. von Schweetz et al". Below this is a green highlighted box with the text "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.**". Below this is the question "Do you see the correct defendant(s) name displayed in red above?" with radio buttons for "Yes" (selected) and "No". At the bottom are "Next" and "Clear" buttons.

8. Select the **Transcript Request** to be updated.

The screenshot shows a section titled "Other Documents" with a link to "0:15-cr-00007-DSD-SER USA v. von Schweetz et al". Below this is a green highlighted box with the text "ECF Filing Tips Be sure to select the specific Transcript Request to be updated.". Below this is the instruction "Select the appropriate event(s) to which your event relates:". Underneath, the case name "0:15-cr-00007-DSD-SER Jubileena Bing-Bing" is shown. A list of three transcript requests follows, each with a checkbox: 1) "12/08/2016 285 TRANSCRIPT REQUEST by Jubileena Bing-Bing to Court Reporter Jeanne Anderson for proceedings before Magistrate Judge Steven E. Rau (LEG)" with an unchecked checkbox; 2) "12/08/2016 286 REAL-TIME OR DAILY TRANSCRIPT REQUEST by Jubileena Bing-Bing for proceedings before Judge Paul A. Magnuson (Parks, Rebecca)" with an unchecked checkbox; 3) "12/12/2016 294 TRANSCRIPT REQUEST for a COPY OF TRANSCRIPT to Court Reporter Debra Beauvais (Johnson Mnd Test, Adam)" with a checked checkbox. At the bottom are "Next" and "Clear" buttons.

9. Indicate the **Reason** for the change

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

ECF Filing Tips

Examples of a changes:

- *Cancelling transcript request
- *Changing delivery method from 7-days to 30-days

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

Indicate the reason for request changes:

10. 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:

11. Click **Next**

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

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

Docket Text: Final Text
CHANGE for [294] Transcript Request: Changing delivery method from 7-days to 14-days by Jubileena Bing-Bing (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?

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

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

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

Notice of Electronic Filing

The following transaction was entered by ngattyq, MND-TEST on 1/9/2017 at 8:20 AM CST and filed on 1/9/2017

Case Name: USA v. von Schweetz et al
Case Number: [0:15-cr-00007-DSD-SER](#)
Filer: Dft No. 3 - Jubileena Bing-Bing
Document Number: 328(No document attached)

Docket Text:
CHANGE for [294] Transcript Request: Changing delivery method from 7-days to 14-days by Jubileena Bing-Bing (ngattyq, MND-TEST)