

Transcription/Copy Request from a Digital Recording

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 password 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 a transcript.

The navigation bar for CM ECF includes the following items:

- Logo: CM ECF
- Dropdown menus: "Civil" and "Criminal" (both highlighted with red boxes).
- Links: "Query", "Reports", "Utilities", "Search", "Help", "Log Out".

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

Two side-by-side panels show navigation options:

- Civil Events:** Includes "Open a Case NEW!" (with "Civil Case" link), "Initial Pleadings and Service" (with links for "Complaints and Other Initiating Documents", "Service of Process", "Answers to Complaints or Counter/Cross/3rd Party Claims", "Other Answers"), and "Motions and Related Filings" (with links for "Motions", "Supporting Documents and Responses").
- Criminal Events:** Includes "Motions and Related Filings" (with links for "Motions", "Supporting Documents and Responses") and "Other Filings" (with links for "Appeal Documents", "Other Documents" (highlighted with a red box and a yellow star), "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" form for Civil cases shows:

- Section: "Civil Case Number"
- Input field containing "0:15-cv-16"
- Buttons: "Next" (highlighted with a yellow star) and "Clear".

The "Other Documents" form for Criminal cases shows:

- Section: "Criminal Case Number"
- Input field containing "0:15-cr-7-3" (highlighted with a red box) and a "Hide Case List" button.
- Section: "Select a case:"
- List of cases with checkboxes:
 - 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)
- Buttons: "Next" (highlighted with a yellow star) and "Clear".

5. Click **Next**

The "Other Documents" form shows the selected case:

- Section: "Other Documents"
- Text: "0:15-cr-00007-DSD-SER USA v. von Schweetz et al" (highlighted with a blue box)
- Buttons: "Next" (highlighted with a yellow star) and "Clear".

6. Select **Transcription/Copy Request from a Digital recording** as the Event and **select the filer.**

Available Events (click to select an event)

- Request for Travel Authorization
- Response
- Response to Order to Show Cause
- Satisfaction of Judgment
- Satisfaction of Monetary Imposition
- Satisfaction of Monetary Imposition and Release of Abstract
- Speedy Trial Demand
- Statement of Redaction
- Stipulation
- Transcript Request
- Transcript Request Change by Attorney
- Transcript/Copy Request from a Digital Audio Recording**

Selected Event
Transcript/Copy Request from a Digital Audio Recording

Next Clear

Select the filer.

Select the Party:

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

Next Clear New Filer

7. For criminal cases only, confirm the correct defendant(s) has 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

8. Select if you would like a **transcript** of the audio recording or a **copy** of the audio recording itself and click **Next**.

ECF Filing Tips

For a **transcript** request, prepare one [Transcript Order form](#) to file in each case. You may request multiple proceedings in one request. CJA Attorneys must use eVoucher.

For a **copy**, file a SEPARATE request for each proceeding.

For more information, see the [Transcripts, Court Reporters, and Digital Audio Recordings](#) page on the court's website.

Is this a request for a **transcript** from a digital audio recording or for a **copy** of the digital audio recording (CD or MP3)?

Transcript
 Copy

Next Clear

Transcript:

- a. Select whether the proceeding was **open** or **sealed** and click **Next**.

IMPORTANT: Indicate whether this is a SEALED proceeding.
If sealed, the transcript or MP3 audio file will be filed under seal.

Open
 Sealed

Next Clear

- b. 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

- 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

Next Clear

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

Docket Text: Final Text
REQUEST for a TRANSCRIPT of a Digital Audio Recording. (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

Next Clear

- 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 12/14/2016 at 3:05 PM CST and filed on 12/14/2016

Case Name: USA v. von Schweetz et al
Case Number: [0:15-cr-00007-DSD-SER](#)
Filer: Dft No. 2 - Taffyta Muttonfudge
Document Number: [306](#)

Docket Text:
REQUEST for a TRANSCRIPT of a Digital Audio Recording. (ngattyq, MND-TEST)

Digital Copy:

- a. Select whether the proceeding was **open** or **sealed** and click **Next**.

IMPORTANT: Indicate whether this is a SEALED proceeding.
If sealed, the transcript or MP3 audio file will be filed under seal.

Open
 Sealed

Next Clear

- b. **Select the proceeding** for which you would like a transcript and click **Next**.

ECF Filing Tips

Select only one Minute Entry.

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

07/18/2016 [5](#) Minute Entry for proceedings held before Magistrate Judge Steven E. Rau: Motion Hearing held on 7/18/2016 re [3](#) MOTION to Compel filed by Jubileena Bing-Bing. (Tape #145) (Entered: 07/28/2016)

12/07/2016 [108](#) Minute Entry for proceedings held before Magistrate Judge Steven E. Rau: Initial Pretrial Conference held on 12/7/2016. (LEG)

Next Clear

- c. Enter the details of the proceeding you selected and click **Next**.

ECF Filing Tips

Complete the information for the proceeding selected on the previous screen.

Date of Proceeding: 7/18/16

Time of Proceeding: 9:00 am

Courtroom of Proceeding: Courtroom 3C (STP)

Select the judge who entered order or held hearing.
Rau, Steven E.

Next Clear

- d. Click **Next**

- e. Select whether the filing is on behalf of the U.S. or the Federal Defender's Office and click **Next**.

Is this case filed on behalf of the United States of America or U.S. Federal Defender's Office?

Note: CJA attorneys are required to pay the fee.

Yes
 No

Next Clear

- f. Click **Next** to proceed to the payment screens.

- g. If prompted, re-enter your **password**.
- h. Select a payment method and click **Next**.

i.

Pay Filing Fees for Minnesota District Court (test) - NextGen

* Required Information

Payment Amount

Amount Due * \$31.00

Select a Payment Method


Attorney
XXXXXXXXXXXX1111
06/2018

Enter a credit card

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

- j. Complete all payment screens. Check the **authorization** box and click **Submit**.

Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

- k. If the requester of the transcript is not the filing attorney (i.e. an assistant to the attorney) enter the **Requester's information** and click **Next**. If the requester is the filing attorney, the fields may be left blank.

ECF Filing Tips

Complete the information for the requester if different from the filer, i.e., assistants filing on behalf of their attorney

Requester's name:

Requester's phone number:

Requester's email address:

- i. Select the desired **format** of the audio file (CD or MP3) and click **Next**.

NOTE: CD's will be mailed to the address listed on the docket for the filer. Any changes to the recipient should be noted in the special requests text box on this screen.

ECF Filing Tips

CDs will be mailed to the filer's address as listed on the docket. Any changes to the recipient should be indicated as a special request. **MP3 audio files** will be uploaded to the docket and only made available to the filer.

Examples of Special Requests:

- * Please mail the CD to Jane Doe, 123 Main St., St. Paul, MN 55102
- * Requesting only the opinion of the court

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

Select the format of the copy you are requesting:

CD
 MP3

Please note any special requests:

- m. Click **Next**.

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

Docket Text: Final Text

REQUEST for a MP3 COPY of a Digital Audio Recording for [133], before Magistrate Judge Steven E. Rau held on 7/18/16 at 9:00 am in Courtroom 3C (STP). Payment made in the amount of \$31, receipt number AMNXDC-233002. **Special Request: Mail to Jane Doe, 123 Main St. (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?

- o. 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 ngattyqc, MND-TEST on 12/15/2016 at 12:07 PM CST and filed on 12/15/2016

Case Name: USA v. von Schweetz et al
Case Number: [0:15-cr-00007-DSD-SER](#)
Filer: Dft No. 2 - Taffyta Muttonfudge
Document Number: 319(No document attached)

Docket Text:
REQUEST for a MP3 COPY of a Digital Audio Recording for [133], before Magistrate Judge Steven E. Rau held on 7/18/16 at 9:00 am in Courtroom 3C (STP). Payment made in the amount of \$31, receipt number AMNXDC-233002. **Special Request: Mail to Jane Doe, 123 Main St. (ngattyqc, MND-TEST)**