**Transcript Request**

1. Complete the [**Transcript Order Form**](http://www.mnd.uscourts.gov/cmecf/tr-order-form.docx) and convert/print it to PDF.
2. Log into **ECF.**



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



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



1. 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).



1. Click **Next.**



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



1. For criminal cases only, confirm the correct defendant(s) have been selected. SKIP this step for civil cases.
2. 
3. Read the **Filing Tip** and click **Next.**
4. Select the **type of request** and **click Next.**



**Original Transcript Request**:

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



b. **ECF Restriction Notice**: This will be filed as a PUBLIC entry and a COURT-ONLY document. Click **Next**.

 

c. Select the **Minute Entry** for the hearing you are requesting a transcript of.



d. Use the drop down arrow to select the court reporter(s) and click **Next**.



e. Select the **delivery type** and click **Next**.

 

f. Click **Next.**

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

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



**Copy of a Transcript**:

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



b. **ECF Restriction Notice**: This will be filed as a PUBLIC entry and a COURT-ONLY document. Click **Next**.

 

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



* + 1. If the transcript has already been filed, select the desired **transcript** and click **Next**.



* + 1. If the transcript has not yet been filed, select the **Minute Entry** for the hearing you are requesting a transcript of and click **Next**.



d. Use the drop down arrow to select the court reporter(s) and click **Next**.



e. Click **Next**.

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

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



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

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



b. **ECF Restriction Notice**: This will be filed as a PUBLIC entry and a COURT-ONLY document. Click **Next**. 

c. Select the **type of advanced service(s)** requested and click **Next**.

d. Use the drop down arrow to select the court reporter(s) and click **Next**.



e. Click **Next.**

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

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

