**Request for a Transcript or Digital Copy of an Audio Recording**

1. **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/Copy Request** **from a** **Digital Audio Recording** as the Event and **select the filer**.



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



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



**Transcript**:

* 1. Complete the [**Transcript Order Form**](http://www.mnd.uscourts.gov/cmecf/tr-order-form.docx) and convert/print it to PDF
	2. Select whether the proceeding was **open** or **sealed** and click **Next**.



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



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



* 1. Click **Next**.
	2. Ensure all information is accurate and click **Next** to finalize the request.



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



**Digital Copy**:

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



1. **Select Minute Entry** for the proceeding for which you would like a transcript and click **Next**.



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



1. Click **Next**
2. Select whether the filing is on behalf of the **U.S. or the Federal Defender’s Office** and click **Next**.



* 1. If the filing is NOT on behalf of the **U.S. or the Federal Defender’s Office**, follow steps f-j below to provide payment.
	2. If the filing is on behalf of the **U.S. or the Federal Defender’s Office**, confirm by clicking Next. Then SKIP to step **j** below.



1. Read the **payment information screen** and click **Next**.
2. If prompted, re-enter your **password**.
3. Select a payment method and click **Next**.



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



1. If the requester of the transcript is the filing attorney, the fields on this screen may be left blank. If the requester is not the filing attorney (i.e. an assistant to the attorney) enter the **Requester’s information** and click **Next**.



1. 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.



1. Click **Next**.
2. Ensure all information is accurate and click **Next** to finalize the request.
3. A Notice of Electronic Filing screen will appear to confirm the request was successful.

