



Guidance for Pro Se Litigants Ordering a Transcript

TRANSCRIPT REQUEST FORM: All transcript-related requests must be electronically filed in the Court's electronic case management system CM/ECF. Information on the procedure, as well as detailed instructions, can be found on the Court's website at <https://www.mnd.uscourts.gov/transcripts-court-reporters-and-digital-audio-recordings>. The Transcript Request Form MUST be filled out in its entirety and filed by emailing the Transcript Request Form to ecfhelpdesk@mnd.uscourts.gov.

CONTACT COURT REPORTER: Payment arrangements for the transcript are done with the appropriate court reporter at the time the order is placed. Contact information for court reporters can be found at <https://www.mnd.uscourts.gov/court-reporters-contact-list>.

COST: Court reporters may not provide transcripts free of charge and require payment in advance. The cost of a transcript is determined by the number of pages of the transcript multiplied by the page rate, depending on the delivery requested.

The prices per page are as follows:

30-day delivery	\$4.00/page
14-day delivery	\$4.70/page
7-day delivery	\$5.35/page
3-day delivery	\$6.00/page
Daily Delivery	\$6.70/page
Hourly Delivery	\$8.00/page

DELIVERY: Transcript production times are not guaranteed due to court reporter workload. However, the court reporter will make every effort to complete the transcript in the time frame requested. The court reporter will begin working on the transcript once payment is received, NOT before, and notify you when completed by email/telephone.

PREVIOUSLY REPRESENTED BY COUNSEL: If you were previously represented by an attorney, either appointed or retained, it may be more efficient and less costly to contact the attorney first to see if they will order the transcript for you.

IFP: If you have been granted in forma pauperis (IFP) status for filing fees, this does not cover transcript costs unless the Judge specifically lists transcripts in the IFP order.