

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".
- Three 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", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The "Civil" and "Criminal" dropdown menus are highlighted with red boxes.

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



The page displays two panels: "Civil Events" and "Criminal Events".

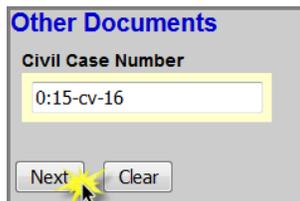
Civil Events

- Open a Case
 - Civil Case
- Initial Pleadings, Service, and Sealed Filings
 - Complaints and Other Initiating Documents
 - Service of Process
 - Answers to Complaints or Counter/Cross/3rd Party Claims
 - Other Answers
- Motions, Related Filings, and Sealed Filings
 - Motions
 - Supporting Documents and Responses
- Other Filings
 - Discovery Documents
 - Notices
 - Trial Documents
 - Appeal Documents
 - Other Documents (highlighted with a red box and a yellow starburst)
 - SEALED & Ex Parte Non-Motion Documents
 - MDL Attorney Time

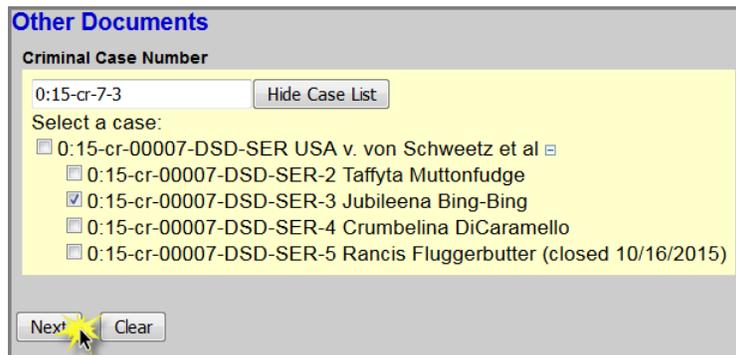
Criminal Events

- Motions and Related Filings
 - Motions
 - Supporting Documents and Responses
- Other Filings
 - Appeal Documents
 - Other Documents (highlighted with a red box and 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" form for a Civil Case Number. It features a text input field containing "0:15-cv-16" and two buttons: "Next" (highlighted with a yellow starburst) and "Clear".



The "Other Documents" form for a Criminal Case Number. It features a text input field containing "0:15-cr-7-3" and a "Hide Case List" button. Below is a "Select a case:" section with a list of cases:

- 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)

At the bottom are "Next" (highlighted with a yellow starburst) and "Clear" buttons.

5. Click **Next**

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

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

<p>Available Events (click to select an event)</p> <ul style="list-style-type: none">Refusal of Magistrate Judge JurisdictionRequest for DiscoveryRequest for Refund of Fees Paid ElectronicallyRequest for Travel AuthorizationResponseResponse to Order to Show CauseSatisfaction of JudgmentSatisfaction of Monetary ImpositionSatisfaction of Monetary Imposition and Release of AbstractSpeedy Trial DemandStatement of RedactionStipulationTranscript RequestTranscript Request Change by AttorneyTranscript/Copy Request from a Digital Audio Recording <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	<p>Selected Event</p> <p>Transcript Request Change by Attorney</p>	<p>Select the filer.</p> <p>Select the Party:</p> <ul style="list-style-type: none">Bing-Bing, Jubileena [pla]Fluggerbutter, Rancis [dft]Space Invaders [dft]Superior Edge, Inc. [dft]Willy Wonka Chocolate Factory [dft] <p><input type="button" value="Next"/> <input type="button" value="Clear"/> <input type="button" value="New Filer"/></p>
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7. For criminal cases only, confirm the correct defendant(s) have 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

8. Click **Next**.

9. Select the **Transcript Request** to be updated and click **Next**.

ECF Filing Tips

Be sure to select the specific Transcript Request to be updated.

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

0:15-cr-00007-DSD-SER Jubileena Bing-Bing

- 12/08/2016 285 TRANSCRIPT REQUEST by Jubileena Bing-Bing to Court Reporter Jeanne Anderson for proceedings before Magistrate Judge Steven E. Rau (LEG)
- 12/08/2016 [286](#) **REAL-TIME OR DAILY** TRANSCRIPT REQUEST by Jubileena Bing-Bing for proceedings before Judge Paul A. Magnuson (Parks, Rebeccah)
- 12/12/2016 [294](#) TRANSCRIPT REQUEST for a **COPY OF TRANSCRIPT** to Court Reporter Debra Beauvais (Johnson Mnd Test, Adam)

10. Indicate the **Reason** for the change and click **Next**.

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:

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

Reporter/Transcriber Name 1:

If applicable, select up to two other court reporters.

Reporter/Transcriber Name 2:

Reporter/Transcriber Name 3:

12. Click **Next**

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

Docket Text: Final Text

CHANGE for [294] Transcript Request: Changing delivery method from 7-days to 30-days by Jubileena Bing-Bing to Court Reporter Ron Moen (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?

14. 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 4/12/2017 at 3:23 PM CDT and filed on 4/12/2017

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: 361 (No document attached)

Docket Text:
[CHANGE for \[294\] Transcript Request: Changing delivery method from 7-days to 30-days by Jubileena Bing-Bing to Court Reporter Ron Moen \(ngattyqc, MND-TEST\)](#)