

Request for a Transcript or Digital Copy of an Audio Recording

1. Log into ECF



The login form is titled "Login" and contains the following elements:

- A red asterisk followed by the text "* Required Information".
- A label "Username *" with an adjacent text input field.
- A label "Password *" with an adjacent password 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 a transcript.



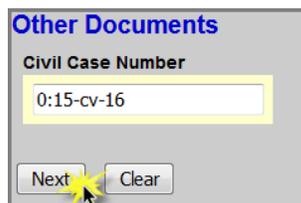
The navigation bar features the "CM ECF" logo on the left. To its right are two dropdown menus: "Civil" and "Criminal", both highlighted with red boxes. Further right are links for "Query", "Reports", "Utilities", "Search", "Help", and "Log Out".

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

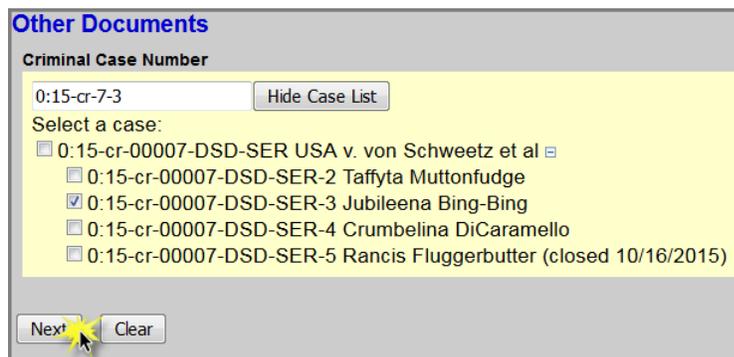


Two side-by-side panels show the "Civil Events" and "Criminal Events" categories. In the "Civil Events" panel, under "Other Filings", the link "Other Documents" is highlighted with a red box and a yellow star. In the "Criminal Events" panel, under "Other Filings", the link "Other Documents" is also highlighted with a red box and a yellow star.

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 shows a text input field containing "0:15-cv-16". Below the input field are "Next" and "Clear" buttons. A yellow star is positioned over the "Next" button.



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

- 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" and "Clear" buttons. A yellow star is positioned over the "Next" button.

5. Click **Next**

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

Next Clear

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

Available Events (click to select an event)

- Settlement Agreement
- Special Master Report
- Statement instead of Redacted Document (Initial Pleadings and Statement of Case
- Statement of Redaction
- Status Report
- Stipulation
- Stipulation of Dismissal
- Suggestion of Bankruptcy
- Suggestion of Death
- Supplement
- Transcript Request
- Transcript Request Change by Attorney
- Transcript/Copy Request from a Digital Audio Recording**
- Traverse

Next Clear

Selected Event
Transcript/Copy Request from a Digital Audio Recording

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 digital 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. Complete the [Transcript Order Form](#) and convert/print it to PDF
- b. 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

- c. 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 documents and any attachments.

Main Document
Browse... No file selected.

Attachments	Category	Description
1. Browse... No file selected.		

Next Clear

- d. 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
 Expedited Daily Transcript (by 8am following day)
 Expedited Hourly Transcript (within 2 hours)

Next Clear

- e. Click **Next**.
- f. 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. (ngattycq, 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

- g. 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 ngattycq, MND-TEST on 4/12/2017 at 12:27 PM CDT and filed on 4/12/2017

Case Name: Superior Edge, Inc. v. Monsanto Company
Case Number: [0:15-cv-00016-JRT-HB](#)
Filed: Superior Edge, Inc.
Document Number: [108](#)

Docket Text:
[REQUEST for a 30-day TRANSCRIPT of a Digital Audio Recording. \(ngattycq, MND-TEST\)](#)

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 will be filed under seal.

Open
 Sealed

- b. **Select Minute Entry** for 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)

- 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:

Time of Proceeding:

Courtroom of Proceeding:

Select the judge who entered order or held hearing.

- 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

- a. 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.
- b. 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.

You have indicated that you are filing in this case on behalf of the United States of America or U.S. Federal Defender's Office.

If this is not correct, return to the prior screen using your browser's BACK button.

Next Clear

- f. Read the **payment information screen** and click **Next**.
- 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
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Select a Payment Method


Attorney
XXXXXXXXXXXX1111
06/2018

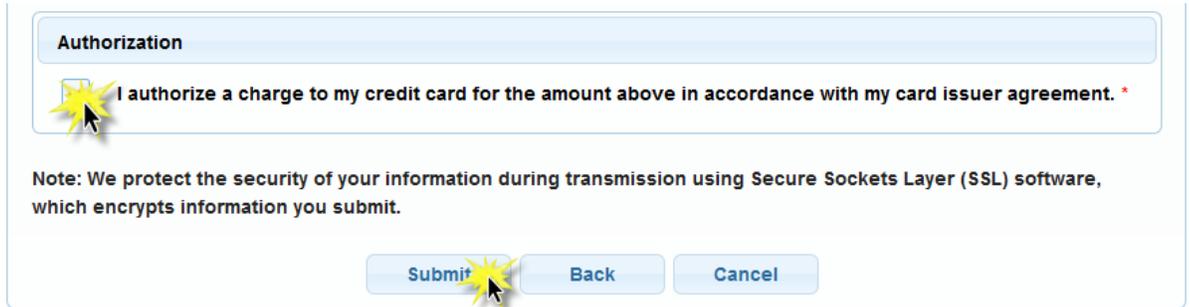
Enter a credit card

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.

Next Cancel

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

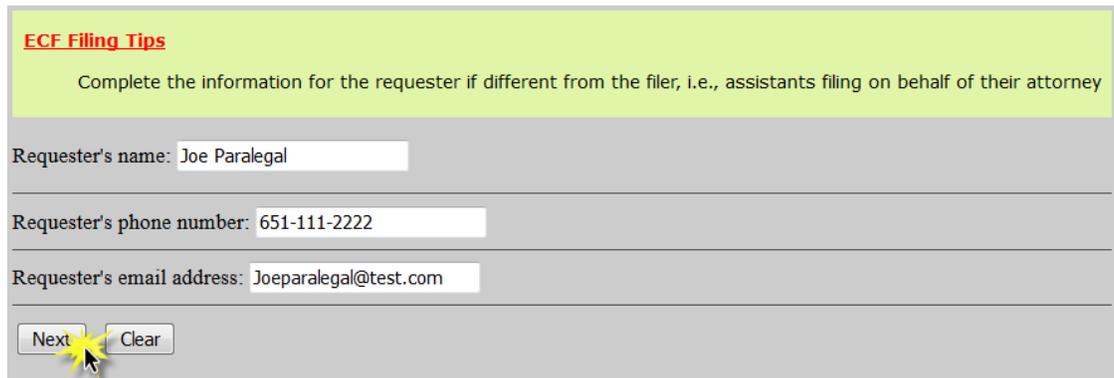


Authorization

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 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**.



ECF Filing Tips

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

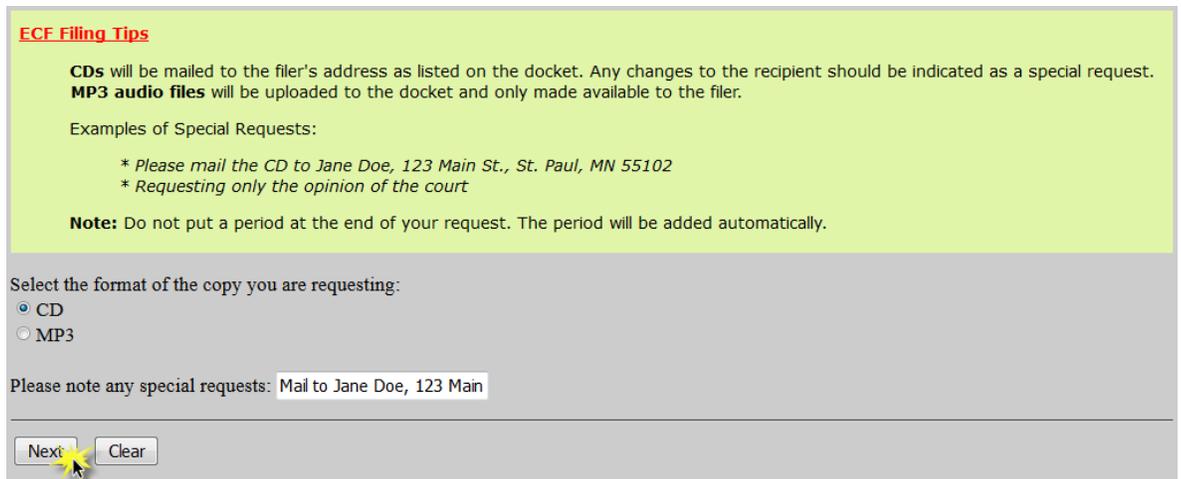
Requester's name:

Requester's phone number:

Requester's email address:

- l. 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)**