District of Oregon CJA Tip Sheet

Transcript Requests

The Court must approve an AUTH24 before a transcript is ordered, including Ninth Circuit cases with CJA counsel. To request a transcript, please email the following information (and a copy of the Transcript Designation and Order form if filed on the docket) to ORX_CJATeam@fd.org. Copy the court reporter on the email to provide lead time for completion of the transcript.

1. Client's name
2. Case number
3. Describe briefly the nature of the proceeding or other purpose for which the transcript is required (e.g., motion hearing, trial preparation, trial, appeal); identify the proceeding in which transcript will be used: **(such as sentencing preparation)**
4. Proceeding(s) to be transcribed: **(such as 05/25/2017 CR 12 Status Hearing)**
5. Name of court reporter
6. Speed category: choose from attached list, if accelerated (less than 30 days), provide justification

Accelerated Transcripts

There are some circumstances in which accelerated transcripts (less than 30 days) are necessary and may be provided. Requests for accelerated transcripts must set forth the basis. A general assertion of "competing professional demands" is not a justification for an expedited request.

Multi-Defendant CJA Cases

In multi-defendant cases, no more than one certified transcript may be ordered on behalf of all CJA defendants. CJA counsel should facilitate providing electronic copies to co-defense counsel.

Questions? Contact the CJA Panel Team!
ORX_CJATeam@fd.org
(503) 326-2123, ask for eVoucher help

MAXIMUM TRANSCRIPT RATES effective 10/01/2024	**Original**	**First Copy to Each Party**	**Each Add'l Copy to Same Party**
Ordinary Transcript (30 day) A transcript to be delivered within thirty (30) calendar days after receipt of an order.	$4.40	$1.10	$0.75
14-Day Transcript (14 day) A transcript to be delivered within fourteen (14) calendar days after receipt of an order.	$5.10	$1.10	$0.75
Expedited Transcript (7 day) A transcript to be delivered within seven (7) calendar days after receipt of an order.	$5.85	$1.10	$0.75
3-Day Transcript (3 day) A transcript to be delivered within three (3) calendar days after receipt of an order.	$6.55	$1.30	$0.90
Next-Day Transcript (Daily) A transcript to be delivered on the calendar day following receipt of the order (regardless of whether that calendar day is a weekend or holiday), prior to the normal opening hour of the clerk's office.	$7.30	$1.45	$1.10
2-Hour Transcript (Hourly) A transcript of proceedings to be delivered within two (2) hours from receipt of the order.	$8.70	$1.45	$1.10
Realtime Transcript (aka Roughs) A draft unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following receipt of the order. o One feed, $3.70 per page o Two-to-four feeds, $2.55 per page o Five or more feeds, $1.80 per page.	$3.70 $2.55 $1.80	n/a	n/a