

## **GENERAL INFO 5 | TRANSCRIPT INFORMATION FORM**

In order to make a hearing in the District Court a part of the record on appeal, the hearing must be transcribed.

- Fill out the Transcript Information Form and include the date of the hearing and the name of the court reporter who reported the hearing.
- A copy of the form must be sent to the court reporter, filed with the District Court Clerk and the Court of Appeals Clerk, and served on opposing counsel.
- Forms for ordering transcripts are available from the District Court clerk and are available on this Court's website: [www.call.uscourts.gov](http://www.call.uscourts.gov)

