UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT

Transcript Order for Pro Se Parties

Only parties not represented by counsel may use this form. Attorneys must file transcript orders electronically in CM/ECF. Include on this form all transcripts that you are ordering from *one* court reporter. Use a separate form for each court reporter.

SHORT CASE TITLE	**NAME OF DISTRICT COURT**	**DISTRICT COURT CASE NUMBER**
COURT OF APPEALS CASE NUMBER	**DATE NOTICE OF APPEAL FILED BY CLERK OF DISTRICT COURT**	
	COURT REPORTER	**NAME OF ORDERING PARTY**

A. Check the applicable provision: ☐ I am ordering a transcript (See Section B) ☐ I am not ordering a transcript **Reason for not ordering a transcript:** ☐ Transcript is already on file in district court ☐ Transcript is unnecessary for appeal purposes ☐ No Hearings	**B. Provide a description, including dates, of the proceedings for which a transcript is required** (i.e. oral argument, sentencing, etc.) **Method of Payment** ☐ Private Funds ☐Other
C. When transcript is funded by the Criminal Justice Act, transcript of the following proceedings will be provided only if specially authorized by the district court ☐ Voir Dire ☐ Jury Instructions ☐ Opening statement of plaintiff ☐ Closing argument of plaintiff ☐ Opening statement of defendant ☐ Closing argument of defendant	**D. Deliver transcript to: (Appellant's name, address, telephone)**

Failure to specify in adequate detail those proceedings to be transcribed, or failure to make prompt satisfactory financial arrangements for transcript, are grounds for dismissal of appeal.

E. I certify that I have made satisfactory arrangements with the court reporter for payment of the cost of transcript. *See* FRAP 10(b). I understand that unless I have already ordered the transcript, I shall order its preparation at the time required by FRAP and the Local Rules.	
ORDERING PARTY'S SIGNATURE	**DATE**

ALLOWANCE BY THE COURT OF LEAVE TO PROCEED IN FORMA PAUPERIS IN A CIVIL APPEAL DOES NOT ENTITLE THE LITIGANT TO HAVE TRANSCRIPT AT GOVERNMENT EXPENSE.

THIS ORDER FORM MUST BE SENT TO BOTH THE COURT REPORTER AND THE COURT OF APPEALS.

UNITED STATES COURT OF APPEALS
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INSTRUCTIONS FOR PRO SE PARTIES ORDERING TRANSCRIPT

1. Many appeals do not require a transcript. If you are not represented by an attorney and are ordering transcript related to your appeal, you must complete this form and mail it to the Clerk's Office at this address:

   United States Court of Appeal
   540 Potter Stewart U.S. Courthouse
   100 East Fifth Street
   Cincinnati, Ohio 45202

2. You must also provide a copy of this form to the court reporter along with your payment for the transcript.

3. Complete a separate form for each court reporter from whom you are ordering transcript. Do not include more than one court reporter on an order form.

4. If you have filed a proper transcript order form, the court of appeals clerk will forward the transcript order to the court reporter for processing. However, *you* must contact each court reporter from whom you are ordering transcript, provide a copy of this order, and pay for the transcript.

5. The court reporter will charge you the necessary fees for transcript. The court reporter may require you to pay all fees before beginning work on the transcript.

   - **NOTE:** Being granted pauper status by the district court or leave to appeal *in forma pauperis* does **not** automatically entitle you to a free transcript.

   - If you believe that you are entitled to transcript without paying the fee, you must file a motion for transcript at government expense, demonstrating that you are indigent *and* that the appeal is not frivolous but presents a substantial question.

6. Failure to arrange for payment of transcript, to properly order transcript, or to meet other court deadlines can result in the dismissal of your appeal.