

**OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
Northern District of California**

ELECTRONIC FILING INSTRUCTIONS

**DESIGNATING TRANSCRIPTS
FOR APPEALS TO THE
NINTH CIRCUIT UNITED STATES COURT OF APPEALS**

Designating transcripts for the 9th Circuit Court of Appeals is normally a four-step process:

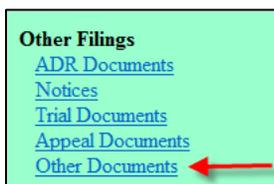
1. **Designate transcripts on the [Transcript Designation Form \(“CAND-TDF”\)](#).** See detailed instructions on form.
2. **Identify transcripts already ordered.** REVIEW the ECF docket sheet to determine which, if any, of the transcripts you have designated, are already e-filed. In the right column of the table, CHECK “yes” and enter the docket number of each designated, e-filed transcript OR “no” for each designated transcript that needs to be ordered.
3. **E-file the CAND-TDF** using the instructions on this page.
4. **Order transcripts using the CAND-435 Transcript Order Form.** For any remaining designated transcripts that have not been e-filed, COMPLETE, separately for each court reporter, a CAND 435 Transcript Order (CJA counsel should instead complete CJA 24 forms and submit them to the CJA Unit). E-FILE each CAND 435 Transcript Order in the U.S. District Court (not the 9th Circuit) case.

This information page covers Steps 3. Steps 1 & 2 are covered on the CAND-TDF Form. To complete Step 4, please visit cand.uscourts.gov/transcripts for instructions on completing and e-filing CAND-435 Forms for designated transcripts that still need to be prepared.

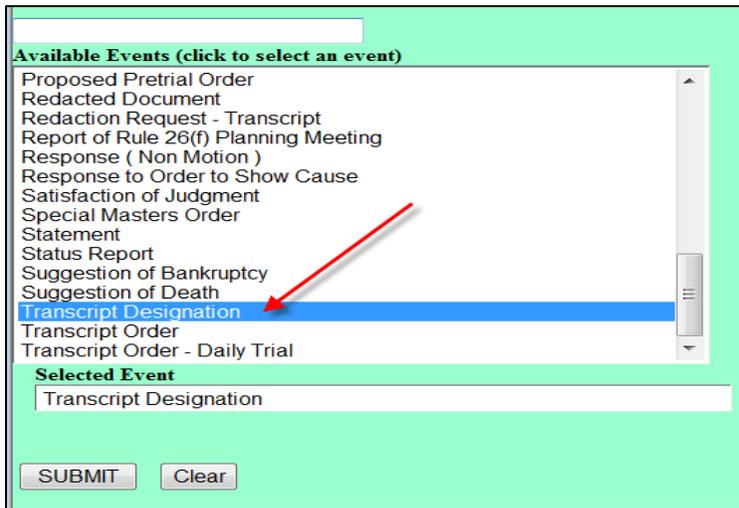
E-Filing a Transcript Designation Form

CAND-TDF for appellate cases can be downloaded from cand.uscourts.gov/transcriptforms.

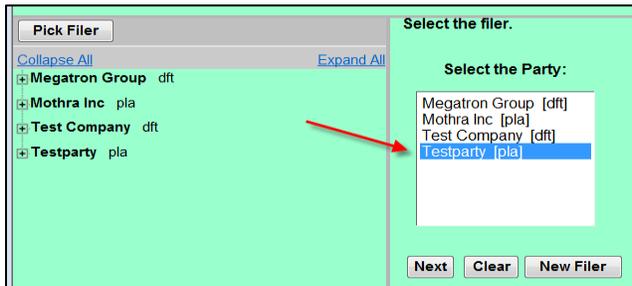
1. After logging into the CM/ECF system, you will be directed to the main screen of the CM/ECF system. Messages about system availability and procedural changes are often found on this page.
2. Click the relevant “Civil” or “Criminal” heading on the blue menu bar at the top of the screen.
3. Click on “Other Documents” located in the “Other Filings” category.



- A new menu will appear displaying a list of e-filing events available to the filer. You can search for event names by typing a partial name (i.e. transcript), or you can scroll through the list of events.
- Highlight your selection by clicking “Transcript Designation” from the list of events. Your selection will be displayed in the “Selected Events” field. Click “Submit.”



- When prompted, enter the case number and click “Find This Case.” You will receive confirmation of the case title. Select the correct case and click “Submit.”
- Select the party you represent in the case.



- If the party is not listed, click “New Filer” and search for your party name in our electronic filing system. If the name of your party is displayed, select the party you represent in the matter.
- If the party is not listed, add the name and address of the party. Select the appropriate “Role” type from the drop-down list.

The next screen will prompt you to enter the PDF file of your completed CAND-TDF Form.

10. Click the Main Document “Browse” button and navigate to the location on your computer where your PDF file is stored. Open or view the file and verify you are uploading the correct document. When the file is selected, the “Main Document” field will populate with the document path and file name.
11. The next screen provides an important warning indicating that clicking on the Submit button commits the transaction and sends an electronic notice to the court and to other case participants. Nothing has been filed at this point. If you think you made an error in the process, click the “Civil” or “Criminal” button on the menu bar and start over. Do not click on the back button of your web browser. If you are satisfied with the docket text, click the “Submit” button and the document will then be filed in the case.
12. After the document has been successfully filed, you will receive a Notice of Electronic Filing/NEF which includes a link to the docket sheet and a link to the document.