

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

ELECTRONIC FILING INSTRUCTIONS

HOW TO E-FILE A DAILY TRIAL TRANSCRIPT ORDER ON CAND-435

IMPORTANT: These instructions are for e-filing **an order for daily transcripts** to be prepared during a trial or multi-day hearing. Separate instructions are available on the [Transcripts/Court Reporters page of the court's website](#) for e-filing an order for regular transcripts. (Both types of orders use the CAND-435 Form, but the e-filing process is different.)

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. →
4. 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.
5. Highlight your selection by clicking “Transcript Order - Daily Trial” from the list of events. Your selection will be displayed in the “Selected Events” field on the right side of the screen. Click “Submit.” ↓



transcr **Click your selection, or use arrows to highlight it and press Enter.**

Available Events (click to select an event)	Selected Event
Redaction Request - Transcript	Transcript Order - Future Trial with Daily Transcripts
SSA Administrative Transcript	
Sealed Transcript	
Transcript	
Transcript - Redacted	
Transcript Copy Delivered	
Transcript Order	
Transcript Order - CJA	
Transcript Order - Future Trial with Daily Transcripts	

SUBMIT Clear

6. When prompted, enter the case number and click “Find This Case.” You will receive confirmation of the case title. Verify the case caption and click “Submit.”
7. 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.

Other Documents
3:12-cv-00034 Mothra Inc v. Megatron Group

Pick Filer

Collapse All Expand All

- Megatron Group dft
- Mothra Inc pla
- Test Company dft

Select the filer.

Select the Party:

- Megatron Group [dft]
- Mothra Inc [pla]
- Test Company [dft]

Next Clear New Filer

8. If the party is not listed, add the name and address of the party.
9. Select the appropriate “Role” type from the drop-down list. ➔
10. A message will appear with important information on ordering transcripts. Please review the notice and follow the instructions for correctly ordering a daily trial transcript.

11. The next screen will prompt you to enter the PDF file of your completed CAND-435 Form, which can be downloaded from cand.uscourts.gov/transcripts.
12. Click the Main Document “Browse” button and navigate to the location on your computer where your PDF file is stored. Open or view the PDF 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.

13. If attaching additional documents, click on the lower Attachments “Browse” button and navigate to the location on your computer where your PDF file is stored to upload the attachments. Additional fields will appear for you to continue adding attachments. Click the “Submit” button.
14. The next screen warns you that clicking 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.
15. If you think you made an error in the process, click on the relevant Civil or Criminal button on the menu bar and start over. Do not click the back button on your web browser. If you are satisfied with the docket text, click the “Submit” button and the document will be filed in the case.
16. 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. The bottom of the notice lists the individuals notified by email of the filing.
17. The NEF has also been sent to the Court Reporter Supervisor in the division of the Court where the trial is scheduled to take place; s/he will process your daily trial transcript order.

Contact information for each court reporter can be found at cand.uscourts.gov/transcripts/contact.