

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

**ELECTRONIC FILING INSTRUCTIONS**

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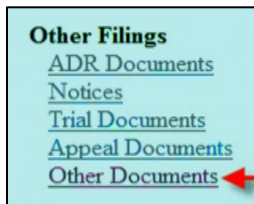
**ORDERING TRANSCRIPTS**

Listed below are the steps for ordering a transcript in the CM/ECF system. Please note that not all transcripts can be ordered electronically:

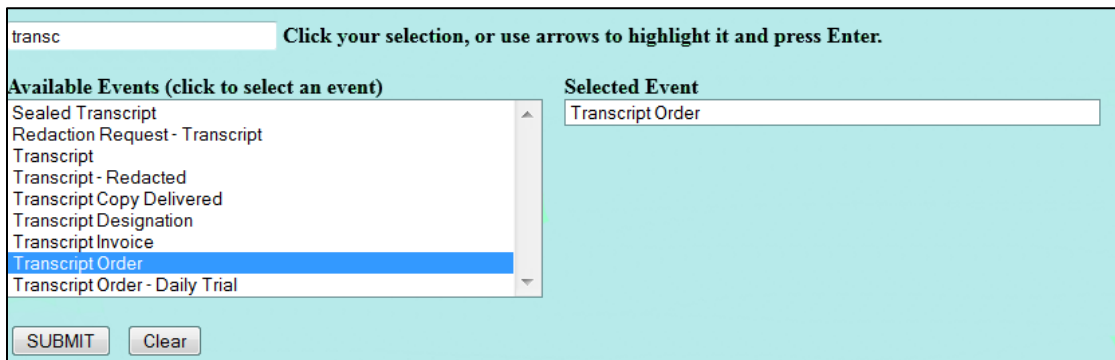
- Transcript orders for sealed cases may only be ordered if the minutes expressly state that parties to the case may obtain a copy of a sealed transcript without a court order. If the minutes do not expressly state that, then the ordering party must file a motion for permission to obtain a copy of the transcript. The order must be approved by the presiding judge prior to the party uploading their transcript order form.
- Transcript orders for *pro se* litigants and for non-parties must be submitted in writing to the Court Reporter Supervisor of the Division where the hearing took place for uploading to the docket.
- Criminal Justice Act (CJA) attorneys should file using CJA instructions posted on the court's web site.

**E-Filing a Transcript Order in CM/ECF**

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" from the list of events. Your selection will be displayed in the "Selected Events" field on the right side of the screen. Click "Submit."



transc      Click your selection, or use arrows to highlight it and press Enter.	
<b>Available Events (click to select an event)</b>	<b>Selected Event</b>
Sealed Transcript	Transcript Order
Redaction Request - Transcript	
Transcript	
Transcript - Redacted	
Transcript Copy Delivered	
Transcript Designation	
Transcript Invoice	
<b>Transcript Order</b>	
Transcript Order - Daily Trial	
<input type="button" value="SUBMIT"/>	<input type="button" value="Clear"/>

6. 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."
7. Select the party you represent in the case.

8. 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.
9. If the party is not listed, add the name and address of the party. 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 transcript.
11. The next screen will prompt you to enter the PDF file of your completed Transcript Order Form (Form Name: CAND 435). This form is available on the court's web site [www.cand.uscourts.gov](http://www.cand.uscourts.gov).
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 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.
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.
14. Select the appropriate court reporter from the list in the drop-down menu. Click "Submit".

15. 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" 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.

16. After the document has been successfully filed, you will receive a "Notice of Electronic Filing" which includes a link to the docket sheet and a link to the document. The bottom of the notice indicates who will receive notice by electronic means. The Notice of Electronic filing has been sent to the court reporter whom you selected during the e-filing process. Please contact that court reporter directly in order to make the payment arrangements necessary to process your order. Contact information for each court reporter can be found by clicking here: [www.cand.uscourts.gov/courtreportercontact](http://www.cand.uscourts.gov/courtreportercontact).

