

## INSTRUCTIONS FOR OBTAINING A TRANSCRIPT

### If it is for appeal to the Eleventh Circuit:

1. Obtain an [Eleventh Circuit Transcript Information \(ECTI\)](#) Form from the Eleventh Circuit or District Court Website.
2. Complete the form making sure to complete all portions of Part I, including which specific transcripts you are ordering, the correct court reporter's name, and the Method of Payment. (Sometimes there will be one CR who covers the Rule 11 and another one who covers the sentencing hearing.)
3. eFile the ECTI form through CM/ECF with both USCA and USDC.

### If it is not for appeal:

Contact the court reporter directly:

*For Judge Hall and Judge Bowen cases contact:*

Lisa Davenport  
[Lisa\\_davenport@gas.uscourts.gov](mailto:Lisa_davenport@gas.uscourts.gov)  
706-823-6468

*For Judge Wood cases contact:*

Debbie Gilbert  
[Debra\\_gilbert@gas.uscourts.gov](mailto:Debra_gilbert@gas.uscourts.gov)

*For Judge Baker cases and Judge Moore before October of 2018 contact:*

Kelly McKee  
[Kelly\\_dorsey@gas.uscourts.gov](mailto:Kelly_dorsey@gas.uscourts.gov)  
912-650-4065

*For cases in which Victoria Root was the Court Reporter:*

Victoria Root  
[vroot.transcripts@gmail.com](mailto:vroot.transcripts@gmail.com)  
912-447-0004

## **Payment arrangements:**

### **If you are retained:**

Contact the court reporter directly to arrange payment before or shortly after filing the Eleventh Circuit Transcript Information Form or a non-appeal related transcript request directly to the Court Reporter. A deposit payment in advance may be required.

### **If you are CJA appointed:**

You must use the District Court e-Voucher system:

1. Create an Auth. 24 to obtain authorization from the Judge who presided over the hearing, then submit.
2. Once approved by the Judge, you will receive an email instructing you to access the e-voucher system again to create the actual CJA-24 form for payment of the transcript.
3. Login, create and submit this form making sure to select the court reporter as an "expert." Select "Expert," under the "Voucher Assignment," section.
4. Once the reporter has completed the transcript, he/she will login to eVoucher and complete their portion of the CJA-24 form and submit it back to you for your approval.
5. When you receive that email notification, please access the e-voucher system to confirm receipt of transcript.
6. The CJA 24 form will then be submitted to the judge for final approval of payment to the reporter.

\*Please note that in multi-defendant cases involving CJA defendants, no more than one transcript of a proceeding should be purchased from the court reporter on behalf of all of the defendants. You may disseminate, at no cost to the government, a copy to the defendant you were appointed to represent, but only if the defendant requests a copy in writing; however, the defendant may not reproduce said transcript. Any questions regarding previously purchased transcripts should be directed towards the Court Reporter. A failure to comply with these instructions will subject each of you to contempt proceedings by this Court.

## **Trial Transcripts FAQs:**

1. When requesting a trial transcript, be sure to indicate on the ECTI which specific portions of the trial you are requesting.
2. If you are requesting the entire trial or any portion of the trial other than the actual testimony evidence; i.e., jury voir dire and selection, initial remarks by the judge, opening statements, closing arguments and final jury charge, you will need specific approval from the Judge.
  - a. If you are retained, please file a Motion with the Court.
  - b. If you are appointed, please indicate on the Auth. 24 form which portions you are requesting.

For specific assistance with the CJA system, please contact Jamie Burrell at 912-650-4032.