

# Transcripts and Court Reporters

## Court Reporter Contact information:

Court Reporter	Phone Number	Email Address
Rebecca Ross	(479) 695-4460	<a href="mailto:rebecca_ross@arwd.uscourts.gov">rebecca_ross@arwd.uscourts.gov</a>
Jodi Wade	(501) 623-6411	<a href="mailto:Jodi_Wade@arwd.uscourts.gov">Jodi_Wade@arwd.uscourts.gov</a>
Dana Hayden	(479) 783-1466	<a href="mailto:dana_hayden@arwd.uscourts.gov">dana_hayden@arwd.uscourts.gov</a>
Shana Leding		<a href="mailto:Shana_Leding@arwd.uscourts.gov">Shana_Leding@arwd.uscourts.gov</a>
<b>Retired</b> Paula Barden	Contact the Clerk's Office at 1-833-853-0345	<a href="mailto:Fsm_info@arwd.uscourts.gov">Fsm_info@arwd.uscourts.gov</a>

## Requesting Transcripts

- **Case Participants and Attorneys**
  - **Attorneys representing case participants** should complete the **Transcript Order [AO 435](#) form** then save the PDF without the fillable form fields (Print to PDF).
    - Docket the completed form using the **Transcript Request** event.
      - **Standard Transcript Requests**
        - Civil/Criminal Events → Other Filings → Other Documents → **Transcript Request.**
      - **Appeal Transcript Requests** (file *after* the Notice of Appeal has been filed)
        - Civil/Criminal Events → Other Filings → Appeal Documents → **Transcript Request – Appeal.**
    - **Criminal Justice Act (CJA) Transcript Requests**
      - Transcript requests by CJA attorneys are made only through [eVoucher](#) using the **Authorization and Voucher for Payment of Transcript [CJA 24](#) form.**
    - **Non-Case Participants Requesting Transcripts**
      - Members of the public or the media who wish to purchase a transcript may complete the form or send the appropriate court reporter an email with the following information:
        - Contact information (name, email, phone number)
        - Case name and case number.

- Proceeding to be transcribed.
  - Date of the proceeding.
  - Deadline, if any, for the transcript.
- **Transcript preparation and delivery** times begin when satisfactory payment arrangements have been made with the court reporter (see [Transcript Rates](#)).
- **90-day Restriction Availability:**
  - When transcripts are prepared, they are filed on the docket through CM/ECF and are restricted from public access for a minimum of 90 days. During the 90-day restriction period, the public may purchase a copy from the court reporter or view the transcript at a public terminal located in the Clerk's office.
- Transcripts of **sealed proceedings** can only be ordered by the parties who participated in the hearing. All other requests for a sealed transcript must be approved by the presiding Judge.

### Transcript Docket Entry

**NOTICE OF FILING OF OFFICIAL TRANSCRIPT of Change of Plea as to Deb Defendant held on 1/1/2024, Court Reporter/Transcriber Cory Roberts, Telephone number 479-123-4567. Transcript may be viewed at the court public terminal or purchased through the Court Reporter/Transcriber. After the Release of Transcript Restriction deadline, it, or a redacted transcript, may be obtained through the Court Reporter/Transcriber or PACER A **Notice of Intent to Request Redaction** of the Transcript **MUST** be filed within **7 calendar days** of the filing of the transcript and served manually on the court reporter/transcriber. **Redaction Request due 8/15/2024. Redacted Transcript Deadline set for 8/26/2024. Release of Transcript Restriction set for 10/23/2024. (src)****

### Transcript Redaction Requests

- Attorneys are responsible for reviewing the filed transcript(s) and identifying the portions that should be redacted to comply with [Fed. R. Crim. P 49.1](#) and [Fed. R. Civ. P. 5.2](#).
  - **Notice of Intent to Request Redaction**
    - The Attorney must file a **Notice of Intent to Request Redaction** within 7 days of the filing of the transcript.
      - Civil/Criminal Events → Other Filings → Notices → **Notice of Intent to Request Redaction.**
  - **Redaction Request**
    - The Attorney must file the **Redaction Request - Transcript** within 21 days of the filing of the transcript.
      - Attorneys are required to list, by page and line number, the information to be redacted.

- Example:

Transcript Doc. No.	Page	Line(s)	Redaction Requested
56	12	56	(Minor Name) T***** **

- **Redaction Request - Transcript**
  - Civil/Criminal Events → Other Filings → Other Documents → **Redaction Request – Transcript.**
- **Other Redaction Requests**
  - Other redaction requests (not required by [Fed. R. Crim. P 49.1](#) and [Fed. R. Civ. P. 5.2](#)) **must** be made by motion.
    - Civil/Criminal Events → Motions and Related Filings → Motions → **Redact Transcript.**