

UNITED STATES DISTRICT COURT
for the District of Alaska

Electronic Sound Recording System
Attorney Handout

The official record of all proceedings are taken by electronic sound (digital) recording.

(Please note that OFFICIAL typewritten transcripts of proceedings can only be ordered from this Court through the Clerk's Office. See section in this handout re purchasing transcripts)

1. THERE ARE SEVERAL WAYS TO SAVE LITIGATION COSTS WHEN ELECTRONIC RECORDS ARE PROVIDED.
 - a. A copy of the recorded record, which can be played on a computer, can be ordered in the form of a compact disc (cd) in lieu of a transcript. The cost per cd is \$20.00 (approximate 12 - 14 hours of recordings will fit on each cd).
 - b. Purchased cd(s) can be reviewed to determine if there is a basis for appeal.
 - c. Purchased cd(s) may be used to determine exactly which portions of the proceedings must be transcribed to present appealable issues to the appeals courts, if any.
 - d. Purchased cd(s) can be used to develop an agreed statement, stipulated to by the parties instead of requiring a transcript.

2. THERE ARE A NUMBER OF STEPS YOU CAN TAKE TO ENSURE AN ADEQUATE RECORD IS MADE OF YOUR PROCEEDING:
 - a. Give one of your business cards to the Court Recorder/Courtroom Deputy in the courtroom.
 - b. Give the Court Recorder/Courtroom Deputy a complete list of witnesses you will be calling during the proceeding, if any.
 - c. When speaking on the record, make certain that you are in front of a microphone and that you speak loudly. Otherwise the Court Recorder/Courtroom Deputy may have to interrupt the proceeding. If you are appearing telephonically, you will be required to state your name each time you speak.
 - d. If appearing in this court or before the judge for the first time, identify yourself at a microphone and spell your name for the record.
 - e. Make certain that all witnesses you examine speak up and into the microphones. Remember, if you are having a difficult time hearing a witness, jurors sitting across the room from the witness are having an even more difficult time and the possibility exists that the judge might also miss some testimony. If a transcript of a proceeding is ordered there may be indiscernibles located throughout the transcript.

2. Continued

- f. Make certain that verbal responses are elicited from all witnesses, or that some audible indication is made by you through a microphone.
 - g. If any of your witnesses will present testimony containing unusual or technical vocabulary, prepare a list of such names and terms for the court recorder. Also, please provide the court recorder with correct spellings of case citations, or spell them on the record.
3. IF YOU HAVE ANY QUESTIONS ABOUT THE SERVICES OFFERED BY MEANS OF ELECTRONIC SOUND RECORDINGS, PLEASE CONTACT ONE OF THE COURT RECORDER STAFF.

Thank you.

ORDERING CDS:

Duplicate CD's may be ordered through the Clerk's Office using a Tape/CD Order form. These forms are available through the Clerk's Office. Fill in the blanks as indicated on the attached sample.

A deposit may be required prior to reproducing the CD's. You will be notified if a deposit is required.

In order to play the CD on any CD-Rom drive you must first download the FTR Player Plus 2.1 from www.ftr.org. If you do not have access to the internet or a computer with the FTR Player software installed, you will need to order a tape.

ORDERING TAPES:

Duplicate tapes may be ordered through the Clerk's Office using the Tape/CD Order form. We are not able to produce unreformatted tapes if the hearing has been digitally recorded. The cost per tape is \$20.00 and approximately 90 minutes of proceedings will fit on each tape.

GENERAL

Use. Use this form to order duplicate tapes/CDs of proceedings. Complete a separate order form for each case number for which tapes/CDs are ordered.

Completion. Complete items 1-19. Do *not* complete shaded areas which are reserved for the court's use.

Order Copy. Keep a copy for your records.

Mailing or Delivering to the Court. Mail or deliver Parts 1 and 2 to the Office of the Clerk of Court.

Deposit Fee. For orders of 2 or more tapes/CDs, the court will notify you of the amount of the required deposit fee which may be mailed or delivered to the court. Upon receipt of the deposit, the court will process the order.

Completion of Order. The court will notify you when the tapes/CDs are completed.

Balance Due. If the deposit fee was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed order.

SPECIFIC

Items 1-19. These items should always be completed.

Item 8. Only one case number may be listed per order.

Item 15. Place an "X" in each box that applies.

Item 16. Check specific portions(s) and list specific date(s) of the proceedings for which a copy is requested. (If additional space is needed an attachment by be used).

Item 17. Place an "X" in each box that applies. Indicate the number of additional copies ordered.

Item 17a. Requires FTR Player download. Go to www.ftr.org. Select FTR Player Plus 2.1 download, again select Free.....Player Plus 2.1 download, then register.

Item 18. Sign in this space to certify that you will pay all charges upon completion of the order. (This includes the deposit plus any additional charges.)

Item 19. Enter the date of signing.

Shaded Area. Reserved for the court's use.

Orders for Official Transcripts

Official transcripts can only be ordered through the Clerk's Office; a transcript order form (A)435) is to be completed when ordering a transcript. These forms are available through the Clerk's Office.

Fill in the blanks as indicated on the attached sample.

Please be as specific as possible when filling out Section 16.

When filling out Section 17 check "Original" box if you are wanting only 1 copy. This includes the original which will be filed with the court and one copy. The "First Copy" and "Additional Copies" will be provided at an extra cost per page.

"Ordinary" transcript orders will be produced within 30 days of receipt of the order **by the transcriber.*** (cost is \$3.00 per page).

"Expedited" transcript orders will be produced within 7 days of receipt of the order **by the transcriber.*** (cost is \$4.00 per page).

"Daily" transcript orders will be produced within 7 days of receipt of the order **by the transcriber.*** Subject to the availability of a transcriber . (Cost is \$5.00 per page).

(1 hour of proceedings = approximately 50 pages of transcript).

*This time frame **does not** include out-processing time within the Clerk's Office, the time that it takes an ordering party to submit their deposit to the Clerk's Officer after notification of an amount due, or the in-processing time of the completed transcript in the Clerk's Office.

We hope that this information will be of some assistance to you. Please remember, our job is to ensure that an accurate record is being made of each proceeding to the utmost of our ability. We appreciate your cooperation. Thank you.