

INSTRUCTIONS FOR COMPLETING A TAPE ORDER

GENERAL INSTRUCTIONS

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

Completion. Type or print with a ballpoint pen. Complete Items 1-19. Do *not* write items that are not numbered, which are reserved for the court's use.

Order Copy. Keep one copy of this order for your records.

Mailing or Delivering to the Court. Mail or deliver two copies of the order to the Office of the Clerk of Court.

Deposit Fee. For orders of 20 or more tapes, 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. No deposit fee is required for orders of fewer than 20 tapes.

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

Balance Due. The court will notify you of the balance due which must be paid prior to receiving the completed order.

INSTRUCTIONS FOR SPECIFIC ITEMS

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. List specific date(s) and portion(s) of the proceedings for which a duplicate tape is requested. Be sure that the description is clearly written to facilitate processing.

Item 17. Place an "X" in each box that applies. Indicate the number of tapes ordered. Be sure that the playback speed on the tape requested matches the speed of the recorder to be used for playback.

Item 18. Sign in this space to certify that you will pay all charges upon completion of the order.

Item 19. Enter the date of signing.

Do not write in the unnumbered items. These items are reserved for the court's use.

Administrative Office of the United States Courts

TAPE ORDER

1. Name		2. Phone Number		3. Date	
4. Mailing Address		5. City		6. State	7. Zip Code
8. Case Number		9. Case Name		Dates of Proceedings	
		10. From		11. To	
12. Presiding Judicial Official		Location of Proceedings			
		13. City		14. State	
15. Order for:					
<input type="checkbox"/> Appeal		<input type="checkbox"/> Criminal		<input type="checkbox"/> Criminal Justice Act	
<input type="checkbox"/> Non- Appeal		<input type="checkbox"/> Civil		<input type="checkbox"/> Bankruptcy	
		<input type="checkbox"/> In Form a Pauperis		<input type="checkbox"/> Other (Specify)	
16. Tape Requested (Specify date(s) of proceedings for which duplicate tape(s) are requested)					
17. Order					
<input type="checkbox"/> Reformatted duplicate tape(s) for playback on a standard cassette recorder at 1-7/8 inches per second			No. Tapes	No.	Costs
<input type="checkbox"/> Unreformatted duplicate tape(s) for playback on a 4-track cassette recorder at 1-7/8 inches per second					
<input type="checkbox"/> Unreformatted duplicate tape(s) for playback on a 4-track cassette recorder at 15/16 inch per second					
Certification (18. & 19.) By signing below, I certify that I will pay all charges upon completion of the order.			ESTIMATE TOTAL		
18. Signature			19. Date		
Processed By			Phone Number		
Order Received	Date	By	Deposit Paid		
Deposit Paid			Total Charges		
Tape Duplicated			Less Deposit		
Ordering Party Notified to Pick up Tape			Total Refunded		
Party Received Tape			Total Due		