AO 39
(Rev. 11/87)

Administrative Office of the United States Courts

TRANSCRIPT ORDERS AND COLLECTIONS LEDGER [1]

PERIOD ENDED

NAME OF ORDERING PARTY	CASE			DATE		INVOICE NUMBER [2]	ACTUAL NUMBER OF TRANSCRIPT PAGES										Transcripts Furnished to the court (No Charge) [4]	PAYMENT		
							CIVIL					CRIMINAL							AMOUNTS [5]	
	NAME	NUMBER	APPEALS (✓)	Ordered or Deposit Rec	Delivered		ORDINARY	EXPEDITED	DAILY	HOURLY	COPIES [3]	ORDINARY	EXPEDITED	DAILY	HOURLY	COPIES [3]		DATE	20	20

(All previous editions of this form are cancelled and should be destroyed.)

[1] Maintain separate ledgers for official and private work.

[2] Prepare an invoice for all accounts except in forma pauperis which should be invoiced on CJA Form 24 for criminal and Form AO 19 for civil appeals.

[3] Show type of order. Example - 750(E). O = Ordinary; E = Expedited; D = Daily; H = Hourly

[4] Show: A = Arraignments; P = Pleas; S = Sentences in criminal cases; C = Requested by the court.

[5] Use 1st Column for collections in current year, use 2nd column for collections in following year.

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