

CC-2007-016

July 06, 2007

**Subject:** Requests for Nonstandard Tax Court  
Transcripts and Notification of  
Receipt of Transcripts  
**Cancel Date:** Upon incorporation  
into CCDM

---

## Purpose

This notice announces a change to the procedures for notifying the National Office of the receipt of all transcripts and for seeking approval to request a nonstandard Tax Court transcript.

## Discussion

Part 35 of the CCDM provides that permission must be obtained in advance for the purchase of either daily or expedited transcripts of Tax Court proceedings. CCDM 35.6.2.15. Effective July 6, 2007, requests for these types of transcripts should be directed to William R. Pratt, Executive Assistant, Office of the Associate Chief Counsel (Procedure & Administration). He can be contacted by email or by telephone at (202) 622-3400. Information can also be faxed to him at (202) 622-4914.

Transcripts are available in several forms: the standard 30-day transcripts, expedited 10-day transcripts, daily transcripts, electronic versions on diskette and motions session transcripts. Anything other than the standard, 30-day transcript, and motions sessions transcripts are extremely expensive and can quickly exhaust the Chief Counsel's limited budget for transcripts for the fiscal year. Dailies are the most expensive. Diskettes are available for a nominal charge but the paper version must be purchased in order to get the disk. Ordering diskettes does not require National Office approval.

Request for non-standard transcripts should be made as far in advance of the trial as possible. Prior approval can be requested via email or fax identifying the name of the case, docket number, trial/hearing date and a justification for a 10-day or daily transcript. Attorneys are not authorized to negotiate any other delivery schedule with the vendor. For example, an attorney may not negotiate a 5-day turnaround. The contract covers only 30-day, 10-day or daily transcripts. The prior approval of a non-standard transcript should be memorialized in case it is questioned.

Distribute to:  All Personnel  
 Electronic Reading Room

Filename: CC-2007-016 File copy in: CC:FM:PF:PMO

