



NEWS FROM U.S. DISTRICT COURT

May 10, 2024

Criminal Debt Payments. If your criminal clients need to make payments, there is now a new method: Online Bill Pay (OLBP). OLBP is convenient, simple and secure. More information is available on our website. In addition to OLBP, customers may continue to make payments using Pay.gov and Fedwire.

Ordering Transcripts. How to order a transcript depends on whether you are appointed counsel under the Criminal Justice Act (CJA) or retained counsel.

1. CJA Counsel

To order a transcript of a proceeding covered by a court reporter or recorded by the court's electronic recording program called For The Record (FTR), CJA counsel must submit an Authorization for Transcript (AUTH-24) in eVoucher. It is not sufficient to request a transcript on the record, you must submit an AUTH-24. Justification is required if you are requesting any special transcript handling (any speed faster than the normal 30-day delivery). Justification is also required if you are requesting a transcript for a hearing of a defendant other than your client. For directions on creating an AUTH-24, go to page 91 of the CJA eVoucher Attorney User Manual located at <https://www.sdd.uscourts.gov/sdevouchermanual>.

2. Retained Counsel

To order a transcript if you are retained counsel, you must complete the [Transcript Order Form](#) located on the court's website. By completing and electronically submitting the order form, the court reporter receives immediate notice and processes the order. If there was no reporter, select

“No_Reporter – Digitally Recorded” from the drop-down menu and the clerk’s office will process the order.

If you request a *cost estimate only* and then decide to order the transcript, you must *resubmit* the form to order the actual transcript(s).

Is this an Estimate Request * ☐ Yes ☐ No

After you receive the estimate please resubmit this form to request the transcript.

Note: Regardless of whether you are retained or CJA counsel, if you are ordering transcripts for an appeal, it is important to order them as soon as possible because the Eighth Circuit sets the transcript deadline at the time the notice of appeal is filed.

Reminder. The Court will be closed on Monday, May 27th for Memorial Day.