

(Electronic Filing Tools)

**PROCEDURE FOR ORDERING TRANSCRIPTS –**

There are three methods for ordering a transcript:

1. **AO435 Transcript Order Form** (to be used for retained or private parties)

A. To access this form:

- Enter USDC public website
- Search Forms
- Retrieve and fill out AO 435 Transcript Order  
( <http://www.vawd.uscourts.gov/media/1313/ao435.pdf> )  
follow instructions to filing request to CM/ECF.

**NOTE:** Do not use for cases on appeal.

**CHECK PACER BEFORE DOCKETING AO435 TO MAKE SURE  
TRANSCRIPT HAS NOT ALREADY BEEN PREPARED AND UNLOCKED  
FOR VIEWING.**

2. **CJA 24 Authorization and voucher for Payment of Transcript**

(to be used for court appointed attorneys, contact Judge's courtroom deputy  
for issuance of voucher).

As a reminder, when e-filing a CJA 24 voucher for processing by the clerk's  
office, the appropriate event to use in CM/ECF is *Appeal Transcript – Proposed  
CJA* located under Appeal Documents.

3. **Fourth Circuit Transcript Order Form** (to be used for a case on appeal).

(<http://www.ca4.uscourts.gov/>)