

June 29, 2022

CLERK, U.S. DISTRICT COURT
WESTERN DISTRICT OF TEXAS**IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF TEXAS
WACO DIVISION**BY: J. Galindo-Beaver
DEPUTY**STANDING ORDER FOR REQUESTING TRANSCRIPTS OF
HEARINGS BEFORE MAGISTRATE JUDGE GILLILAND**

This Order applies to all transcript requests for hearings held before Magistrate Judge Derek T. Gilliland.

Generally, hearings held before Magistrate Judge Gilliland are not conducted before a live court reporter, and are instead electronically recorded using a program called For the Record (“FTR”). You must review the “minute entry” of a proceeding to determine whether it was either:

Reported by a court reporter (transcript available); or

Audio-Recorded on FTR (copy of audio available and/or transcript available).

For hearings **Reported by a court reporter**, the contact information for the reporter will appear on the minute entry, and a transcript can be obtained by:

1. Requesting the transcript (orally or by email) from the listed court reporter;
2. Completing Transcript Order Form (AO 435), flatten the PDF; and
3. File a Transcript Request in CM/ECF under “Other Documents” (see below).

Civil Events → Other Filings → Other Documents

Transcript Request (Miscellaneous)

For hearings **Audio-Recorded on FTR**, a minute entry of the proceedings will list the Court Reporter as “FTR,” as shown in the below exemplar docket entry:

Minute Entry for proceedings held before Judge Derek T. Gilliland: Discovery Hearing held on 5/20/2022. Case called for Discovery Hearing via Zoom. Parties announced ready. Statements and arguments of counsel heard. Written Order to follow. Hearing concluded. (Minute entry documents are not available electronically.). (Court Reporter FTR.)(sm3)

For these Audio-Recorded hearings, a copy of the proceedings is available upon request and payment by either:

- A. Requesting a transcript of the digitally recorded court proceeding to be made by a court-approved reporter, OR

B. Ordering the audio recording, in a digital audio format.

A party may not request both options, and once *any* party requests option (A), no audio recordings will be made available for purchase.

Requests for either must be made in writing to Melissa_Copp@txwd.uscourts.gov.

- To request a transcript, please also then complete steps (2) and (3) above (fill out AO435 Form and submit on CM/ECF).
- To request an audio recording, please complete out the Audio Recording Order form (AO 436) and e-file the form to CM/ECF (using the same “Transcript Request” selection as discussed above). Please also submit a \$32.00 payment made out to “Clerk, US District Court” and mail it to US Courthouse, 800 Franklin Ave., Room 380, Waco, Texas 76701. Please note that it is for a Tape Duplication of an Audio File in Case No XX-YYYY.

NOTE ON OFFICIAL COURT TRANSCRIPTS

Pursuant to 28 U.S.C. § 753(b) states: “No transcripts of the proceedings of the court shall be considered as official except those made from the records certified by the reporter or other individual designated to produce the record.”

The statute, 28 U.S.C. § 753, requires the Court to supervise all aspects of the court reporting and transcription process. The Court has complete control over who produces an official transcript of court proceedings. While an attorney may create a transcript from a copy of a sound recording, that transcript will not be an official record suitable for filing with the Court unless the Court specifically approves it as the official record.

Therefore, if any party intends to utilize a transcript, the Court ***highly recommends*** that parties request a transcript of a proceeding rather than an audio file.

SIGNED this 29th day of June, 2022.


DEREK T. GILLILAND
UNITED STATES MAGISTRATE JUDGE