

INSTRUCTIONS FOR ORDERING TRANSCRIPTS IN MULTIPLE DEFENDANT CASES IN THE DISTRICT OF MARYLAND

The following steps should be taken by court appointed counsel:

1. Contact the CJA Supervising Attorney at 410-962-7494 to determine if coordinating counsel has been selected.

***IF YOU ARE NOT DESIGNATED AS COORDINATING COUNSEL YOU MUST:**

- A. File your appearance in the Fourth Circuit
- B. File the individual docketing statement
- C. Request that the Judge approve any portions of the transcript that will not be ordered by coordinating counsel such as the sentencing hearing on a CJA form 24.

NOTE: A CJA FORM 24 SHOULD NOT BE FILED UNLESS YOU REQUIRE ADDITIONAL TRANSCRIPTION SERVICES.

IF YOU ARE DESIGNATED AS COORDINATING COUNSEL:

2. Contact the court reporter to determine whether they will furnish the duplication of the transcript at the commercial rate of not more than ten cents per page.

**If the court reporter will furnish the copies at this rate two vouchers will be necessary; one for the transcription and one for the duplication.

3. If the court reporter will not furnish the copies at this rate, coordinating counsel should locate a commercial copying firm that will perform the service at a rate not to exceed ten cents per page. Counsel should request that the copy firm accept a CJA form 24 and charge the CJA appropriation for payment after the service has been provided.

4. Coordinating Counsel will file for the transcript on a CJA form 24 noting the court reporter(s) as payee in block 16. Coordinating Counsel will file for the duplication services on a second CJA form 24 listing the commercial copying firm as payee. Attached to that voucher there must be an order, approved by the court, listing the defendant's, the names of counsel and the number of approved copies to be made. **COORDINATING COUNSEL IS RESPONSIBLE FOR ARRANGING THE DUPLICATION OF THE TRANSCRIPTS FOR COURT APPOINTED COUNSEL AT A COMMERCIAL RATE NOT TO EXCEED \$0.10 PER PAGE. THE CJA SUPERVISING ATTORNEY HAS LOCATED SOME FIRMS THAT ARE WILLING TO PROVIDE THE COPIES AT THE APPROPRIATE COMMERCIAL RATE.**