

# Appellate Transcript Procedures

Revised August 2024

**Appellate Court Services Division**

Supreme Court Building  
1163 State Street  
Salem, OR 97301-2563



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## APPELLATE COURT SERVICES DIVISION CONTACT INFORMATION

Contact for transcript questions: 503-986-5555, ext. 5  
[appealsclerk@ojd.state.or.us](mailto:appealsclerk@ojd.state.or.us)

Contact for webpage information: Stephanie Hudson  
[stephanie.hudson@ojd.state.or.us](mailto:stephanie.hudson@ojd.state.or.us)

Mailing address: Appellate Court Records  
Supreme Court Building  
1163 State Street  
Salem, OR 97301

Appellate Records Supervisor: Coty Hollister  
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Appellate Court Administrator: Daniel Parr  
[daniel.w.parr@ojd.state.or.us](mailto:daniel.w.parr@ojd.state.or.us)

# TRANSCRIPT COORDINATOR RESPONSIBILITIES

The transcript coordinator serves a vital role in the timely processing of appeals. Generally, the transcript is due within 30 days of the date the notice of appeal is filed with the appellate court.

## Reviewing the Notice of Appeal – ORAP 3.33

- A. The appellant (or cross-appellant) must serve a copy of the notice of appeal on the transcript coordinator for the court from which the appeal is taken. The notice of appeal usually contains a “designation of record” (section 4) in which the party identifies all or part of the trial court record to be part of the record on appeal, including oral proceedings to be transcribed.
- B. The transcript coordinator shall review section 4 of the appeal, titled “Designation of Record” and determine whether parties have designated all or part of the record of oral proceedings in the trial court as part of the record on appeal.
- C. The transcript coordinator then must review the trial court register to determine whether the oral proceedings so designated were recorded by a court reporter or by audio or video recording equipment.

### **Additional Considerations to Note:**

- *Sometimes an appellant (or cross-appellant) will file an amended notice of appeal or an amended designation for the purpose of changing the designation of record.*
- *If an appellant designates only part of the record, a respondent on appeal may file and serve a designation of additional parts of the record.*
- *Sometimes the appellate court, by order, will order that the record on appeal be supplemented with a transcript of oral proceedings.*

## Assigning a Transcriber or Court Reporter to Prepare the Transcript

- A. If the oral proceedings were recorded by a court reporter, the transcript coordinator must assign responsibility to prepare a transcript of the proceedings to the court reporter.

**Note:** *If the court reporter has retired or is otherwise unavailable, it may be necessary to arrange with another court reporter, using the former court reporter's notes, to prepare the transcript.*

- B. If the oral proceedings were recorded by audio or video recording equipment, the transcript coordinator must select a transcriber from the list of transcribers maintained by the Appellate Court Administrator.
  - 1. Before a transcriber is placed on the list by the Appellate Court Administrator, the transcriber must sign a confidentiality agreement with OJD. If you want to assign a transcript to someone who is not on the list, send them a copy of the confidentiality agreement (Appendix A), have them complete it, sign it, and send it to the Appellate Court Administrator via the [appealsclerk@ojd.state.or.us](mailto:appealsclerk@ojd.state.or.us) mailbox.
  - 2. The transcript coordinator may choose any transcriber on the list. The presence of a transcriber's name on the list does not mean that the Appellate Court Administrator guarantees the quality or timeliness of the transcriber's work product.
  - 3. The transcript coordinator may assign more than one transcriber to prepare parts of the transcript. That can be useful, for instance, if the oral proceedings are lengthy and no one transcriber is likely to be able to prepare the entire transcript timely, or if a court reporter records part of the proceedings but other parts of the proceedings were recorded by audio or video recording equipment.
  - 4. Although rare, sometimes the party designating an oral proceeding as part of the record on appeal will want a specific transcriber selected. If the transcriber is on the list of transcribers, the transcript coordinator may honor the request, but is not required to do so, and should consider the transcriber's workload before honoring the request.

## Notifying the Appellate Court and the Parties

A. After selecting a transcriber or court reporter, the transcript coordinator must:

1. Notify the parties to the appeal and the appellate court of the assignment of transcriber. The notice must include the name, address, telephone number, and email address of each transcriber assigned to prepare the transcript, and the due date of the transcript.
2. Forward a copy of the notice of appeal, a copy of the exhibit list(s), a copy of the witness list, and a certified copy of the audio or video record to the transcriber and inform the transcriber of the due date of the transcript. If the party has designated an audio or video recording played in court as part of the record on appeal, and if the party has specifically requested preparation of a transcript of the recording, please be sure to collect those and forward them to the transcriber.

B. If, before the due date of the transcript, the transcript coordinator is unable to assign a transcriber or forward a copy of the notice of appeal and a certified copy of the audio or video record, the transcript coordinator must file a Motion for Extension of Time. See Appendix C.

## Transcript Due Date

A. The transcript is due 30 days after the filing of the notice of appeal (subject to one exception, under ORS 19.370(2).)

**Note:** *The date of filing of the notice of appeal can be determined by looking at the appellate court case on the public portal.*

B. Exception ORS 19.370(2) – Appellate Settlement Conference Program

The appellate courts have an Appellate Settlement Conference Program (ASCP). If the ASCP accepts assignment of an appeal, the appeal is suspended for 90 days. In that event, the transcript will be due 30 days after the 90-day period expires, for a total of 120 days after the date of assignment of the appeal to the ASCP. However, the ASCP sometimes terminates a referral early or sometimes extends an assignment. If either of those events happen, the ASCP will notify the transcript coordinator and the transcriber.

## Motion for Extension of Time

- A. The court does not automatically grant motions for extension of time (MOET) to file transcripts. A transcript coordinator or transcriber who files a MOET should (1) keep in mind that timeliness is critically important to the court and the litigants, (2) explain in the extension motion why the transcriber could not complete the transcript within the initial 30-day period, and (3) file a first motion for extension of time that is based on the transcriber's good-faith estimate of the total amount of additional time that the transcriber will need to complete the transcript.

**Note:** *Timelines for appeals in juvenile-dependency and termination-of-parental-rights cases are strictly enforced; the court will grant no more than a single 14-day extension of time for transcripts in those cases, except in extraordinary circumstances.*

- B. When the transcript is not going to be prepared timely, either the party designating the transcript, the transcript coordinator, or the transcriber must file a MOET before expiration of the due date of the transcript. The appellate court may place the appeal in default status if a motion for extension is not filed timely.

**Note:** *If you are a transcriber filing a MOET, see Appendix B. If you are a transcript coordinator, see Appendix C.*

- C. An extension of time is necessary to cover all gaps of time between the transcript due date and the date the transcriber files notice of preparation of the transcript.
- D. A transcript coordinator or transcriber may file a MOET without paying a filing fee. In civil cases and other cases in which the state is not paying the cost of the transcript, a party who files a MOET must pay the filing fee.

**Note:** *A party may ask the transcript coordinator or transcriber to file a MOET to avoid the party having to incur the filing fee. Use your discretion in accommodating any such request. Generally, a transcript coordinator or transcriber should file a motion for extension of time only when the transcript coordinator or transcriber is responsible for the delay in getting the transcript prepared.*

# TRANSCRIBER RESPONSIBILITIES

## Becoming a Transcriber

- A. Effective May 1, 2012, all transcribers interested in performing appellate transcription work must complete a Certificate of Compliance of Transcriber (confidentiality agreement) with the Appellate Court Administrator.
- B. After completing the confidentiality agreement (Appendix A), send it to the Appellate Court Administrator via the [appealsclerk@ojd.state.or.us](mailto:appealsclerk@ojd.state.or.us) mailbox.
- C. Transcriber contact information is available to all transcript coordinators statewide via the Appellate Court Services Division (ACSD) SharePoint: [Appellate Court Services Division - TranscriberComplianceList.pdf - All Documents \(sharepoint.com\)](#) This list is for internal OJD-use only. Only the transcriber email may be provided to parties.

## Assignment of Transcripts for Preparation and Due Date

- A. The transcript coordinator from each court assigns preparation of the transcript, as designated by the parties or as ordered by the appellate court, to one or more transcribers from the list maintained by ACSD.
- B. The transcript is due 30 days after the filing of the notice of appeal (subject to one exception, under ORS 19.370(2).)

**Note:** *The date of filing of the notice of appeal can be determined by looking at the appellate court case on the public portal.*

- C. Upon receipt of the assignment, review the exhibit list(s). If the party has designated an audio or video recording played in court as part of the record on appeal, and if the party has specifically requested preparation of a transcript of the recording, it must also be transcribed. If you did not receive those recordings, contact the transcript coordinator immediately so that those may be provided as soon as possible.
- D. Exception ORS 19.370(2) – Appellate Settlement Conference Program

The appellate courts have an Appellate Settlement Conference Program (ASCP). If the ASCP accepts assignment of an appeal, the appeal is suspended for 90 days. In that event, the transcript will be due 30 days after the



90-day period expires, for a total of 120 days after the date of assignment of the appeal to the ASCP. However, the ASCP sometimes terminates a referral early or sometimes extends an assignment. If either of those events happen, the ASCP will notify the transcript coordinator and the transcriber.

## **Financial arrangements**

The fees a transcriber may charge for transcripts on appeal are set by the legislature. Per ORS 21.345, a transcriber may not charge more than \$4.25 per page for the original transcript.

- A. In criminal, habeas corpus, post-conviction relief, civil commitment, and juvenile dependency and delinquency cases, the appellant typically will be represented by a court-appointed attorney and will receive a transcript at state expense.<sup>1</sup> If a transcript is to be prepared at state expense, the transcript coordinator will receive a copy of authorization to prepare the transcript at state expense from the Office of Public Defense Commission or a copy of a trial or appellate court order authorizing preparation of the transcript at state expense. The transcript coordinator must forward a copy of the authorization or court order to the transcriber.
- B. In all other cases, including civil cases, it is the responsibility of the party designating a transcript of oral proceedings as part of the record on appeal to make financial arrangements directly with the transcriber.

**Exercise caution when beginning work on the transcript before financial arrangements have been made.**

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<sup>1</sup>But not always; appellants in those cases are not always indigent and occasionally will be represented by retained counsel. Additionally, the 'State of Oregon' sometimes is the appellant, in which case the Department of Justice will pay for the transcript.

## Transcript Paid at State's Expense

- A. When the appellant may be entitled to a transcript at state expense (for instance, criminal, post-conviction relief, habeas corpus, civil commitment, and juvenile court cases):
1. If the appellant is indigent,<sup>2</sup> exercise caution. The trial court or the Office of Public Defense Commission, must pre-authorize preparation of the transcript at state expense.
  2. Transcripts for indigent appellants are paid for by the Office of Public Defense Commission using state funds.
    - a. Bill for preparing the transcript after you complete the transcript. OPDC requires a specific form for billing: *Public Defense Provider's Fee Statement for Transcripts on Appeal*. OPDC will provide the form to the transcript coordinator, and the transcript coordinator will provide that form to the transcriber when the transcript is assigned.
    - b. Upon completion of the transcript, the transcriber should email or mail the completed fee invoice to:

[FeeStatement-billing-accounts.payable@opds.state.or.us](mailto:FeeStatement-billing-accounts.payable@opds.state.or.us)

Accounts Payable  
Office of Public Defense Services  
1175 Court Street NE  
Salem, Oregon 97301

Questions about authorization for transcripts at state expense should be directed to the Office of Public Defense Commission (OPDC) at 503-378-2478 or using the email above.

- B. If the appellant is not indigent, upon receipt of notice of assignment to prepare the transcript, the transcriber must estimate the cost of preparing the transcript and

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<sup>2</sup>The "appellant" may be the defendant in a criminal case, the petitioner in a post-conviction relief case, the plaintiff in a habeas corpus case, the defendant in a civil commitment case, or the parent, child, or other natural person in a juvenile court case.

request advance payment, or other financial arrangements acceptable to the transcriber from the party or the party's attorney. See Appendix H.

**Note:** *The appellant has the right to proceed without an attorney and may be indigent or may be able to pay for the transcript. In criminal, post-conviction relief, habeas corpus, juvenile, or civil commitment cases, if the self-represented party is indigent, the party may seek authorization from the court or OPDC for preparation of the transcript at state expense. In any case type, including civil cases, if the self-represented party does not have authorization for preparation of the transcript at state expense, the party must make financial arrangements with the transcriber for preparation of the transcript.*

- C. If the appellant is the State of Oregon or state agency represented by the Attorney General, no advanced payment is required. Billing occurs after the transcript is complete, and both the transcript and billing should be emailed to:  
[e-transcripts@doj.state.or.us](mailto:e-transcripts@doj.state.or.us)

### **Financial Arrangements in Civil Cases**

- A. In civil cases, generally the transcriber deals with privately retained attorneys or self-represented parties. Upon notice of assignment to prepare the transcript, the transcriber must estimate the cost of preparing the transcript and request advance payment, or other financial arrangements acceptable to the transcriber from the party or the party's attorney. See Appendix H.
- B. The appellate courts have authority to authorize preparation of a transcript in a civil case at state expense. However, the appellate courts rarely exercise that authority. If an appellate court authorizes a transcript at state expense in a civil case, the transcriber will receive a copy of the court's order. The transcriber must include a copy of that order with their billing, after preparation of the transcript, and send both of those items to this address:

Business and Fiscal Services Division  
Mandated Payments  
State Court Administrator  
1163 State Street  
Salem, Oregon 97301

## Failure to Timely Make Financial Arrangements

- A. If financial arrangements for payment of the transcript have not been made within 14 days after receiving notice of assignment of a transcript, the transcriber should send a letter to ACSD (Appendix I) advising that the transcriber has not begun preparation of the transcript because no payment agreement has been reached. Include with that letter a copy of the letter sent to the attorney(s) or party(s) requesting payment for the transcript.
- B. If acceptable financial arrangements for payment have been made *after* the 14-day letter has been sent to the ACSD, the transcriber should file a written request for an extension of time (Appendix B) with the ACSD stating that financial arrangements now have been made. Include the date of the payment or arrangement and request a new due date for the transcript.
- C. If the payment or arrangement is not made by the attorney(s) or party(s) requesting the transcript on appeal, a transcript will not be prepared, and the appeal may go forward without a transcript, or the case may be dismissed.

## Transcript Content, Specifications, and Format – ORAP 3.35

- A. Title page must consist of:
  - 1. The appellate case number and caption.
  - 2. The lower (trial) court case number.
  - 3. The volume number, if applicable.
- B. Index of Trial or Hearing, and Exhibits:
  - 1. The trial/hearing index shall note the first page of each: direct, cross, redirect and re-cross testimony of each witness.
  - 2. Exhibits shall be noted with its type (for example: Plaintiff's Exhibit 1, Defendant's Exhibit 101, etc.), and the page of the record where the exhibit was offered and received in evidence (if received in evidence).

3. Other proceedings should be indexed when appropriate: motions for involuntary dismissal and directed verdict, requested jury instructions and jury instructions, opinion of the court, and other matters of special importance.

C. Appearance of transcript:

1. The transcript shall be a uniform document, with one-inch margins, uniformly spaced type no smaller than 12-point font. The same sized font shall be used throughout the document. Rules of grammar shall be observed (for example, a transcript shall not be prepared using all uppercase letters).
2. Each page must contain 25 numbered lines of double-spaced text (except for the last page).
3. The following shall begin no more than 15-character spaces from the left margin: colloquy, parenthetical phrases, exhibit marking, quoted material. Quoted material that carries to the next line shall begin no more than 10-character spaces from the left margin.
4. Questions and answers shall be prefaced by 'Q' and 'A' as appropriate, and each question and answer will begin on its own line. Pagination of the entire document shall be placed in the top right corner. To the left of the page number, at the top of the page, shall be the witness' name (as applicable) and whether the testimony is: direct (D), cross (X), redirect (ReD), or recross (ReX) examination.

D. Organization:

1. Electronic format

Electronically filed transcripts shall be in Portable Document Format (PDF) that allows text searching and copy/paste function. Transcript pagination, whether hard copy or electronic, must all be the same for briefing purposes later in the case chronology. This is achieved by converting transcripts to PDF format prior to printing. If a PDF file contains more than one proceeding date, the beginning of each proceeding date must be bookmarked.

If a transcript exceeds 450 pages, it must be submitted in volumes of approximately equal size (and not more than 450 pages each).

The electronic transcript shall comply with ORAP 3.35(1)(a), (c), (d), (e), (f), (g), and (h). The electronic transcript also shall comply with ORAP 3.35(1)(c), except that it will not

be printed. Notwithstanding ORAP 3.33(5)(b), the electronic transcript filed with the court shall be prepared in the one page of transcript per one standard page format.

## 2. Paper format

Conventionally filed transcripts shall be bound to lie flat when open. A plastic comb binding, set within three-eighths of an inch from the left paper edge of the transcript, shall bind each hard copy transcript volume. If a transcript exceeds 200 pages, it shall be bound into volumes of approximately equal size (and not more than 200 pages each). Volumes must be consecutively numbered on their covers. Covers of transcripts shall be either a clear plastic sheet or 65-pound weight paper.

### **Naming Conventions for Transcripts in Electronic Format**

#### A. Non-confidential cases

[Appellate Case Number] \_transcript-[year-month-day, of hearing-am/pm if appropriate]\_[court reporter or transcriber last, first name]

*Example:* A123456\_transcript-2002-02-15-am\_johnsonerin

If the transcript spans several dates, then the date span should be indicated, such as:

SC012345\_transcript-2002-02-15to2002-02-20\_johnsonerin

#### B. Confidential cases

[Appellate Case Number] \_transcript-confidentialcase-[year-month-day, of hearing-am/pm if appropriate]\_[court reporter or transcriber last, first name]

*Example:* CA123456\_transcript-confidentialcase-2002-02-15-am\_johnsonerin

### **Service of Certificate of Preparation and Service**

- A. After completing the transcript, the transcriber must serve the transcript in electronic format on each attorney representing the parties and must serve the transcript in paper format on each self-represented party (unless a self-represented party has filed notice that the party wishes to receive the transcript in electronic format). Attorneys or parties and transcribers may make arrangement for service of the

transcript in a different format (such as a thumb drive), but the aforementioned are the default service methods in absence of specific arrangements to the contrary.

- B. The transcriber must file with the appellate court and serve on each party to the appeal, the transcript coordinator, and the trial court administrator a Certificate of Preparation and Service of Transcript. See Appendix J. The transcriber may file the certificate either by email or by conventional Postal Service mail. The transcriber must not file the transcript with the appellate court at this time.

### **Correcting or Adding to the Transcript – ORAP 3.40**

- A. After the transcriber has served copies of the transcript on the parties, the parties determine whether any corrections or additions need to be made. The parties have 15 days after service of the transcript to file a motion in the circuit court asking for additions or corrections, unless the transcript is served during a period in which the case is being held in abeyance pending a referral to the Appellate Settlement Conference Program. In that event, the 15-day period does not begin to run until the referral to the ASCP ends. ORS 19.370(6)
- B. A party who files a motion to correct or add to the transcript must serve a copy of the motion on the Appellate Court Administrator and the transcript coordinator. The Appellate Court Administrator will hold the appeal in abeyance pending the trial court's disposition of the motion. ORS 19.370(6); ORAP 3.40(2)
- C. A transcript may be prepared in multiple parts by different transcribers. Although parties may choose to file a motion to correct or add to the transcript as each part of the transcript is filed, 15-day deadline to move to correct or add to the transcript does not begin to run until all parts of the transcript are served. ORAP 3.40.
- D. If the trial court grants the motion to correct or add to the transcript, the trial court must provide a copy of the trial court's order to the transcriber. The transcriber must make the corrections or additions as ordered by the trial court, then file with the appellate court and serve on the parties and the transcript coordinator a new Certificate of Preparation and Service of Modified Transcript.

## Settling the Transcript

- A. If no party files a motion to correct or add to the transcript, the transcript will be deemed settled 15 days after the transcript, or if the last part of the transcript if the transcript was prepared in different parts is served on the parties.
- B. If, however, a party has moved to correct or add to the transcript and the trial court has granted the motion, the transcript does not settle until after the transcriber makes any necessary corrections or additions and the transcriber files a certificate of preparation on the corrected or additional transcript.
- C. If a party files a motion to correct or add to the transcript and the trial court denies the motion, the transcript becomes settled.
- D. The appellate court will notify the transcriber(s) when the transcript settles and will request that the transcript be filed. Only after receiving notice that the transcript is settled should the transcriber file the transcript with the appellate court.

## Service & Filing of Certificate of Filing Transcript

- A. When the transcript settles or is deemed settled and the transcriber receives notice from the appellate court to file the transcript, the transcriber must file the transcript with the appellate court along with a *Certificate of Filing of Transcript*. See Appendix K. The transcriber may file the transcript and the Certificate with the appellate court by email ([appealsclerk@ojd.state.or.us](mailto:appealsclerk@ojd.state.or.us)).
- B. If the appellate court rejects the submission (for instance, because of virus or malware issues), the appeals clerk will notify the transcriber of the reason for the rejection and instruct as to how to resubmit the transcript.
- C. The transcriber must serve the Certificate of Filing Transcript on each party to the appeal.



## FREQUENTLY ASKED QUESTIONS (FAQ)

### **Do I have to serve an electronic version of the transcript on the party?**

*After January 1, 2011, the default service method on parties represented by attorneys is by electronic means and the default service method of service on self-represented parties is by print. However, a self-represented party may request electronic service.*

### **How do I file a motion for extension of time?**

*You may file a MOET via the [Appellate Public Portal](#) or via mail.*

### **As a Transcript Coordinator or Transcriber, do I have to pay to file a MOET?**

*No. When you file a MOET, you will select the option “Fees Waived” in the portal.*

### **Can I utilize the Appellate Public Portal to electronically file all documents with the court?**

*Yes. The court encourages transcript coordinators and transcribers to file all documents EXCEPT the transcript via the public portal.*

### **Can transcribers submit requests for extensions of time via email?**

*No. Requests for extension of time can be submitted conventionally or e-filed through the Appellate Public Portal to ensure proper service and so that the extension requests can ultimately be combined into our case management system.*

### **Do I need Adobe to make a PDF (portable document format)? Can I use another software program?**

*We do not endorse one program over another. Transcribers may use any software program capable of saving the transcript in PDF.*

## APPENDICES

### Appendix A – Certificate of Compliance for Transcribers

OREGON JUDICIAL DEPARTMENT, APPELLATE COURT SERVICES  
DIVISION NOTICE OF REQUIREMENT and  
CERTIFICATE OF COMPLIANCE FOR PREPARATION OF TRANSCRIPTS ON APPEAL

NOTICE: To prepare appellate transcripts, you must agree to meet the following requirements.

1. You must not discuss the proceedings with anyone other than state court officials, except to make arrangements for preparation, copying, or delivery of the transcripts.
2. You must not show or give materials relating to state court proceedings to anyone except
  - a. employees of the trial court or Appellate Court Services Division,
  - b. the people preparing or proofreading the transcripts,
  - c. the people copying the transcripts,
  - d. the people delivering the transcripts to you or the court system.
  - e. the attorneys or parties ordering the copies.
3. You must not leave materials relating to the proceedings unattended and must store them using a secure storage method.
4. If you know any person or persons involved in the proceedings, you must immediately notify the Transcript Coordinator. After giving that notice, you must STOP work on the transcripts unless the Transcript Coordinator authorizes you to continue.
5. When you complete the transcript, you must return to the court all the materials related to the proceeding that the court initially provided to you.
6. Within 90 days after the court settles the transcript, you must
  - a. deliver to the court an electronic copy of the final transcript;
  - b. delete and erase all computer files relating to the transcripts; and
  - c. shred or otherwise destroy all materials that you created that are related to transcript preparation and that you do not return to the court (pursuant to item 5 above), including drafts and unofficial copies of the transcript, to ensure that no one can read any electronically stored images or copies.

The following certificate covers all transcripts for as long as you are listed on the OJD

Transcriptionist List kept by the Appellate Court Services Division Records Office.

Certificate of Compliance

I certify that I will meet these requirements when preparing, proofreading, copying, and delivering transcripts and handling related materials in Oregon state court proceedings. I understand that my failure to comply with this obligation may disqualify me and anyone for whom I work from transcribing Oregon state court proceedings in the future. I also understand that I am responsible to file a signed Certificate of Compliance for each of my employees or contractors involved in the preparation, edit function, duplication, or delivery of any transcript.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Transcriber's Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Mailing Address

Return by scan, fax (503.986.5560), or mail to Appellate Court Services Division Records Section Attn: Transcript Clerk, 1163 State Street, Salem, OR 97301

**Appendix B – Transcriber’s Request for Time Extension for Preparation of Transcript**

IN THE COURT OF APPEALS (SUPREME COURT) OF THE STATE OF OREGON

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Plaintiff-Appellant (or Plaintiff-Respondent), v.

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Defendant-Respondent (or Defendant-Appellant).

County Circuit Court No.  
CA A

**TRANSCRIBER’S REQUEST FOR TIME EXTENSION FOR PREPARATION OF TRANSCRIPT**

I reported all (or a part) of the proceedings identified in the designation of record. I am responsible for preparing a transcript for days of proceedings and a transcript of those proceedings will be approximately pages. The transcript was ordered on [date].

I request an extension of time of \_\_\_\_\_ days, from \_\_\_\_\_ through \_\_\_\_\_, within which to prepare, serve, and file the transcript. This is the request for a time extension and is sought because:

- I have not received payment for the transcript and a satisfactory arrangement for payment has not been made. [or]
- I have now received payment for the transcript. [or]
- a satisfactory arrangement for payment has been made. [or]
- [Other reason:].

On order from me, and undelivered to date, are transcripts in the following cases: [Attach additional sheet(s) if necessary.]

[For each case, include: Case caption, circuit court, date ordered, whether or not an extension has been allowed, date now due, and the estimated number of pages.]

I have served copies of this request on: [List names and complete addresses of all counsel, parties, and, when appropriate, the trial court judge(s)]

Date:

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[Transcriber Name]

[County]

[Email]

**Appendix C – Transcript Coordinator’s Request for Time Extension for Preparation of Transcript**

IN THE COURT OF APPEALS (SUPREME COURT) OF THE STATE OF OREGON

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Plaintiff-Appellant (or Plaintiff-Respondent), v.

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Defendant-Respondent (or Defendant-Appellant).

County Circuit Court No.  
CA A

**TRANSCRIPT COORDINATOR REQUEST FOR TIME EXTENSION FOR PREPARATION OF TRANSCRIPT**

The notice of appeal was filed in this case on \_\_\_\_\_;  
The original due date of the transcript was \_\_\_\_\_ (30 days from notice of appeal);  
I assigned the above-entitled case to transcriber \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_ days from when this trial court received the notice of appeal.;  
I estimate the length of the transcript in this case to be approximately \_\_\_\_\_ pages;  
I hereby request an extension of time for \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_;  
This is the \_\_\_\_\_ request for extension of time;  
I am making this request because \_\_\_\_\_;  
\_\_\_\_\_;  
As of the date of this request, I also have \_\_\_\_\_ cases to assign to transcribers. The case numbers are listed below:

Date:

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[Transcript Coordinator Name]      [County]      [Email]      [Phone]

## Appendix D – Letter Requesting Advance Payment

[Date]

[Addressee's Mailing Address]

RE: [Case Name]  
[Name] County  
Case No. [Number]  
CA A123456  
(Appellate Case  
No.)

Dear [Name]:

The Transcript Coordinator for [County Name] County designated me as the transcriber of record in the matter of [Short Title of Case], [County Case Number].

It is my policy to request payment in advance for transcript preparation. I estimate the transcript will be approximately [Number] pages. Per statute, the cost to prepare the transcript is \$4.25 per page for the original. The estimated cost to prepare and file this transcript is \$[Dollar Amount].

Payment should be made as soon as possible to avoid undue delay in the appellate process. Checks should be made payable to [Name/Business Name] and mailed to [Address]. Please feel free to contact me at [Phone Number], or email [Email Address]. Transcripts are not prepared until or unless payment in advance is received. This transcript is due [Date], so your immediate attention is appreciated.

Please keep in mind the number of pages is an estimate and an adjustment will be made, as needed, upon completion of the transcript.

Sincerely,

[Transcriber]

## Appendix E – Letter Notifying No Payment Arrangements Made

[Date]

Appellate  
Court  
Administrator  
Supreme  
Court Building  
1163 State  
Street  
Salem, OR 97301-2563

RE: [Case Name]  
[Name] County  
Case No. [Number]  
CA A123456  
(Appellate Case  
No.)

To Whom It May Concern:

Please be advised the transcript in this matter has not been produced because appellant has not responded to my requests to make the financial arrangements necessary for transcript preparation.

Sincerely,

[Transcriber]

Enclosure

**Appendix F – Certificate of Preparation and Service of Transcript**

IN THE COURT OF APPEALS (SUPREME COURT) OF THE  
STATE OF OREGON

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Plaintiff-Appellant (or  
Plaintiff-Respondent), v.

---

Defendant-Respondent (or Defendant-Appellant).

County Circuit Court No.

CA A

CERTIFICATE OF PREPARATION AND SERVICE OF TRANSCRIPT

I certify that I prepared:

All of the transcript designated as part of the record for this appeal.

**[or]**

These parts of the transcript designated as part of the record for this appeal:

I certify that the original of this Certificate was filed with the Appellate Court Administrator and copies were served on the trial court administrator and transcript coordinator on [date].

I certify that on [date] a copy of the transcript or part thereof prepared by me and a copy of this Certificate were served on:

[name and address of each person served]

Date:

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[Reporter/Transcriber Name]

[County]

[Telephone No.]



**Appendix G – Certificate of Filing of Transcript**

IN THE COURT OF APPEALS (SUPREME COURT) OF THE STATE  
OF OREGON

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Plaintiff-Appellant (or Plaintiff-  
Respondent), v.

---

Defendant-Respondent (or Defendant-Appellant).

County Circuit Court No.

CA A  
CERTIFICATE OF FILING OF TRANSCRIPT

I certify that I prepared:

All of the transcript designated as part of the record for this appeal. [or] These parts of the transcript designated as part of the record for this appeal:

The transcript is now settled.

I certify that on [date] the transcript or part thereof prepared by me was filed with the Appellate Court Administrator in electronic form in the form required by ORAP 3.35(2).

I certify on [date] a copy of this Certificate was served on: [name and address of each person served]

Date:

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[Reporter/Transcriber Name]

[County]

[Telephone No.]