

ATTENDANCE AND TRANSCRIPTS OF UNITED STATES COURT REPORTERS

1. NAME OF REPORTER *		2. EMPLOYEE ID *		3. YEAR *		QUARTER ENDED *	
4. DISTRICT *		5. OFFICIAL DUTY STATION			6. 40-HOUR TOUR OF DUTY ☐ Yes ☐ No		

7. TIME SPENT RECORDING COURT PROCEEDINGS (All days and hours should be rounded up to the next whole number.)	7a. PLACE (CITY) OF ATTENDANCE			7b. NUMBER OF DAYS
7c. TOTAL RECORDING DAYS				
RECORDING BEFORE		NUMBER OF HOURS		7f. SUB TOTAL
		7d. OFFICIAL REPORTER	7e. SUBSTITUTE REPORTERS	
JUDGES				
MAGISTRATE JUDGES				
OTHER (SPECIFY)				
		7g. TOTAL RECORDING HOURS		

8. TOTAL ADMINISTRATIVE HOURS:	9. TOTAL TRANSCRIPT PREPARATION HOURS:	10. TOTAL TRAVEL HOURS:	
--------------------------------	--	-------------------------	--

11. TRANSCRIPTS OF OFFICIAL PROCEEDINGS (Requested by the parties. Include transcripts of proceedings recorded by substitute reporters employed by the court reporter.) * Including Habeas Corpus and Section 2255 proceedings ** Do not include the free copy provided to the clerk of court as required by law. ***REALTIME (Do not include realtime transcripts produced by non-certified realtime reporter. Report this data in block 12.c)	CATEGORIES	NUMBER OF PAGES			
		CIVIL CASES		CRIMINAL CASES*	
		11a. ORIGINALS	11b. COPIES**	11c. ORIGINALS	11d. COPIES**
	ORDINARY				
	14 DAY				
	EXPEDITED				
	DAILY				
	HOURLY				
	11e. TOTAL PAGES				
	REALTIME US ATTORNEY***				
	REALTIME CJA: FORM 24 or FEDERALDEFENDER ***				
	REALTIME OTHER PARTIES ***				
	11f. TOTAL REAL TIME PAGES				
11g. CERTIFIED TRANSCRIPT PAGES OF REALTIME					

12. TRANSCRIPTS TO THE COURT WITHOUT CHARGE	12a. Certified transcripts of arraignments, pleas and sentences in criminal court - number of original pages		
	12b. Certified transcripts requested by a judge or other judicial officer - number of original pages.		
	12c. Realtime pages provided to court (non-certified & certified)		

AO 40A (Rev. 3/2013) 13. BACKLOG	13 a&b. Estimated number of pages of transcription on order more than 30 days, but not transcribed and delivered as of the end of the quarter.	13a. CIVIL	13c. DATE
	13 c&d. Include dates of the oldest unfilled orders.	13b. CRIMINAL	13d. DATE
CERTIFICATION BY COURT REPORTER: By signing this form, I certify under penalty of perjury pursuant to 28 U.S.C. § 1746 that the foregoing is true and correct.		14. SIGNATURE	15. DATE
REVIEW BY COURT OFFICIAL Individual reviewing this form should sign in the space provided.		16. SIGNATURE	17. DATE

(All previous editions of this form are cancelled and should be destroyed.)

For Official Use Only

Court Official Comments Only

☐ Reject AO40A Form