

**ATTENDANCE AND TRANSCRIPTS OF UNITED STATES COURT REPORTERS**

1. NAME OF REPORTER *	2. EMPLOYEE ID *	3. YEAR * <input style="width:30px;" type="text"/>	QUARTER ENDED * <input style="width:30px;" type="text"/>
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4. DISTRICT *	5. OFFICIAL DUTY STATION	6. 40-HOUR TOUR OF DUTY <input type="radio"/> Yes <input type="radio"/> No
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<b>7. TIME SPENT RECORDING COURT PROCEEDINGS</b> (All days and hours should be rounded up to the next whole number.)	7a. PLACE (CITY) OF ATTENDANCE		7b. NUMBER OF DAYS	
	<input style="width:100%;" type="text"/>		<input style="width:30px;" type="text"/>	
	<input style="width:100%;" type="text"/>		<input style="width:30px;" type="text"/>	
	<input style="width:100%;" type="text"/>		<input style="width:30px;" type="text"/>	
	<input style="width:100%;" type="text"/>		<input style="width:30px;" type="text"/>	
	7c. TOTAL RECORDING DAYS			<input style="width:30px;" type="text"/>
			NUMBER OF HOURS	
	RECORDING BEFORE	7d. OFFICIAL REPORTER	7e. SUBSTITUTE REPORTERS	7f. SUB TOTAL
	JUDGES	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>
	MAGISTRATE JUDGES	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>
OTHER (SPECIFY)	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>	
		7g. TOTAL RECORDING HOURS		

8. TOTAL ADMINISTRATIVE HOURS:		9. TOTAL TRANSCRIPT PREPARATION HOURS:		10. TOTAL TRAVEL HOURS:		
8a. Court Reporting:	8b. Other Duties:	9a. Hours with Non-Salary Compensation:	9b. Other Hours:			

<b>11. TRANSCRIPTS OF OFFICIAL PROCEEDINGS</b> (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	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>
	14 DAY	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>
	EXPEDITED	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>
	DAILY	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>
	HOURLY	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>
	11e. TOTAL PAGES	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>
	REALTIME US ATTORNEY***	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>
	REALTIME CIA: FORM 24 or FEDERALDEFENDER ***	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>
	REALTIME OTHER PARTIES ***	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>
	11f. TOTAL REAL TIME PAGES	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:30px;" type="text"/>

<b>12. TRANSCRIPTS TO THE COURT WITHOUT CHARGE</b>	12a. Certified transcripts of arraignments, pleas and sentences in criminal court - number of original pages		<input style="width:30px;" type="text"/>
	12b. Certified transcripts requested by a judge or other judicial officer - number of original pages.		<input style="width:30px;" type="text"/>
	12c. Realtime pages provided to court (non-certified & certified)		<input style="width:30px;" type="text"/>

AO 40A (Rev. 11/2015) 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.)

<p>For Official Use Only</p> <p>Court Official Comments Only</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<p><input type="checkbox"/> Reject AO40A Form</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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