

## **INSTRUCTIONS FOR AO FORM 39 TRANSCRIPT ORDER AND COLLECTIONS LEDGER**

In order to complete the AO Forms 40A and 40B required by the Judicial Conference, court reporters must maintain accurate and auditable records. For the purposes of completing the required forms, the AO Form 39 must be completed and maintained.

This form is divided into two parts: orders and collections. It is used to record all orders of transcript. Once the transcript has been completed, the actual number of pages that are delivered is recorded. All monies collected from the sale of transcripts are recorded on this form.

(1) For example, if an order is taken, the entries that should be posted are:

(a) Name of Ordering Party.

(b) Case Name.

(c) Case Number.

(d) Appeal or Not.

(e) Date Ordered or Deposit Received.

(2) When the transcript has been prepared, the delivery entries are posted. They are:

(a) Date of Delivery.

(b) Invoice Number.

(c) Actual Number of Transcript Pages.

(3) Transcripts furnished to the court at no charge are recorded.

(4) When collections are received, the following are recorded:

(a) Date of Payment.

(b) Amount of Payment.

