

## INSTRUCTIONS GENERAL

**Coverage.** All official staff, additional, temporary, and combined position court reporters with the exception of those serving on an actually basis or intermittently on a 'when-actually-employed' basis must complete a form AO 40A quarterly. This includes employment on a partial quarter. Grand jury proceedings and the taking of depositions are considered private reporting and should not be reported on this form.

**Separation of Reporter.** In the event a reporter retires, resigns, or is otherwise separated, a form AO 40A must be filed within 20 days from the date of separation.

**Due Date.** This form should be submitted so that it is received within 20 days after the end of each quarter, i.e., by April 20, July 20, October 20, and January 20 for the preceding quarter.

**Mailing.** This form should be mailed to:  
Court Reporting and Interpreting Branch  
Court Administration Division (CAD) Administrative Office of  
the United States Courts Washington, D.C. 20544

### SPECIFIC

- Items 1-5.** These items should always be completed.
- Item 6.** Place an "x" in the appropriate box to indicate whether or not you are assigned a 40-hour per week tour of duty in the court.
- Item 7a.** List the cities at which either you or your paid substitute reporter was required to be present at the courthouse or other facilities where official proceedings of the court were held.
- 7b.** The days of recording should include the days which either you or your paid substitute was required to be present at the courthouse or in chambers of a scheduled trial, hearing, or other official proceeding and were actually engaged in recording such proceedings, regardless of the amount of time spent recording the proceedings. e.g., 5 minutes or 5 hours. If there was a scheduled trial and the case was settled after you reported for duty, you may count that day as a day of attendance provided you were required to make a record of the settlement. If you were required to be in the court on a standby basis and there was no scheduled trial, hearing, or official proceeding you may not count that day as a day of attendance. Preparation or set-up time should not be included in recording time. Waiting time for the jury outside the courtroom should not be included in recording time.
- 7c.** Add the amounts in 7b. and list the total here.
- 7d.** In 7d., list the number of hours you and in 7e., the number of hours substitute reporters were in attendance recording official proceedings before judges, magistrate, or other judicial officials. Also in 7e., list the number of hours, substitute reporters were employed by you for daily and hourly copy assistance in official proceedings as well as the number of hours your paid substitutes were employed for absences due to illnesses, vacation, or other reasons. Round all hours up to the next whole number.
- 7f.** Add the amounts from 7d. and 7e. and list here. Add the
- 7g.** amounts from 7f. and list here.
- Item 8.** List the number of hours you personally spent in the courthouse performing all administrative duties in connection with your official position, such as billing for transcripts ordered and prepared; delivery and/or mailing of transcripts; financial and other record keeping, preparation and filing of all required local and A.O. reports, answering telephone calls from other court personnel, attorneys, litigants; responding to official correspondence: reading notes to the court, counsel, or jury, and such other official duties as may be required by the court.
- Item 9.** List the number of hours you personally spent in the courthouse transcribing official proceedings. This includes all the time you personally spent typing, dictating, and scoping, proofreading, checking, and verifying case citations, medical and technical terms, and all other aspects of transcribing official proceedings. You may not include the hours of transcribers, note readers, scopists, or other supporting personnel employed by you.
- Item 10.** Enter the number of hours (compute each trip to the nearest hour) spent traveling to and from places of holding court away from your official duty station. Do not include time spent commuting between your residence and official duty station.
- Item 11a.** According to the appropriate category, list the number of original pages in 11a., and the number of copies in 11b. for civil transcript; list the number of original pages in 11c. and the number of copies in 11d., for criminal transcript. Indicate all pages prepared for sale, regardless of whether payment has been made or delivery has been accomplished. Include any transcripts of proceedings which were recorded by substitute reporters employed by you. Do not include copies of transcripts delivered to the clerk for the records of the court or transcripts furnished to the judges at their request and without charge.
- Ordinary, expedited, daily and hourly categories are defined by the Judicial Conference as follows:  
ORDINARY: A transcript to be delivered within thirty (30) calendar days after receipt of an order.  
EXPEDITED: A transcript to be delivered within seven (7) calendar days after receipt of an order.
- 11e.** DAILY: A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually be a court day.
- Item 12a.** HOURLY: A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours.  
Add the amounts in 11a., 11b., 11c., and 11d. and list the total here.
- Enter the number of pages of original transcripts of pleas and proceedings in connection with the imposition of sentences in criminal cases recorded by you and by substitute reporters when the transcript of such proceedings are required by the court. Do not include transcripts of arraignments, pleas, and sentences ordered by the parties which are to be included in 11c. above.
- 12b.** Enter the numbers of pages of original transcripts prepared and furnished to judges at their request and without charge.
- 13a.** Enter separately for civil in 13a. and criminal in 13b. an estimate of the number of transcript pages on order for more than 30 days. but not transcribed and delivered as of the end of the quarter.
- 13c.** Enter date of the oldest un-filed civil transcript in 13c., and the date of the oldest unfiled ordered criminal transcript in 13d.
- 14.** Certification by Court Reporter: Sign this form certifying under penalty of perjury pursuant to 28 U.S.C. 5 1746 that the information reported is true and correct.
- Item 15.** Enter the date this form is signed.
- Item 16.** Review by Court Official. Sign this form indicating that you have reviewed the report. Enter the date this form is signed.
- Item 17.**

Administrative Office of the United States Courts  
**ATTENDANCE AND TRANSCRIPTS OF UNITES STATES COURT REPORTERS**

1. NAME OF REPORTER		2. SOC. SEC. NO.		3. QUARTER ENDED		
4. DISTRICT		5. OFFICIAL DUTY STATION		6. 40-HOUR TOUR OF DUTY <input type="checkbox"/> Yes <input type="checkbox"/> No		
<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		
		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		
<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.		NUMBER OF PAGES				
		CATAGORIES	CIVIL CASES		CRIMINAL CASES*	
			11a. ORIGINALS	11b. COPIES**	11c. ORIGINALS	11d. COPIES**
		ORDINARY				
		EXPEDITED				
		DAILY				
		HOURLY				
	11e. TOTAL PAGES					
<b>12. TRANSCRIPTS TO THE COURT WITHOUT CHARGE</b>		TYPE			NUMBER OF PAGES (Original Only)	
		12a. Arraignments, pleas, and sentences in criminal court.				
		12b. Requested by a judge or other judicial officer.				
<b>13. BACKLOG</b>		13 a&b. Estimated number of pages of transcript 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 RREPORTER: 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		
REVIEW BY COURT OFFICIAL. Individuals reviewing this should sign in the space provided.				15. DATE		
				16. SIGNATURE		
				17. DATE		

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