

## **INSTRUCTIONS FOR AO FORM 44 INVOICE**

Preparation of an invoice is required to meet the Judicial Conference's policy that the reporter is required to certify on each invoice that the fee charged and the page format used conform to its regulations. This form is an itemized statement of the transcripts sold to party. It is prepared by the court reporter and is a sale invoice which consists of an original and two copies. The original (or copy 1) should be given to the party. Copy 2 should be retained by the court reporter and used as the accounts receivable file copy. Copy 3 should be given to the court reporting supervisor to review for Judicial Conference rate requirements. The invoice includes:

- (1) Name of Client.
- (2) Criminal or Civil.
- (3) Date Ordered.
- (4) Date Delivered.
- (5) In the Matter of.
- (6) Number of Pages.
- (7) Number of Copies.
- (8) Type of Delivery Schedule.
- (9) Discounts.
- (10) Refunds.
- (11) Total Due.
- (12) Certification of Reporter Committee of Compliance with Fee and Transcript Format Prescribed by the Judicial Conference.

AO 44  
(Rev. 7/95)

**UNITED STATES DISTRICT COURT**

For the \_\_\_\_\_ District of \_\_\_\_\_

<b>INVOICE</b>	NUMBER
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<b>TO:</b>	<b>NOTE MAKE CHECK PAYABLE TO:</b>
<b>PHONE:</b>	

TRANSCRIPTS		
<input type="checkbox"/> CRIMINAL <input type="checkbox"/> CIVIL	DATE ORDERED	DATE DELIVERED

IN THE MATTER OF (CASE NUMBER AND TITLE)

CHARGES											
CATAGORY	ORIGINAL			1 <sup>ST</sup> COPY			ADDITIONAL COPIES			TOTAL CHARGES	
	PAGES	PRICE @	SUB TOTAL	PAGES	PRICE @	SUB TOTAL	PAGES	PRICE @	SUB TOTAL		
Ordinary											
Expedited											
Daily											
Hourly											
For proceedings on (Date):							<b>TOTAL</b>				
							LESS DISCOUNT FOR LATE DELIVERY				
							LESS AMOUNT OF DEPOSIT				
							<b>TOTAL REFUNDED</b>				
							<b>TOTAL DUE</b>				

**ADDITIONAL INFORMATION**

Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within (7) calendar days, payment would be at the ordinary *delivery* rate.

**CERTIFICATION**

I certify that the transcript fees charged and page format used comply with the requirements of this court and the Judicial Conference of the United States.

SIGNATURE OF OFFICIAL COURT REPORTER	DATE
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(All previous editions of this form are cancelled and should be destroyed.)

- PART 1 (ORIGINAL) – TO PARTY
- PART 2 (YELLOW) - TO PARTY-FOR RETURN WITH PAYMENT
- PART 3 (PINK) - COURT REPORTER
- PART 4 (BLUE) – COURT REPORTER SUPERVISOR