AO 39
(Rev. 11/08)

Administrative Office of the United States Courts

TRANSCRIPT ORDERS AND COLLECTIONS LEDGER [1]

PERIOD ENDED

NAME OF ORDERING PARTY	CASE			DATE		INVOICE NUMBER [2]	ACTUAL NUMBER OF TRANSCRIPT PAGES																		Transcripts Furnished to the court (No Charge) [4]	PAYMENT		
							CIVIL									CRIMINAL											AMOUNTS [5]	
	NAME	NUMBER	APPEALS (✓)	Ordered or Deposit	Delivered		ORDINARY	14 DAY	EXPEDITED	DAILY	HOURLY	RT-USA	RT-CJA	RT-OTHER	COPIES [3]	ORDINARY	14 DAY	EXPEDITED	DAILY	HOURLY	RT-USA	RT-CJA	RT-OTHER	COPIES [3]		DATE	20	20

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

[1] Maintain separate ledgers for official and private work.
[2] Prepare an invoice for all accounts except in forma pauperis which should be invoiced on CJA Form 24 for criminal and standard voucher for civil appeals.
[3] Show type of order. Example - 750(E). O = Ordinary; 14 = 14Day; E = Expedited; D = Daily; H = Hourly; U = Realtime US Attorney; C = Realtime CJA; RO = Realtime Other.
[4] Show: A = Arraignments; P = Pleas; S = Sentences in criminal cases; C = Original transcripts; R = Realtime transcripts.
[5] Use 1st Column for collections in current year, use 2nd column for collections in following year.

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