

U.S. Court of Appeals *for the* Sixth Circuit
ECF Training

Filing a Transcript Order



Select Filing.



**U.S. Court of Appeals CM/ECF
Official Attorney Electronic Document Filing System**

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Appellate Procedure, Rule 25. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC152 and 3571.

Welcome

Welcome to the U.S. Court of Appeals Case Management/Electronic Case Files System. Please select an option from the menu.

[Court Information](#)



File a Document

Case Number

80-1050 Banks v. U.S. Postal Service, et al

Filed
08/09/2017

Enter the case number then press the tab key.

Type of Document ▾

Category ⇅

All

Parties/Attorneys

- ▾ 80-1050
- Banks v. U.S. Postal Service, et al
- ▾ Banks, Mildred
 - ▾ Attorneys
 - Smith, Angela Marie
 - Tisch, Postmaster General, Preston
- ▾ United States Postal Service
 - ▾ Attorneys
 - Napo, Glen Paul

File a Document

Case Number

80-3035 Alma Potts v. Water Quality Assurance Syndic

Filed

08/09/2017

Type of Document

1

tran

Begin typing "tran", the options below will filter as you type.

Category

All

Request extension of time to file transcript	Court Reporter Entries
Transcript Filed - transDPF	-
Transcript filed in District Court	Court Reporter Entries
Transcript Order - already on file in the District Court	Case Opening Forms
Transcript Order - no hearings	Case Opening Forms
2 Transcript Order - order transcript of proceedings	Case Opening Forms
Transcript Order - unnecessary for appeal purposes	Case Opening Forms

Choose the appropriate option.

3 Continue

Click the Continue button.

Parties/Attorneys

80-3035

Alma Potts v. Water Quality Assurance

Potts, Alma

Attorneys

Smith, Angela Marie

Water Quality Assurance Syndicate

Attorneys

Napo, Glen Paul

Attention

I certify that I have this day served all opposing counsel and parties in this case by the manner required by the rules.

1 Continue

2

Certify Service by checking the **Continue** box then clicking **OK**.

File a Document | Transcript Order - order transcript of proceedings

Following the on-screen instructions, review and complete each section, if applicable.

File to case: 80-1050

▾ Attention

IF YOU HAVE NOT ALREADY FILED A "FORM OF APPEARANCE" YOU MUST DO SO BEFORE FILING ANY OTHER DOCUMENT IN THIS CASE.....

▾ Court Reporter Filer

Please select ONLY ONE court reporter name from the list below.

A separate "transcript order form" entry must be made for each court reporter.

If the court reporter's name does not appear in the list below, proceed to the next box and enter the name.

Filer ▾	Type ▾	Case ▾
Napolik, Maria	Court Reporter	80-1050 Banks v. U.S. Postal Service, et al

[Select All](#)

Selected

Filer ▾	Type ▾	Case ▾	Remove All

▾ Attention

**** IF PROCEEDINGS WERE RECORDED ****

CONTACT THE DISTRICT COURT TO FIND OUT THE ASSIGNED COURT REPORTER BEFORE COMPLETING THIS ENTRY

▾ Enter Court Reporter name (if not in above list):

255 characters remaining.

▾ Enter the Date Transcript was Ordered (mm/dd/yy):

FOR PRIVATE FUNDS.....REMEMBER: YOU MUST ALSO CONTACT THE COURT REPORTER TO ARRANGE PAYMENT

▾ Attention

FOR CJA CASES.....ENTER THE FOLLOWING CJA-24 INFORMATION:

▾ Enter Date CJA-24 Authorization Initiated in District Court:

MM/DD/YYYY 

▾ Enter E-Voucher Authorization Number (if applicable) and other relevant info:

255 characters remaining.

▾ Attorney Filer

Please choose YOUR NAME from the list below. If your name does not appear in the list, you have selected an incorrect transaction. Please cancel this transaction and start again.

Filer ▾	Type ▾	Case ▾
Napo, Glen Paul	Appellee	80-1050 Banks v. U.S. Postal Service, et al

[Select All](#)

Selected

Filer ▾	Type ▾	Case ▾	Remove All

▾ Service

Service

08/09/2017

After reviewing and completing all applicable sections, click on the **Continue** button.

Continue

File a Document | Transcript Order - Order transcript of proceedings

File to case: 80-1050

- ▶ Attention
- ▶ Court Reporter Filer
- ▶ Attention
- ▶ Enter Court Reporter name (if not in above list):
- ▶ Enter the Date Transcript was Ordered (mm/dd/yy):
- ▶ Enter the name of the District Court Judge/Magistrate:
- ▶ Enter Dates and Nature of Proceedings:
- ▶ Other (specify):
- ▶ Attention
- ▶ In the box below, enter all applicable proceeding types from the above list:
- ▶ Attention
- ▶ The method of payment will be:
- ▶ Attention
- ▶ Attention
- ▶ Enter Date CJA-24 Authorization Initiated in District Court:
- ▶ Enter E-Voucher Authorization Number (if applicable) and other relevant info:
- ▶ Attorney Filer
- ▶ Service
- ▼ Docket Text

The docket text will appear on the docket report as displayed. It cannot be edited. Click the **Continue** button to proceed to the Final Review panel.

TRANSCRIPT ordered from Maria Napolik, filed by Mr. Glen Paul Napo for USPS. ; ---- This is to order a transcript of the following proceedings and to certify that satisfactory financial arrangements have been completed ---- Transcript ordered on: <i>08/10/2017</i> ; District Court Judge/Magistrate: <i>Judge Battisti</i> ; Hearing Dates: <i>7/30/16 Minutes of Proceedings</i> ; Method of Payment: <i>Private Funds</i> ; Court Reporter acknowledgment is due in 14 days. Certificate of Service: 08/10/2017. [80-1050]

Continue

Cancel

Court Reporter Filer

Napolik, Maria (Court Reporter) 80-1050

Enter Court Reporter name (if not in above list):

No data was entered.

Enter the Date Transcript was Ordered (mm/dd/yy):

08/10/2017

Enter the name of the District Court Judge/Magistrate:

Judge Battisti

Enter Dates and Nature of Proceedings:

1/23/17 Minutes of Proceedings

The method of payment will be:

Private Funds

Attorney Filer

Napo, Glen Paul (Appellee) 80-1050

Service

08/10/2017

Docket Text

TRANSCRIPT ordered from Maria Napolik, filed by Mr. Glen Paul Napo for USPS. ; ----- This is to order a transcript of the following proceedings and to certify that satisfactory financial arrangements have been completed ----- Transcript ordered on: <i> 08/10/2017</i> ; District Court Judge/Magistrate: <i> Judge Battisti</i> ; Hearing Dates: <i> 1/23/17 Minutes of Proceedings</i> ; Method of Payment: <i> Private Funds</i> ; Court Reporter acknowledgment is due in 14 days. Certificate of Service: 08/10/2017. [80-1050]

The Final Review panel summarizes the information input during this transaction. Once it's reviewed, click **Submit** to finalize the transaction. If you need to make a correction before submitting, click **Edit**.

After you click the **Submit** button, you cannot change this filing.



Have you redacted personal identifiers from the document you filed?

[Submit](#)[Edit](#)[Cancel](#)

File a Document | Transcript Order - order transcript of proceedings

File to case: 80-1050

- ▶ Attention
- ▶ Court Reporter Filer
- ▶ Attention
- ▶ Enter Court Reporter name (if not in above list):
- ▶ Enter the Date Transcript was Ordered (mm/dd/yy):
- ▶ Enter the name of the District Court Judge/Magistrate:
- ▶ Enter Dates and Nature of Proceedings:
- ▶ Other (specify):
- ▶ Attention
- ▶ In the box below, enter all applicable proceeding types from the above list:
- ▶ Attention
- ▶ The method of payment will be:
- ▶ Attention
- ▶ Attention
- ▶ Enter Date CJA-24 Authorization Initiated in District Court:
- ▶ Enter E-Voucher Authorization Number (if applicable) and other relevant info:
- ▶ Attorney Filer
- ▶ Service
- ▼ Docket Text

If you click **Edit**, you will be returned to this summary page where each panel is collapsed. To make a correction, click on the arrow or title of the panel to expand that section. Then make your correction. Click **Continue** to proceed to the Final Review panel.

TRANSCRIPT ordered from Maria Napolik, filed by Mr. Glen Paul Napo for USPS. ; ---- This is to order a transcript of the following proceedings and to certify that satisfactory financial arrangements have been completed ---- Transcript ordered on: <i>08/10/2017</i> ; District Court Judge/Magistrate: <i>Judge Battisti</i> ; Hearing Dates: <i>1/23/17 Minutes of Proceedings</i> ; Method of Payment: <i>Private Funds</i> ; Court Reporter acknowledgment is due in 14 days. Certificate of Service: 08/10/2017. [80-1050]

Continue

[Cancel](#)

Court Reporter Filer

Napolik, Maria (Court Reporter) 80-1050

Enter Court Reporter name (if not in above list):

No data was entered.

Enter the Date Transcript was Ordered (mm/dd/yy):

08/10/2017

Enter the name of the District Court Judge/Magistrate:

Judge Battisti

Enter Dates and Nature of Proceedings:

1/23/17 Minutes of Proceedings

The method of payment will be:

Private Funds

Attorney Filer

Napo, Glen Paul (Appellee) 80-1050

Service

08/10/2017

Docket Text

TRANSCRIPT ordered from Maria Napolik, filed by Mr. Glen Paul Napo for USPS. ; ----- This is to order a transcript of the following proceedings and to certify that satisfactory financial arrangements have been completed ----- Transcript ordered on: <i> 08/10/2017</i> ; District Court Judge/Magistrate: <i>Judge Battisti</i> ; Hearing Dates: <i>1/23/17 Minutes of Proceedings</i> ; Method of Payment: <i>Private Funds</i> ; Court Reporter acknowledgment is due in 14 days. Certificate of Service: 08/10/2017. [80-1050]

The Final Review panel will display again. Click **Edit** if you have additional corrections or **Submit** to finish the transaction.

After you click the **Submit** button, you cannot change this filing.



Have you redacted personal identifiers from the document you filed?

[Submit](#)[Edit](#)[Cancel](#)

File a Document | Transcript Order - order transcript of proceedings

File to case: 80-1050

Attention

Court Reporter Filer

Attention

Enter Court Reporter name (if not in above list):

Enter the Date Transcript was Ordered (mm/dd/yy):

Enter the name of the District Court Judge/Magistrate:

Enter Dates and Nature of Proceedings:

Other (specify):

Attention

In the box below, enter all applicable proceeding types from the above list.

Attention

The method of payment will be:

Attention

Attention

Enter Date CJA-24 Authorization Initiated in District Court:

Enter E-Voucher Authorization Number (if applicable) and other relevant info:

Attorney Filer

Service

Docket Text

Final Review

i The filing has been completed successfully.

OK

This confirms the filing has been entered on the Court's docket. Click OK to acknowledge the message and to view the Notice of Docket Activity.

U.S. Court of Appeals *for the* Sixth Circuit

ECF Training

This completes the tutorial. You must have a PACER account to file electronically.
Click on the link below to register.

[PACER Account Registration](#)