

CC-2015-004

March 17, 2015

Subject: Supplement to Procedures for
Ordering Tax Court Transcripts and
Confirming Receipt of Transcripts

Cancel Date: Effective until further
notice

Purpose

This Notice supplements the procedures for ordering and confirming receipt of Tax Court transcripts set out in CC Notice CC-2013-006, Updated Procedures for Ordering Tax Court Transcripts and Confirming Receipt of Transcripts (January 28, 2013). The primary reason for this supplement is to advise that in most circumstances, transcripts should be ordered to be received only in electronic format in lieu of being delivered in paper form, and to emphasize the use of the dedicated **Tax Court Transcripts for PA** email box for most transcript related issues.

Discussion

Capital Reporting Company is presently the vendor for all transcripts related to Tax Court proceedings. Capital Reporting usually delivers the hardcopy transcript and sends an E-Transcript by email to the requesting attorney and to the **Tax Court Transcripts for PA** email box. As a cost saving measure, you should dispense with the delivery of the hardcopy transcript and instead request that only the E-Transcript be sent by email, unless you have a compelling reason for receiving a hardcopy transcript. Attorneys should be supplying their email address on the order form in the appropriate section. You should request that the E-Transcript be sent to the trial attorney, the attorney's manager, the **Tax Court Transcripts for PA** email box and, if necessary, another Chief Counsel employee.

A copy of the order form for Tax Court transcripts with the Capital Reporting Company is located on the Procedure and Administration intranet page. In order to ensure that all transcripts ordered are delivered on time and that the vendor is paid both timely and the correct amount, it is necessary to strictly adhere to the procedures described below.

Requests for nonstandard transcripts or hardcopy versions of the transcripts should be made as far in advance of the trial as possible and should be sent through Craig Limeberry, Management Analyst in P&A. He can be reached via email at Craig.A.LimeberryJr@irscounsel.treas.gov.

As in the past, the request should include the following information: the name and docket number of the case, the trial date(s) and location, and a narrative justification explaining the need for an expedited or daily transcript or hardcopy version. Either at the beginning of the trial or at the conclusion thereof, a written request for a copy of the transcript should be made on the Capital Reporting Company form. After placing the order for the transcript, notice of the order should be sent via email to the email box **Tax Court Transcripts for PA**. The email should

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	X All Personnel	Electronic Reading Room
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contain the name and the date of the order; the name and docket number of the case; and the trial date(s) and location. Upon receipt of a transcript, the requesting office must confirm the receipt of all transcript materials by email to ***Tax Court Transcripts for PA***. This email confirmation of receipt of the transcript should include the following information: the date of the order; the name and docket number of the case; the trial date(s) and location; the number of pages contained in the transcript (including signature pages and exhibits), and the date on which the transcript was received by the requesting office. Confirmation of receipt should also be sent via message in TLCATS and should include all of the same information. PA must have certification that the transcript has been received before payment of the invoice can be authorized.

If the transcript materials are not delivered to the requesting office within the prescribed timeframe or the ordered transcript materials are not correct or complete, then notification must be sent by email to ***Tax Court Transcripts for PA*** so that an inquiry can be made to Capital Reporting Company and the invoice appropriately disputed, if necessary.

Please contact Peter Reilly at 202-317-5389 if there are any questions regarding this notice.

/s/
Drita Tonuzi
Associate Chief Counsel
(Procedure & Administration)