

Department  
of the  
Treasury

Internal  
Revenue  
Service

Office of  
Chief Counsel

# Notice

CC-2015-005

April 7, 2015

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

Effective until further  
notice

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## Purpose

This Notice updates Chief Counsel Notice, CC Notice CC-2015-004, Supplement to Procedures for Ordering Tax Court Transcripts and Confirming Receipt of Transcripts (March 17, 2015). The reason for this update is to notify interested persons that requests for nonstandard transcripts or hardcopy versions of the transcripts should no longer be sent through Craig Limeberry.

## 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 under the Quick Reference bar at the Transcript Order Form link. 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 via email to Johanna Jones, Management Analyst in P&A and the **Tax Court Transcripts for PA** email box. Ms. Jones can be reached via email at [Johanna.L.Jones@irscounsel.treas.gov](mailto:Johanna.L.Jones@irscounsel.treas.gov).

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

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

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Distribute to:	Tax Litigation staff	Tax Litigation staff & Support personnel
	X All Personnel	Electronic Reading Room
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