

CC-2013-006

January 28, 2013

Updated Procedures for Ordering
Tax Court Transcripts and
Subject: Confirming of Receipt of Transcripts
Upon incorporation
Cancel Date: into the CCDM

Purpose

This Notice provides updated procedures for ordering and confirming receipt of Tax Court transcripts and supersedes CC Notice CC-2013-004, Updated Procedures for Ordering Tax Court Transcripts and Confirming Receipt of Transcripts. The primary changes from Notice CC-2013-004 are that the vendor no longer provides compact disks as part of the standard transcript packages and that a dedicated email box has been set up for most transcript related issues, except as specifically provided below.

Discussion

Effective July 1, 2012, Capital Reporting Company became the vendor for all transcripts related to Tax Court proceedings. 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.

In accordance with CCDM 35.6.2.15(6), a transcript must be ordered in any case that potentially may be appealed, or, essentially, in every regular case, even if it seems nothing of consequence occurred at the trial. Also, pursuant to the CCDM, an extract of the calendar call transcript must be purchased if any matter of significance transpired at the calendar call, such as an oral motion to dismiss for failure to prosecute or a settlement read into the record. CCDM 35.6.2.15 (7).

Four types of transcripts can be ordered: 1) Standard transcripts (30 calendar days); 2) Expedited transcripts (7 calendar days); 3) Daily transcripts (24 hours); and 4) Motions Session transcripts.

Standard transcripts are the least expensive and are the preferred method of ordering. In addition to the official hardcopy transcript, standard 30 day transcripts include an E-Transcript (which will include a PDF version, text version and Minuscript) sent by email. Compact discs will no longer be sent.

For budgetary reasons and in accordance with CCDM 35.6.15, to order any type of transcripts, such as expedited or daily transcripts, other than standard 30 day transcripts, permission must be

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	All Personnel	X	Electronic Reading Room

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obtained in advance from the Associate Chief Counsel (Procedure and Administration). These requests for nonstandard transcripts should be made as far in advance of the trial as possible and through Karen Wright, Executive Assistant, Procedure and Administration, by either email or by fax (202-622-4914). 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. The approval from the Associate Chief Counsel (Procedure and Administration) of a nonstandard transcript should be memorialized and included in the legal file. Attorneys **are not authorized to negotiate any other delivery schedule or method** with the reporting company, such as a 5-day turnaround.

Special arrangements should be made in advance with the court reporting company for daily transcripts. Ordinarily, the arrangements for daily transcripts should be made seven calendar days (excluding legal holidays) before the trial session. These arrangements should **only be made after permission for such request has been granted**.

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 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 official hardcopy and email were received by the requesting office. Confirmation of receipt should also be also 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 incomplete, 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.

If you need to order a transcript for any proceeding that occurred before July 1, 2012, you must follow the same procedures as for expedited transcripts. The requests should be made to Karen Wright, Executive Assistant, Procedure and Administration, which request can be made by email or by fax (202-622-4914). Once the request has been approved, you will be provided with information on how to order the transcripts from the former reporting company.

Please contact Peter Reilly at 202-622-7071 or Mark Cottrell at 202-622-2049, if there are any questions regarding this notice.

 /s/
Deborah A. Butler
Associate Chief Counsel
(Procedure & Administration)