



TRANSCRIBER QUICK REFERENCE GUIDE FOR DNM DIGITAL AUDIO RECORDED TRANSCRIPT ("DART") REQUESTS.

1. Complete an **AO 213 Vendor Information/Certification** form to get entered into the Court's financial software system. [The form can be found here.](#)
2. Obtain a **PACER** account. [See Attachment No. 1](#) for the 2-Step PACER Account Set-Up for Transcriptionists.
3. Apply for a **PACER fee exemption**. Complete a **CM/ECF Court Reporter or Transcriber Account Registration Form**. [See Attachment No. 3](#). Once approved, this will allow you to peruse the docket at no charge if needed to aid in your preparation of the transcript¹. Typically, transcribers need to reference certain documents in the record like the hearing minutes, the caption page, and the docket sheet when completing the transcript. Your PACER activity is monitored by the court. Any abuse of the exemption will result in withdrawal of the exemption and possible other punitive action.
4. Once you have completed these forms, follow the instructions below for retrieval of audio files and upload of transcript and invoice (if applicable.)

¹ The Clerk has determined that granting an exemption to eligible transcribers will significantly reduce unnecessary burdens on court staff, and will promote the public access to information through the eventual filing of the transcript.

2. Press "Continue"

PACER User Inactive

Although you have a PACER account, your current account is inactive.

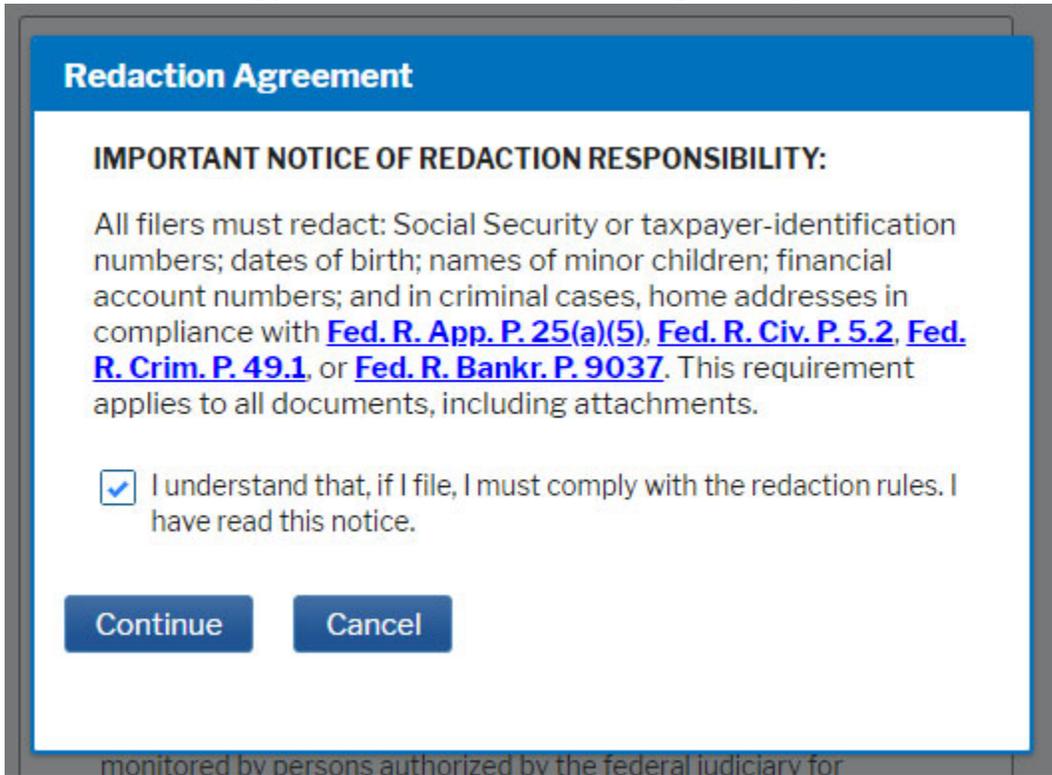
If you have any questions or for further details on how to activate your search privileges contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday or by email at pacer@psc.uscourts.gov.

You may continue to log in and perform other activities (e.g., e-file, request filing privileges), but you will not have PACER search privileges.

Continue **Cancel**

Instructions for proper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of

3. Check box indicating you understand the redaction responsibility. Click “Continue.”



Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

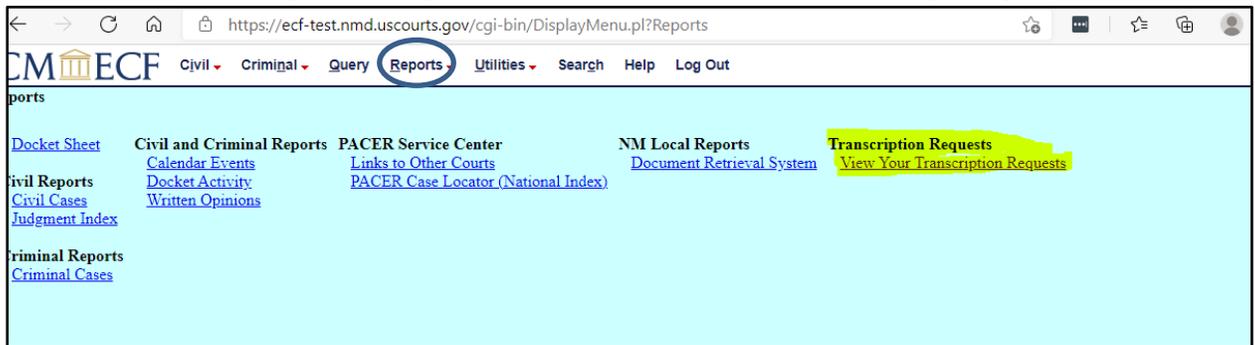
All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

[Continue](#) [Cancel](#)

monitored by persons authorized by the federal judiciary for

4. From CM/ECF, Navigate to “Reports” and click on “View Your Transcript Requests.”



- 5. DOWNLOADING AUDIO.** On the “My Transcripts Requests” screen, you will see the requests pending with your business. Click on the “ID” number to access the request.

CM ECF <small>Civil Criminal Query Reports Utilities Search Help Log Out</small>					
My Transcription Requests					
ID	Request Date	Due Date	Case	Hearing Date	Hearing Type
200098	08/07/2020	08/31/2020	2:17-cr-00200-RB USA v. Gonzalez-Hernandez	08/07/2020	Preliminary/Detention Hearing
200099	08/07/2020	08/14/2020	2:18-cr-00043-RB USA v. Todd	07/01/2020	Plea Agreement Hearing
200394	12/15/2020	12/18/2020	2:17-cr-00200-RB USA v. Gonzalez-Hernandez	12/01/2020	Material Witness Hearing
210068	02/11/2021	03/01/2021	2:13-cr-00100-JGC USA v. Garcia	02/01/2021	Bond Forfeiture Hearing
210072	02/12/2021	03/03/2021	2:13-cr-00100-JGC USA v. Garcia	02/02/2021	Bond Revocation Hearing

- 6.** From the individual request screen, you will see the relevant hearing-to-be-transcribed information: the Audio File(s) field, the Upload Transcript field and the Upload Invoice field. Highlight the audio file(s) and then click “download selected” or “download all.”

My Transcription Requests

ID #210072

Requested Date: 02/12/2021
Due Date: 03/03/2021
Requester: Court
Hearing Date: 02/02/2021
Hearing Type: Bond Revocation Hearing
Case Number: 2:13-cr-00100-JGC
Case Title: USA v. Garcia
Duration: 180 minutes

Audio File(s)

LC-Tortugas_20201214_125547__sel_14-11-07_to_15-23-41.dcr

Upload Transcript

Albuquerque_Hector Balderas v Tiny Lab Productions_111920.pdf

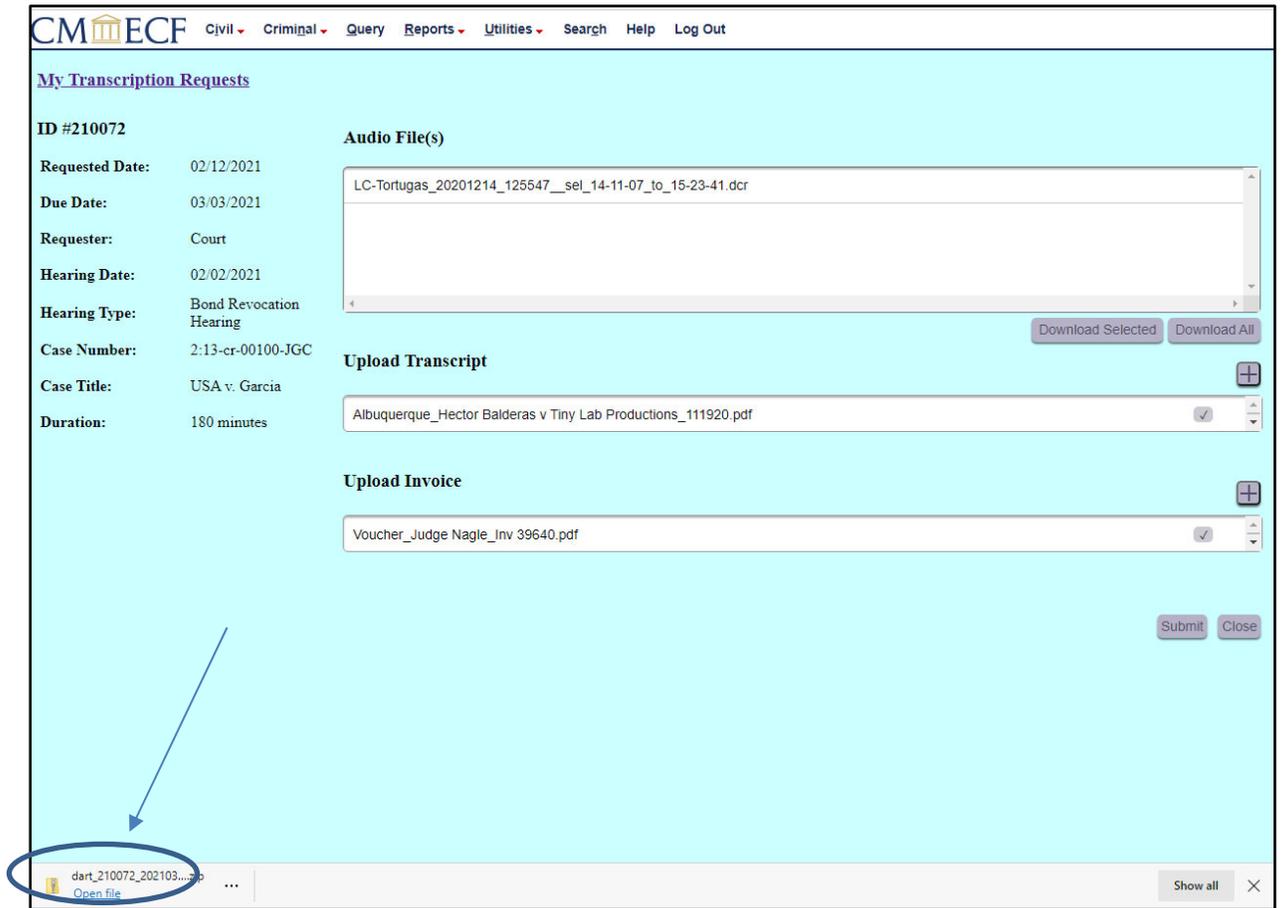
Upload Invoice

Voucher_Judge Nagle_Inv 39640.pdf

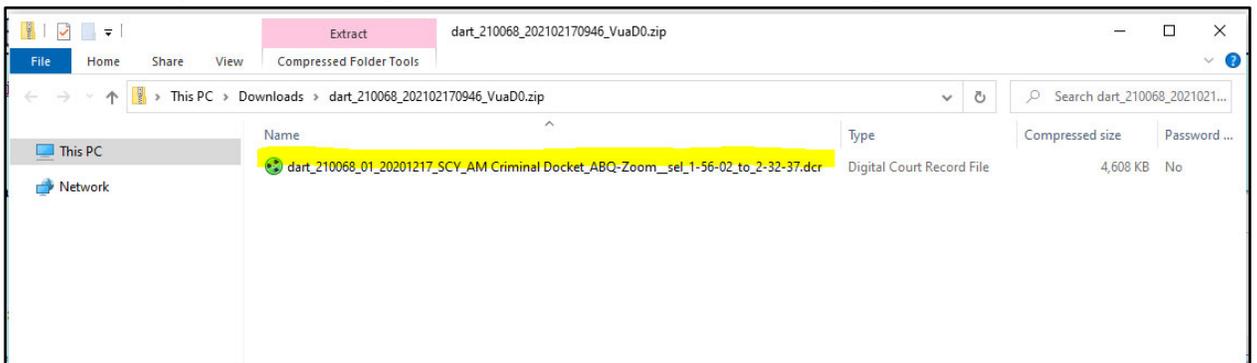
Download Selected Download All

Submit Close

7. Once you've downloaded the Audio File(s), you will see a prompt at the bottom left of your screen, indicating that the file was downloaded successfully.



8. Click on “Open File” and the audio file will display in .dcr format. You can also select other presentation options by clicking the three (3) dots to the right of the zip file name.



9. Transcribe the hearing and certify the transcript. Move to step 10.

10. **UPLOADING TRANSCRIPT AND INVOICE.** Click on the “+” button and navigate to the completed transcript. Double-click on the transcript, or select “Open” and the “Upload Transcript” field will populate with the transcript. Do the same for the “Upload Invoice” field. Click the “Submit” button. **Note: The “Upload Invoice” field will only be used when the DNM federal court has ordered a transcript (as opposed to a transcript ordered by an attorney.) If the transcript was ordered through you by an attorney, you will send the invoice directly to the attorney.**

[My Transcription Requests](#)

ID #210108

Requested Date: 03/02/2021
Due Date: 03/31/2021
Requester: Judge Parker
Hearing Date: 03/01/2021
Hearing Type: Preliminary/Detention Hearing
Case Number: 2:17-cr-00400-KG
Case Title: USA v. Ortiz-Godinez
Duration: 120 minutes

Audio File(s)

20201217_SCY_AM Criminal Docket_ABQ-Zoom__sel_1-56-02_to_2-32-37.dcr

Download Selected Download All

Upload Transcript +

Sample Transcript.pdf Ready for upload. Click Submit

Upload Invoice +

Invoice for COURT ORDERED Transcript.pdf Ready for upload. Click Submit

Submit Close

11. If you see check marks in the Upload fields, the transcript has been successfully downloaded to DNM’s server. Click on “Close.”

[My Transcription Requests](#)

ID #210068

Requested Date: 02/11/2021
Due Date: 03/01/2021
Requester: Linc
Hearing Date: 02/01/2021
Hearing Type: Bond Forfeiture Hearing
Case Number: 2:13-cr-00100-JGC
Case Title: USA v. Garcia
Duration: 120 minutes

Audio File(s)

20201217_SCY_AM Criminal Docket_ABQ-Zoom__sel_1-56-02_to_2-32-37.dcr

Download Selected Download All

Upload Transcript +

Sample Transcript.pdf ✓

Upload Invoice +

Invoice for COURT ORDERED Transcript.pdf ✓

Submit Close

12. Return to “My Transcription Requests” and monitor for new requests.

Attachment No. 1



2-STEP PACER ACCOUNT SET-UP FOR TRANSCRIPTIONISTS

STEP 1: REGISTER FOR A NEW PACER ACCOUNT

1. Navigate to <https://pacer.uscourts.gov>.
2. Select ‘REGISTER for an Account’ tab.



3. From the left menu options, select ‘PACER - Case Search Only’ and select the ‘Register for an account’.



4. Complete the registration form. Select '**ATTORNEY**' as your user type. Select '**Next**' when finished.

The screenshot shows a web form for user registration. At the top, there is a 'User Type' dropdown menu with 'ATTORNEY' selected. Below this is a search bar with 'FEDERAL GOVERNMENT' entered. The main section is titled 'User Information' and contains several required fields: Username, Password, Confirm Password, Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2. There are buttons for 'Generate Username' and 'Check Username Available'. A yellow callout box provides password requirements: 'Your password must be 8 to 45 characters long, and contain at least one lowercase letter, one uppercase letter, and one special character. It must pass a complexity check based on a password dictionary.' A note below states: 'NOTE: You cannot use your first name, last name, username, or email address in the password, nor can it contain the same character three times in a row.' At the bottom of the form are buttons for 'Next', 'Back', 'Reset', and 'Cancel'.

5. Create a **Username** and **Password**, and complete the **Security Questions**. Select '**Next**' when finished.

6. Enter **payment information** if desired.

PACER Message:

*Please Note: **Providing a credit card is optional.** If you would like to register without providing a credit card, click **Next** without entering any information on the screen. For instant access to PACER, we will validate the credit card information you provide. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.*

7. Read and acknowledge the policies and procedures.
8. You will receive a confirmation page. For questions, **please contact PACER at 1-800-676-6856.**

STEP 2: SUBMIT A CM/ECF TRANSCRIPTIONIST ACCT. REGISTRATION FORM

A CM/ECF registration form must be completed and can be obtained from the Court. Once you have completed your form submit it to cmecf@nmd.uscourts.gov with a subject line *CM/ECF Transcriptionist Account Registration*. Once your form is received and processed you will receive a confirmation email directing you to transmit your e-filing request through PACER.

[Sample for shown on next page.]

UNITED STATES DISTRICT COURT District of New Mexico	
CM/ECF TRANSCRIPTIONIST ACCOUNT REGISTRATION FORM <small>Case Management/Electronic Case Files</small>	
<p>This form is required in order to register for an account with the Court's Case Management/Electronic Case File (CM/ECF) system. Once the form has been completed and submitted to the Case Management Specialists you can request an account through PACER. The registrant will have the ability to view case related documents such as hearing minutes, caption page and docket to assist in the completion of the transcript via their account. The following information is required for registration:</p>	
PLEASE TYPE	
First/Middle/Last Name:	_____
Phone Number:	_____
Internet E-Mail Address:	_____
Court Reporting Service:	_____
<p>By submitting this registration form, the undersigned agrees to abide by all Court rules, orders, policies and procedures governing the use of the system. Registrants must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised.</p>	
_____ Signature of Registrant	_____ Date
Submit completed Registration Form to:	United States District Court Attn: CM/ECF Transcriptionist Account Registration Email: cmecf@nmd.uscourts.gov

