

## IDS Transcript Ordering Policy & Procedure

When a court appointed attorney needs a transcript from a non-appellate criminal proceeding<sup>1</sup>, the attorney must use an authorized and approved transcriptionist<sup>2</sup> and must submit a completed AOC-CR-395 form.

You can access the AOC-CR-395 from both the [ncids.org](https://www.ncids.org) website and the [nccourts.org](https://www.nccourts.org) website using the links below:

1. IDS: <https://www.ncids.org/resources/order-for-transcript-of-criminal-proceeding/>
2. NCCOURTS: <https://www.nccourts.gov/documents/forms/non-appellate-order-for-transcript-of-criminal-proceeding>

A completed form includes all necessary information correctly entered and the presiding judge's signature.

Attorneys should submit the completed original form the clerk of superior court and provide a copy to the appropriate court reporter. The attorney also should keep a copy.

The court reporter will process the form, provide the requested transcript, and be paid directly by Indigent Defense Services (IDS) through the North Carolina Administrative Office of the Courts (NCAOC) and the Court Reporting Manager.

*An attorney who requests a transcript directly from the court reporter without first providing a copy of the completed form may be required to pay the court reporter directly out-of-pocket at a rate that cannot be reimbursed, fully or in part, by IDS.*

For questions regarding the policies and procedures for ordering transcripts in non-appellate criminal cases contact David Jester, CVR-M, at 919-890-1601 or [David.E.Jester@nccourts.org](mailto:David.E.Jester@nccourts.org).

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<sup>1</sup> For appellate cases the clerk, rather than the attorney, is responsible for completing the necessary forms, the process is set out in the Rules of Appellate Procedure.

<sup>2</sup> The list of persons authorized and approved to prepare transcripts of proceedings in the courts of all counties in the state of North Carolina is available at <https://www.nccourts.gov/documents/publications/court-reporters-transcriptionists>