

B. Ordering the audio recording, in a digital audio format.

A party may not request both options, and once *any* party requests option (A), no audio recordings will be made available for purchase.

Requests for either must be made in writing to Judge Derek T. Gilliland’s Courtroom Deputy Melissa Copp at Melissa_Copp@txwd.uscourts.gov, or to Judge Dan MacLemore’s Courtroom Deputy Abigail Ernstes at Abigail_Ernstes@txwd.uscourts.gov.

- To request a transcript, please also then complete steps (2) and (3) above (fill out AO435 Form and submit on CM/ECF).
- To request an audio recording, please complete out the Audio Recording Order form (AO 436) and e-file the form to CM/ECF (using the same “Transcript Request” selection as discussed above). Please also submit a \$34.00 payment made out to “Clerk, US District Court” and mail it to US Courthouse, 800 Franklin Ave., Room 380, Waco, Texas 76701. Please note that it is for a Tape Duplication of an Audio File in Case No XX-YYYY.


NOTE ON OFFICIAL COURT TRANSCRIPTS

Pursuant to 28 U.S.C. § 753(b) states: “No transcripts of the proceedings of the court shall be considered as official except those made from the records certified by the reporter or other individual designated to produce the record.”


The statute, 28 U.S.C. § 753, requires the Court to supervise all aspects of the court reporting and transcription process. The Court has complete control over who produces an official transcript of court proceedings. While an attorney may create a transcript from a copy of a sound recording, that transcript will not be an official record suitable for filing with the Court unless the Court specifically approves it as the official record.

Therefore, if any party intends to utilize a transcript, the Court *highly recommends* that parties request a transcript of a proceeding rather than an audio file.

SIGNED this 9th day of January 2026.



DAN MACLEMORE
U.S. MAGISTRATE JUDGE



DEREK T. GILLILAND
U.S. MAGISTRATE JUDGE