

**INSTRUCTIONS FOR TRANSCRIPTION VENDORS DOING BUSINESS
WITH U.S. DISTRICT COURT, DISTRICT OF NEW MEXICO**

VENDOR INFORMATION NEEDED BY THE COURT

When making a digital audio recorded transcript (“DART”) request for the first time with the District of New Mexico, please send an e-mail to "DART@nmcourt.fed.us" containing the following information:

- 1.) Complete firm name, address and telephone number
- 2.) Certificate date and standing
- 3.) Name of contact person for requests
- 4.) Name of contact person for technical/IT issues.

TRANSCRIPT REQUESTS

Please obtain from your customer the following information and furnish it to us along with your transcript request. E-mail request to DART@nmcourt.fed.us.

- 1.) case number
- 2.) case caption
- 3.) hearing judge
- 4.) hearing date
- 5.) hearing type
- 6.) courtroom
- 7.) due date

COMPLETED TRANSCRIPTS AND INVOICES

Please e-mail all requests, transcripts, and invoices to "DART@nmcourt.fed.us".

USDC CONTACTS

DART requests are handled by the Records section of the Clerk’s Office. If you have questions, please call the Records section at (505) 348-2020.