

USBCRI Transcription Process:

To be placed on our list of transcription companies you need to have clearance from the AO

The court uses “VIQ Satellite” software for its recording software

The court will provide you a login to our CM/ECF system so you are able to docket the transcript when completed.

The court will provide you with a login and password that you will use to access our FTP site to download the audio.

(Each transcription company has a separate login and folders on our server to prevent accidental file access by another company)

*Once you receive your login information you should try to test your access to verify permissions and access are in place before needing it for a real transcription request.

If you run into issues contact the court’s automation department to work through any problems

If you already have an FTP program you can setup the connection to the USBCRI FTP site and save it for future use.

If you do not have an FTP program you can search online for one that will suit your needs.

Websites like www.download.com have different options available (some free/ some at a cost)

Research your options and choose accordingly.

FTP settings to save to a profile:

File protocol:	FTP
FTP port number:	xx
Host name:	www.rib.uscourts.gov
User name:	court provided
Password:	court provided

The beginning of the transcript process is a docket entry that e-mails the court that a transcript has been requested. The court uses a rotation of the transcription companies we have on our website.

Someone from the court will then e-mail the next transcription company in the rotation giving them the necessary information regarding the case and hearing that the transcript has been requested for.

The court will upload the audio files from our “VIQ Satellite” program and make them available to the transcription company and then will contact them by either e-mail or a phone call to let them know the audio is ready for them to access.

The transcription company will then contact the party requesting the transcription so both can agree on a timeframe and cost of the transcript completion.

Once the transcription company has completed the transcript of the case they will log into the courts CM/ECF system located at: <https://ecf.rib.uscourts.gov/>

The transcription company will docket a “Transcript re Hearing” entry which will inform the court that the transcript has been completed and uploaded to our CM/ECF system.