

Arranging to Pay for Shipping the Record on Appeal

Effective November 1, 2004, 5TH CIR. R. 30.1 allows the clerk to “require the party receiving” the record on appeal “to pay reasonable shipping costs as a condition of receiving the record.” The court made this change because of severe cutbacks in the Judiciary’s budget. The cost for shipping an average record is less than \$10.00.

Because of accounting restrictions we:

cannot accept a check or money order to reimburse our costs in sending you the record on appeal; and

cannot send you the record until you have provided us a payment means.

Counsel, including Criminal Justice Act (CJA) appointed attorneys, should obtain an account with a commercial delivery service, and provide us with that account number by following the instructions in your briefing notice letter and sending the e-mail form shown below to ca05_roarequest@ca5.uscourts.gov. The subject of the e-mail must be the case number.

***** Sample e-mail request *****

From: John.Doe@lawfirm.com
To: ca05_roarequest@ca5.uscourts.gov

Subject: Case 04-12345

Please charge shipping costs for the record to:

UPS Account #: 12345

(Or DHL Account #: 123456789 or Fedex Shipper #: 123456789)

Please ship the record to:

John Doe, Lawfirm
Address
Suite #
City, State, Zip

If you have any questions you can reach me at (555) 555-1212 or at the following e-mail address:

John.Doe@lawfirm.com

*** End Sample ***

When we release the record, we will charge your account the cost of shipping. CJA appointed attorneys can recover the cost of records shipment on their vouchers for the lowest cost method of shipment.

We do not endorse any of the companies shown below, but provide this information as a courtesy. You are free to make other arrangements, but you must clear them with us by calling (504) 310-7802, or sending an e-mail to ca05_roarequest@ca5.uscourts.gov.

UPS and FedEx Air make daily deliveries and pick-ups at our office. If you choose to use DHL or other carriers, they may add a pick-up fee to the cost of shipping. At present, FedEx Ground does not make pick-ups at our office. We understand the carriers below do not charge you for establishing an account. Once you have the account number, follow the instructions in your briefing notice and summarized above. You will need to provide an account number for each case in which you need the record. We will safeguard your account number against unauthorized use.

Contact information for carriers:

Company	Phone	Website
UPS	1-800-Pick-Ups	www.ups.com
FedEx -currently FedEx Ground is not available with the court	1-800-Go-FedEx	www.fedex.com
DHL	1-800-Call-DHL	www.dhl-usa.com

In the event you cannot establish an account with a commercial carrier, we will release the record to a local courier or attorneys' support services firm and they can ship you the record and you will pay them directly. You will need to timely advise us if you are having a firm pick up the record so we can be sure the record is given to the correct company. Some companies who can provide this service are shown below:

Company	Phone	Website
Riverside Printing	504-897-5000	riversidered@aol.com
Quality Litigation Support Inc.	504-566-0465	
Ikon	504-523-3784	

In exceptional situations, and if you are unable to use either of the options above, we will consider other payment mechanisms on a case by case basis. This may include advising you the cost of shipment and having you send us a pre-paid mailing label. However, this is a slow and inefficient process.

You may address specific questions about paying for shipping the record to the following e-mail address: ca05_roarequest@ca5.uscourts.gov, or by calling (504) 310-7802.