

**UNITED STATES COURT OF APPEALS  
FOR THE NINTH CIRCUIT**

**INSTRUCTIONS for Form 21.  
Court Reporter Motion for Extension of Time to File Transcript**

**ATTENTION ATTORNEYS AND PARTIES: DO NOT USE FORM 21**  
Use Form 21 **only** if you are a court reporter.

Use Form 21 to ask for an extension of time to file a transcript.

**Note:** The grant of an extension of time to file a transcript does not automatically waive the fee reduction mandated by the March 1982 resolution of the Judicial Conference of the United States. *See* Circuit Rule 11-1.1. Transcripts filed 31 to 60 days after the deadline are subject to a 10% fee reduction; transcripts filed 61 days or more after the deadline are subject to a 20% fee reduction.

File Form 21 using the electronic document filing type “Court Reporter Motion to Extend Time.”

**How to prepare fill-in forms for filing:**

- If you have Adobe Acrobat or another tool that lets you save completed forms:
  1. Complete the form.
  2. Print the completed form to your PDF printer (File > Print > select Adobe PDF or another PDF printer listed in the drop-down list).
- If you do not have Adobe Acrobat or another tool that lets you save completed forms:
  1. Complete the form.
  2. Print the completed form to your printer.
  3. Scan the completed form to a PDF file.

***Do not file this instruction page***