

REQUEST FOR TRANSCRIPT

Name:	Docket No.:
Street Address:	Case/Defendant Name:
City, State, Zip Code:	Transcript Date(s):
Phone #:	Transcription Service:

To obtain a transcript of a proceeding recorded in this Court, you must contact a transcription service approved by the Unified Court System and make arrangements with that service to transcribe the recording. You are required to pay for the preparation of the transcript.

The Court will provide you with a list of approved transcription services. Once you have made arrangements with a transcription service, fill out this form with your choice. Once submitted, the Court will then forward the recording to that service to be transcribed.

Signature: _____

Dated: _____

For Court Use Only:

Name of transcription service forwarded to: _____

Date sent: _____

Date transcript rec'd: _____