

REQUEST FOR TRANSCRIPT

Transcripts of hearings are prepared upon the written request of a party. At the time of the request, an estimate for the cost of the transcript and an estimate as to the amount of time needed to complete the transcript will be provided. Please note, this is only an estimate, as the exact number of pages cannot be determined until completion of the transcript. Once an estimate has been given, a deposit in the amount of that estimate will be required before the transcript is prepared. You may request that a transcript be completed by a particular date, and every attempt will be made to provide the transcript by the date requested; however, the transcripts are prepared in the order that they are received. **If there is a request for an expedited transcript, an additional fee will be required.** Transcripts are to be picked up from the Friend of the Court office, unless postage for mailing is paid by the party, or other arrangements are made.

I hereby request a transcript(s) be prepared regarding:

Case Number and Names

Date of Hearing

Time of Hearing

Estimated Length of Hearing

- ☐ I acknowledge that the cost of the transcript will be \$3.75 per original page and 90 cents per page for the copy, for a total of \$4.65 per page. The minimum charge for a transcript is \$50.00 for the original, and 90 cents per page for the copy.
- ☐ I acknowledge the entire cost of the transcript will need to be paid prior to receipt of the transcript.
- ☐ I acknowledge that once the deposit has been made and the transcript started, there will be no refunds.
- ☐ I acknowledge that I will be notified after completion of the transcript and will pay the remaining cost of the transcript within seven (7) days.

Date

Signature

Phone Number

Email Address

Received By: _____

Deposit Paid: _____

Dated: _____

Total Transcript Cost: _____

Less Deposit Paid: _____

Balance Due: _____