**12TH JUDICIAL DISTRICT**

**Transcript Coordinator**

**Alamosa County Justice Center**

**8955 Independence Way**

**Alamosa, Colorado 81101**

**(719) 589-7614**

[**12transcriptcoordinator@judicial.state.co.us**](mailto:12transcriptcoordinator@judicial.state.co.us)

**The official record of testimony for purposes of appeal or reference to the courts shall consist of a transcript prepared by a court reporter or transcriptionist. The 12th Judicial District will not duplicate audio files for counsel, litigants, or the general public. The 12th Judicial District will not grant outside requests for individuals to listen to any part or whole of a recorded proceeding.**

**Please refer to CJD 05-03**

**TRANSCRIPT ORDERING POLICY**

1. A JDF 4 Transcript Request Form shall be used to obtain transcripts or copies of transcripts. The form must be as complete as possible and indicate whether production is requested within the Ordinary (30 days) or Expedited (10 days) timeframes. *Please see CJD 05-03(V)(D)(1)(b).* The District is unable to accommodate requests within the Hourly or Daily timeframes.
2. Requests may be submitted via hand delivery, mail, or email, to the transcript coordinator or any clerk’s office within the District.
3. Multiple dates may be included on the JDF 4; however, multiple cases shall be submitted on a separate form for each case.
4. Once received, the Transcript Coordinator will send the request to a court reporter or transcriptionist to prepare an estimate and contact the requestor for approval of the estimate and to make payment arrangements. **Transcripts will not be started and the timeframes for delivery will not commence until satisfactory arrangements are made.** The District staff do not provide estimates or accept payments for transcript production.
5. The Transcript Coordinator shall upload the request into the electronic case file, monitor progress and quality of production, and upload the completed transcript into the electronic case file.
6. To avoid disputes as to date, manner of payment, or whether payment has been made, the requestor shall obtain and the court reporter/transcriptionist shall produce, a dated receipt for payment.
7. If the requester is not a named party to the case, the approval of the Chief Judge or Court Executive is required. *Please see CJD 05-03(V)(G)(2).*
8. If the requestor is indigent, a court order approving waiver of cost must be obtained and provided to the Transcript Coordinator at the time the request is submitted. (Go to: <https://www.courts.state.co.us> for information on fee waivers.)
9. Appellate rules apply for production of appellate transcripts.
10. Questions or concerns from ordering parties, court reporters, or transcriptionists should be directed to the Transcript Coordinator.