

12TH JUDICIAL DISTRICT

FTR TRANSCRIPT COORDINATOR

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ORDERING TRANSCRIPTS

If you would like to order a transcript, please complete this form as a [PDF Form](#).

All Transcript Request Forms shall be e-mailed directly to the Transcript Coordinator.

Individuals who are representing themselves may either e-mail the transcript form to our Transcript Coordinator at the address above OR complete and file the form with the clerk of court in the county where the case is filed.

12th JUDICIAL DISTRICT TRANSCRIPT ORDERING POLICY

1. TRANSCRIPT POLICY

- a. The official record of proceedings for purposes of appeal or reference to the courts shall consist of a transcript prepared by the court reporter or transcriber.
- b. All transcripts must be ordered by filling out the required Transcript Request Form.
- c. All Transcript Request Forms shall be e-mailed to the Transcript Coordinator. Individuals who are representing themselves may either e-mail the transcript request form to our Transcript Coordinator
- d. Payment arrangements and delivery time will be between the court reporter/transcriptionist and the ordering party. Upon receiving the transcript request, the court reporter/transcriptionist shall contact the ordering party to make those arrangements.
- e. Any transcript requested that meets the expedited definition as delineated in the Transcript Request Form will be billed at the appropriate expedited rate without further court action.
- f. If the ordering party is indigent, he/she is responsible for obtaining a court order approving waiver of the fees in ordering of the transcripts.
- g. The ordering party also must obtain and the court reporter/transcriptionist must produce a dated receipt for the payment. This is to avoid any dispute as to the date, manner of payment, and whether payment has, in fact, been made.
- h. Transcripts will not be started and the time limits stated for delivery of transcripts will not commence until satisfactory arrangements are made with the court reporter/transcriptionist.
- i. Appellate rules apply for requests of appeal transcripts.

2. COPYING OR LISTENING TO RECORDED PROCEEDINGS

- a. The 12th Judicial District will not duplicate audio tapes or digital proceedings for counsel, litigants, or the public in general.
- b. The 12th Judicial District will not grant outside requests for individuals to listen to any part or the whole of a recorded proceeding.