**12th JUDICIAL DISTRICT**

FTR Transcript Coordinator

Alamosa Courthouse

702 Fourth Street

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 transcriptionist. The 12th Judicial District will not duplicate audio tapes or digital CD’s 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.**

**Transcript Ordering Policy**

1. All transcripts, or copies of transcripts, must be ordered by filling out a Transcript Request Form, or “TRF”, ([JDF 4](https://www.courts.state.co.us/Forms/PDF/JDF%204%20-%20Transcript%20Request%20Form.pdf)).
2. A completed TRF shall be hand delivered, mailed or emailed to the transcript coordinator, OR submitted to a clerk of court within the 12th Judicial District to be forwarded to the transcript coordinator.
3. The transcript coordinator will process the request and transmit all required documentation and audio to a transcriptionist for production.
4. The transcript coordinator will upload the TRF into jPOD as part of the court record, maintain copies of all TRFs, monitor progress of production and, once the transcript is completed, upload the transcript into jPOD as part of the court record.
5. Upon receiving the TRF, audio and other documentation from the transcript coordinator, the transcriptionist shall contact the ordering party with estimates and to arrange payment and delivery time.
6. To avoid disputes as to date and/or manner of payment, or whether payment has been made, the ordering party shall obtain and the transcriptionist shall produce a dated receipt for payment.
7. If the ordering party is indigent, they are responsible for obtaining, and providing to the transcript coordinator, a court order approving waiver of the cost of the transcript.
8. Transcripts will not be started and the time limits for delivery will not commence until satisfactory arrangements are made with the transcriptionist.
9. When the transcript is produced, the transcriptionist will return the completed TRF to the transcript coordinator who will upload the form into jPOD and close the file.
10. Appellate rules apply for request of appeal transcripts.
11. Any questions or concerns from ordering parties, or transcriptionists should be directed to the transcript coordinator.