**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)

**ORDERING TRANSCRIPTS**

If you would like to order a transcript, please complete this form and file it with the clerk of court in the county where the case is filed **OR** by sending the form to the transcript coordinator at [12transcriptcoordinator@judicial.state.co.us](mailto:12transcriptcoordinator@judicial.state.co.us)

**12th JUDICIAL DISTRICT TRANSCRIPT ORDERING POLICY**

1. **TRANSCRIPT POLICY**
2. The official record of the testimony for purpose of appeal or reference to the courts shall consist of a transcript prepared by the transcriber.
3. All transcripts must be ordered by filling out the required Transcript Request Form.
4. The form shall be hand delivered, mailed, or emailed to the Transcript Coordinator at 702 Fourth Street, Alamosa, Colorado, or via email at [12transcriptcoordinator@judicial.state.co.us](mailto:12transcriptcoordinator@judicial.state.co.us)
5. If the Transcript Request Form is filed with the clerk of court in the county where the case is filed, the clerk shall note the date the form is received and shall immediately forward the form by email to the Transcript Coordinator at [12transcriptcoordinator@judicial.state.co.us](mailto:12transcriptcoordinator@judicial.state.co.us)
6. The Transcript Coordinator is responsible for processing the request, obtaining the recording from the server, and for transmittal to the appropriate transcriptionist respectively. The Transcript Coordinator will upload the completed form into JPOD and will maintain copies of all request forms. Once the transcript is completed, the Transcript Coordinator will upload the transcript into the case in JPOD.
7. Payment arrangements and delivery time will be between the transcriber and the ordering party. Upon receiving the transcript request, the transcriptionist shall contact the ordering party to make those arrangements.
8. 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.
9. The ordering party also must obtain and the transcriber 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.
10. Transcripts will not be started and the time limits stated for delivery of transcripts will not commence until satisfactory arrangements are made with the transcriber.
11. Appellate rules apply for requests of appeal transcripts.
12. **Copying Recorded Proceedings**
13. The 12th Judicial District will not duplicate audio tapes or digital CD’s for counsel, litigants, or the public in general.
14. **Listening To Recorded Proceedings**
15. The 12th Judicial District will not grant outside requests for individuals to listen to any part or the whole of a recorded proceeding.