

## How to Request a Hearing Transcript

1. Fill out a transcript request form. These are available online or in the Clerk of Courts office. The request forms have information regarding time frames and costs.
2. The request must be filed with the Clerk's office by mailing in, bringing in or by E-filing if your case type requires.

**No faxed or emailed requests will be processed for FTR transcript requests.**

3. Once the transcript request is received it will be assigned to a transcriber. The transcriber will contact you with an estimate. The transcript will not be started until the transcriber receives a deposit. Once it is completed the transcriber will notify you of the full cost and the transcript will be sent to you once payment is received.
4. Requests for audio CDs or Tapes of the hearing will not be provided per CJD 05-03.
5. For hearing dates covered by a Court Reporter, contact the Managing Court Reporter.

