

## Transcript Requests & Fees

To obtain a transcript, follow these procedures:

Request the transcript (orally or in writing) from the appropriate court reporter. Be sure to provide pertinent information to identify the material to be transcribed:

- Name, address, and telephone number of the party placing the order
- Date of hearing
- Case name
- Case number

After receiving your request, the court reporter will prepare an original and one copy of the transcript. The court reporter will file the original transcript with the clerk's office and provide a copy of the transcript to you.

## Payment

A deposit will be required prior to an order being processed. For all transcript orders, the balance is due upon completion. Only cash (must be exact change), check, or money order is accepted. Credit cards are not accepted. Fees for transcripts must be made payable to the individual court reporter, not the court.

## Transcript Rates

Transcript rates are set by statute and are as follows:

Standard (2-4 weeks): \$2.25 per page for the original (which goes in the file) and \$.50 per page for the certified copy (which goes to you)

Expedited (1 week): \$3.00 per page for the original (which goes in the file) and \$.50 per page for the certified copy (which goes to you).

## Office Hours

8:00 – 4:30

Monday – Friday, except court holidays