

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**

COURT REPORTING & RECORDING DIVISION

500 INDIANA AVENUE, N.W., ROOM 5500,

WASHINGTON, D.C. 20001

PHONE NUMBER (202) 879-1009

**REQUEST FOR TRANSCRIPT**

NAME OF CASE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

PRESIDING JUDGE: \_\_\_\_\_ REPORTER/TAPE \_\_\_\_\_ COURTROOM: \_\_\_\_\_

PROCEEDING DATE(S): \_\_\_\_\_ TIME OF PROCEEDINGS: \_\_\_\_\_

REQUESTED PORTION/BLOCK: \_\_\_\_\_

NAME AND ADDRESS OF ORDERING PARTY:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

E-mail address: \_\_\_\_\_

Company \_\_\_\_\_ Telephone Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

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**TO BE COMPLETED BY COURT REPORTING & RECORDING DIVISION STAFF**

APPROXIMATE LENGTH OF PROCEEDINGS: \_\_\_\_\_ x 40pph = \_\_\_\_\_

**COSTS ARE ESTIMATED**

<b>TYPES OF ORDER</b>			<b><u>PAGES</u></b>	<b><u>EST. COST</u></b>	<b><u>DEPOSIT</u></b>
REGULAR	30 (appeal 60) calendar days	\$3.65 x	=	\$ -	\$ -
INTERMEDIATE	15 calendar days	\$4.25 x	=	\$ -	\$ -
EXPEDITE	7 calendar days	\$4.85 x	=	\$ -	\$ -
EXPRESS	3 <b>business</b> days	\$5.15 x	=	\$ -	\$ -
DAILY	9:00 am following business day	\$6.06 x	=	\$ -	\$ -
HOURLY	Approval Required	\$7.25 x	=	\$ -	\$ -
COPY*	Regular or Expedite Delivery	\$ .90 x	=	\$ -	\$ -
COPY*	Daily Delivery	\$1.20 x	=	\$ -	\$ -
ASCII	Flat Rate	\$20.00			
*Paper _____ CONDENSED PAGE _____				\$ -	\$ -

**NOTES:**

- 1.) You must pay for any portion of a transcript that was completed prior to your written notice of cancellation.
- 2.) Appeal transcripts will not be filed with the Court of Appeals until payment is made in full.
- 3.) You will be asked for a deposit of one half the estimated cost, based upon the time length of proceedings.
- 4.) Failure to order a transcript in a timely fashion may result in the transcript not being available for your hearing date.
- 5.) Payments to Court Reporters may be in the form of cash, money order, or check (made payable directly to the Court Reporter) for transcripts produced by Court Reporters. Payments for transcripts produced by the Transcription Branch can be made in Room 4201. and are to be made payable to the Clerk of the Court. Payment can be made by check (attorneys only; include bar number on check), money order, or cash. Balances must be paid before picking up transcripts.
- 6.) Transcript Requests received after 4:00 p.m. are considered a transaction of the next business day.
- 7.) Some tape requests for transcripts may require supervisory approval.