|  |  |
| --- | --- |
| **JDF 4** | **Transcript Request Form** |
|  |

I would like to order transcripts of the court events listed below per [Chief Justice Directive](https://www.courts.state.co.us/Courts/Supreme_Court/cjds/) 05-03.

**1. My Information**

Name:

Law Firm/Agency: *(if any)*

[ ]  If checked, this is a state agency under CJD 05-03(VI)(C)(1).

Full Mailing Address:

Phone:  Email

**2. Case Information**

Case Number:  County:

Case Title: *(caption; i.e People v Doe)*

Division/Courtroom:  Judicial Officer:

**3. Type and Cost**

A transcriptionist will contact you to arrange payment before a transcript is *started*.

|  |  |  |
| --- | --- | --- |
| **Type** *(check one)* | **Max Cost** | **Time from Start / Notes** |
| [ ]  | Ordinary | $3.60 /page | 30 Days |
| [ ]  | Expedited | $4.35 /page | 10 Days |
| [ ]  | Audio Recording *(CD/MP4)* | $35 | For Small Claims Appeals. **\*** |
| Attach a Court Order to request the following types: *CJD 05-03(V)(B)*. |
| [ ]  | Overnight *(a.k.a. daily)* | $5.85 /page | Next day, by court opening. |
| [ ]  | Hourly | $6.85 /page | 2 hours of adjournment. |

*See CJD 05-03 Appendix A for a full list of prices.*

Is this request for an appeal? [ ]  No. [ ]  Yes.

**\* Note** On appeal, an audio recording can only work in place of a written transcript for ***Small Claims*** *cases*. C.R.S. § 13-6-410.

Check with the district for its policy on ordering audio recordings of public hearings for unofficial use. CJD 05-03(V)(D)(2).

**4. Court Events to be Transcribed** +

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FullHearing | HearingPortion | Event Type (and any portion details) | HearingDate | Times |
| *Examples:* | *(for full) Trial Day 1.**(for a portion) Witness [full name]’s cross examination.* | 12/12/202306/13/2021 | *8:30 – 4:15**9:37 - 20 min.* |
| [ ]  | [ ]  |  |  |  |
| [ ]  | [ ]  |  |  |  |
| [ ]  | [ ]  |  |  |  |
| [ ]  | [ ]  |  |  |  |
| [ ]  | [ ]  |  |  |  |
| [ ]  | [ ]  |  |  |  |
| [ ]  | [ ]  |  |  |  |
| [ ]  | [ ]  |  |  |  |
| [ ]  | [ ]  |  |  |  |
| [ ]  | [ ]  |  |  |  |

***+****If an event has already been transcribed, you’ll be charged a reduced copy rate ($1.35 - $1.85/page).*

**5. Sign & Date**

By signing below I, certify that I, or my firm/agency, will pay the full cost of the transcript.

Signature Date

|  |
| --- |
| **Admin Use Only:** |
| Date of Request: Reporter/ERO Name:  Date Contacted: Estimate: Date  Number of Pages: Deposit: Date  Amount Paid: $ Balance/Refund Paid: $Payment Arrangements: Transcript sent on: I Certify that the preparation of this transcript follows the fee and format prescribed in CJD 05-03.Reporter/ERO Signature:  Date:  |

*ERO = Electronic Records Operator*