

**INSTRUCTIONS  
GENERAL**

**Use.** Use this form to order transcript of proceedings. Complete a separate order form for each case number for which transcript is ordered.

**Completion.** Type or print with a ballpoint pen. Complete Items 1-19.

**Mailing or Delivering to the Court.** Mail or deliver the original, and one copy to the Office Clerk of Court with a Self Addressed Stamped Envelope for our office to return a file-stamped copy of the Order form.

**Deposit Fee.** The court will notify you of the amount of the required deposit fee which will be mailed to Palmer Reporting Services (address located on form). **Do not send payment to clerks office.**

**Electronic Filer.** Contact the court for estimated pages & cost. Fill in that information and file your electronic document on our ECF system.

**Deliver Time.** Delivery time is computed from the date of receipt of the deposit fee to Palmer Reporting Services.

**Completion of Order.** Palmer Reporting Services will send you the transcript when it is completed.

**Balance Due.** If the deposit fee was insufficient to cover all charges, the transcription service will notify you of the balance due which must be paid prior to receiving the completed order.

**SPECIFIC**

Items 1-19. These items should always be completed.

Item 8. Only one case number may be listed per order.

Item 15. Place an "X" in each box that applies.

Item 16. Place an "X" in the box for each portion requested. List specific date(s) of the proceedings for which transcript is requested. Be sure that the description is clearly written to facilitate processing. Orders may be placed for as few pages of transcript as are needed.

Item 17. *Categories.* Only four (4) categories of transcripts may be ordered. These are:  
Ordinary. A transcript to be delivered within thirty (30) calendar days after receipt of an order. (Order is considered received upon receipt of the deposit.)  
Expedited. A transcript to be delivered within seven (7) calendar days after receipt of an order.  
Daily. A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.  
Hourly. A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours.

**NOTE:** Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within seven (7) calendar days, payment would be at the ordinary *delivery* rate.

*Ordering.* Place an "X" in each box that applies. Indicate the number of additional copies ordered.

Original. Original typing of the transcript. An original must be ordered and prepared prior to the availability of copies. The original fee is charged only once. The fee for the original includes the free copy for the court.

First Copy. First copy of the transcript after the original has been prepared. All parties ordering copies must pay this rate for the first copy ordered.

Additional Copies. All other copies of the transcript ordered by the same party.

Item 18. Sign in this space to certify that you will pay all charges. (This includes the deposit plus any additional charges.)

Item 19. Enter the date of signing.

Other areas reserved for the court's use.

7/13/04

**TRANSCRIPT ORDER**

Read Instructions on

1. NAME		2. PHONE NUMBER		3. DATE		
4. MAILING ADDRESS			5. CITY		6. STATE	
8. CASE NUMBER			9. JUDICIAL OFFICIAL		DATES OF PROCEEDINGS	
			10. FROM		11.	
12. CASE NAME			LOCATION OF PROCEEDINGS			
			13.		14.	

15. ORDER FOR	<input type="checkbox"/> APPEAL	<input type="checkbox"/> CRIMINAL	<input type="checkbox"/> CRIMINAL JUSTICE ACT	<input type="checkbox"/> BANKRUPTCY
	<input type="checkbox"/> NON-APPEAL	<input type="checkbox"/> CIVIL	<input type="checkbox"/> IN FORMA PAUPERIS	<input type="checkbox"/> OTHER

16. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested)

PORTIONS	DATE(S)	PORTION(S)	DATE(S)
<input type="checkbox"/> VOIR DIRE		<input type="checkbox"/> TESTIMONY (Specify Witness)	
<input type="checkbox"/> OPENING STATEMENT (Plaintiff)			
<input type="checkbox"/> OPENING STATEMENT			
<input type="checkbox"/> CLOSING ARGUMENT (Plaintiff)		<input type="checkbox"/> PRE-TRIAL PROCEEDING	
<input type="checkbox"/> CLOSING ARGUMENT (Defendant)			
<input type="checkbox"/> OPINION OF COURT			
<input type="checkbox"/> JURY INSTRUCTIONS		<input type="checkbox"/> OTHER (Specify)	
<input type="checkbox"/> SENTENCING			
<input type="checkbox"/> BAIL HEARING			

17. ORDER

CATEGORY	ORIGINAL (Includes Free Copy for the Court)	FIRST COPY	ADDITIONAL COPIES	NO. OF PAGES ESTIMATE	COSTS
ORDINARY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES		
EXPEDITED	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES		
DAILY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES		
HOURLY	<input type="checkbox"/>	<input type="checkbox"/>	NO. OF COPIES		

CERTIFICATION (18. & 19.)

By signing below, I certify that I will pay all charges  
(deposit plus additional).

ESTIMATE TOTAL

18. SIGNATURE	PROCESSED BY
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19. DATE	PHONE NUMBER
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TRANSCRIPT TO BE PREPARED BY	COURT ADDRESS
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	DATE	BY		
ORDER RECEIVED				
DEPOSIT PAID			DEPOSIT PAID	
TRANSCRIPT ORDERED			TOTAL CHARGES	
TRANSCRIPT RECEIVED			LESS DEPOSIT	
ORDERING PARTY NOTIFIED TO PICK UP TRANSCRIPT			TOTAL REFUNDED	
PARTY RECEIVED TRANSCRIPT			TOTAL DUE	

(Previous editions of this form may still be used)

**DISTRIBUTION:**

COURT COPY

TRANSCRIPTION COPY

ORDER RECEIPT

ORDER COPY