

JUVENILE CLERK OF CIRCUIT COURT'S OFFICE WAUKESHA COUNTY

521. Riverview Ave., Room JC-103

 Waukesha, WI 53188

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##  Phone: (262) 548-7449

 Fax: (262) 548-7459

**REQUEST FOR JUVENILE COURT TRANSCRIPT/RECORDING**

**Please complete the following information:**

Today’s Date:       Case Name (initials only):       Case #:

Date of Proceeding(s):       Court Official:

**Please check one of the following:**

[ ]  I would like a CD copy of the electronically recorded proceeding

 [ ]  I would like a written certified transcript

 [ ]  I am unsure and would like someone to call me to discuss my options

Reason for request (must be clearly stated):

**Contact Information**

Requester’s Name:       (Please Print) Telephone Number:

Address:

Signature of Requester:       E-mail address (optional)

 **Please complete this form and mail or file with the Clerk of Juvenile Court, 521 Riverview Avenue, JC-103, Waukesha, Wisconsin 53188.**

 **If the Court approves this request, you will be required to make arrangements with the court reporter directly for payment and delivery. Payment could be required before transcription or at time of delivery.**

 **NO PERSON IN POSSESSION OF A CONFIDENTIAL JUVENILE RECORD MAY RELEASE THE INFORMATION TO ANY OTHER PERSON EXCEPT AS PROVIDED BY LAW. SUCH AN UNAUTHORIZED RELEASE SHALL CONSTITUTE CONTEMPT OF COURT AND MAY RESULT IN SANCTIONS.**