

# TRANSCRIPT/COPY REQUEST FORM

Please complete the following information

Case Number: \_\_\_\_\_ Case Name: \_\_\_\_\_ Date of Proceeding(s): \_\_\_\_\_

## Contact Information:

Requestor's Name			Today's Date
Address	City	State	Zip
E-mail address (optional)			

## Please check one of the following:

- I would like a written certified transcript.
- I would like a copy of the digital audio recording.
- I am unsure and would like to be contacted to discuss my options.

Signature of Requestor: \_\_\_\_\_

All arrangements for a certified transcript or copy of digital audio recording are made directly with the court reporter by the requestor. You may call the court reporter directly or completely fill out this form and mail it to them.

## TRANSCRIPT/COPY REQUEST INFORMATION

This form is used for the purpose of requesting a transcript or digital audio recording of a court matter. This form MUST be completed entirely in order for the Official Court Reporter to process your request timely. All the information requested above can be found in the case file.

A digital recording system captured a verbatim record of your court proceeding. There are two ways in which this record can be reproduced upon request:

1. **Typed transcript from stenographic or digitally recorded proceeding:** A certified transcript of the court proceedings from the digitally recorded court proceeding will be created. The cost is based on the per page statutory rate. The transcript will be produced by the Official Court Reporter. He/she will calculate the cost and may require full payment prior to generating the transcript. The arrangements for transcript production, delivery and payment are made directly with the Official Court Reporter by the requestor.

The cost of a written certified verbatim transcript is:

- a. Non-government/general public \$2.25 per page
- b. Governmental agencies \$1.50 per page
- c. Copies of a Certified Transcript \$ .50 per page
- d. Or otherwise provided in Wisconsin Statute 814.69

Special Note: A certified transcript becomes part of the official court record. The advantage of a certified typed transcript allows for the requestor to utilize this information in further court proceedings.

2. **A copy of the digitally recorded proceeding:** A court proceeding that has been captured by a digital audio recording system can be copied, upon request.

The cost of the copy is \$10 per digital audio recording, plus the actual cost of the electronic media and postage. Please submit payment to the court reporter.

Special Note: Pursuant to Supreme Court Rule 61.09, the official transcript (and not the digital audio recording) is considered the official record of the proceeding. *The circuit courts will only accept certified typed transcripts for matters it has under review.* The digital audio recording allows the requestor to review their proceeding and determine whether or not they wish to proceed with their court matter or the purchasing of a written certified transcript.