

## DC SUPERIOR COURT – COURT REPORTING DIVISION

Moultrie Courthouse, 500 Indiana Avenue NW, Room 5400, Washington, D.C. 20001  
Phone: 202-879-1009 | E-mail: TranscriptRecordsClerks@dccsystem.gov

### **PLEASE REVIEW THE PROCEDURES PRIOR TO REQUESTING A TRANSCRIPT:**

The Court Reporting Division processes transcript requests from 8:30am until 4:00pm, Monday through Friday (excluding Federal holidays). All requests received after 4:00pm will be processed the next business day. Same-business-day processing is not guaranteed unless the request is made in-person in our office before 3:45pm.

To obtain a cost estimate for a transcript, please provide the Case Number, Case Name, Date of Proceeding, and Judge's Name to the Court Reporting Division via phone (above), e-mail (above), or in-person.

**Transcripts are only prepared once the Court Reporting Division receives a request to produce them.**

Original transcripts are transcripts that have not yet been requested and thus need to be produced.

Because we do not know how many pages the transcript will be until it is completed, we must emphasize that the number we provide you is an estimate and not the final cost.

Copy transcripts are transcripts that have already been requested and thus have a final page count. A

Transcript Records Clerk can let you know if a transcript is an Original or a Copy.

**Our office does not accept debit/credit card payments or electronic payments; therefore, we are unable to accept your request for transcripts via phone, email, fax, or on our website.**

### **ACCEPTABLE PAYMENT METHODS FOR TRANSCRIPTS PRODUCED BY A COURT REPORTER:**

- Exact cash.
- Money order or check made payable to the name of the Court Reporter.

### **ACCEPTABLE PAYMENT METHODS FOR TRANSCRIPTS PRODUCED BY THE TAPE (TRANSCRIPTION) BRANCH:**

- Exact cash.
- Money order made payable to Clerk of the Court, Transcripts.
- Attorney/firm check made payable to Clerk of the Court, Transcripts with the attorney's name, DC Bar Number, and Case Number all included on the check.

### **YOU MAY SUBMIT YOUR REQUEST FORM AND PAYMENT EITHER:**

- In person in Room 5400 during business hours.
- Via USPS, FedEx, or UPS, addressed exactly as such at the top of the request form.
- Via our dropbox, which is accessible at any time outside of our business hours.
  - Located inside of the Indiana Avenue entrance of the Moultrie Courthouse next to the information desk.
  - Place all items in a sealed envelope labeled "Court Reporting" and drop it in the slot labeled Domestic Violence and Court Reporting. The Court Reporting Division is not responsible for any item intended for us but is dropped into another division's dropbox.

### **ADDITIONAL INFORMATION:**

- A minimum of a 50% deposit is required when submitting a transcript request form for an Original transcript. Should you pay the total estimated cost, there is still the possibility of owing a balance. We will not release any transcript until it has been paid in full. If it is a copy order, we require the total cost.
- You will receive an automated e-mail once your transcript is complete to inform you if there is a remaining balance or if you will be issued a refund. Once any additional payment is received in full, the transcript will be released to you via email or available for you to pick up from Room 5400, depending on the method you select at the bottom of the request form.
- Daily Tape transcript requests must be received by our office with payment by 10:45am to receive it by 9:00am the next business day. Daily Tape requests received after 10:45am will be processed but not guaranteed until 9:00am after one full business day.
- Prior approval from the Court Reporting Division is required prior to submitting an Hourly request. Furthermore, Hourly requests must be processed in our office by 11:00am.
- Appeal transcripts will not be filed with the Court of Appeals until payment is made in full.
- To cancel a transcript request, you must submit written notice to the Court Reporting Division. You will be required to pay for any portion of a transcript that was completed prior to your written notice of cancellation.

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### TRANSCRIPT REQUEST FORM

APPEAL <input type="checkbox"/> NON-APPEAL <input type="checkbox"/> COPY <input type="checkbox"/> ORIGINAL <input type="checkbox"/>	COURT REPORTER or TAPE: _____	To be completed by CRD Staff: Control Number: _____ CRD Clerk Initials: _____
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#### ORDERING PARTY CONTACT INFORMATION

<b>FIRST AND LAST NAME:</b>		<b>DC BAR #</b> <small>(if applicable)</small>	
<b>E-MAIL ADDRESS:</b>		<b>PHONE:</b>	
<b>MAILING ADDRESS:</b>	Firm/Agency (if applicable): _____ Street Address: _____ City: _____ State: _____ Zip Code: _____		

<b>TO WHOM SHOULD A REFUND CHECK BE MADE PAYABLE?</b>	
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**NOTE:** Refund checks to be issued from Clerk of the Court for Tape transcript requests may take up to 8 weeks for you to receive via mail.

#### CASE INFORMATION FOR REQUESTED TRANSCRIPT

All fields are required.

<b>DC SUPERIOR COURT CASE NUMBER:</b>		<b>PRESIDING JUDGE:</b>	
<b>ENTIRE CASE NAME:</b>		<b>COURTROOM:</b>	
<b>REQUESTED PORTION:</b>	<input type="checkbox"/> Entire Proceeding <input type="checkbox"/> Ruling <input type="checkbox"/> Testimony: _____ <input type="checkbox"/> Other: _____	<b>DATE OF HEARING:</b> <small>(one date per form)</small>	

#### DELIVERY TIMES, PAGE ESTIMATES, AND COSTS

DELIVERY TIME	PER PAGE	ESTIMATED PAGES	ESTIMATED TOTAL COST	AMOUNT PAID
<b>ORIGINAL TRANSCRIPTS:</b> A minimum of a 50% deposit is required at the time of request for Original transcripts.				
<b>REGULAR (NON-APPEAL: 30 DAYS   APPEAL: 60 DAYS)</b>	\$4.00			
<b>INTERMEDIATE (14 CALENDAR DAYS)</b>	\$4.70			
<b>EXPEDITE (7 CALENDAR DAYS)</b>	\$5.35			
<b>EXPRESS (9AM AFTER 3 FULL BUSINESS DAYS)</b>	\$6.00			
<b>DAILY (9AM NEXT BUSINESS DAY if ordered by 11:00 a.m.)</b>	\$6.70			
<b>HOURLY (SAME DAY if ordered by 11:00 a.m. – PREAPPROVAL REQUIRED)</b>	\$8.00			

#### COPY TRANSCRIPTS:

The 100% total cost is required at the time of request for Copy transcripts.

<b>COPY</b> <small>(Select one)</small>	<input type="checkbox"/> REGULAR (30 CALENDAR DAYS) <input type="checkbox"/> INTERMEDIATE (14 CALENDAR DAYS) <input type="checkbox"/> EXPEDITE (7 CALENDAR DAYS)	\$1.00		
<b>COPY</b>	EXPRESS (3 BUSINESS DAYS)	\$1.20		
<b>COPY</b> <small>(Select one)</small>	<input type="checkbox"/> DAILY (WITHIN 1 BUSINESS DAY) <input type="checkbox"/> HOURLY (SAME DAY)	\$1.35		

**REALTIME FEED:** Provided by a Court Reporter during a hearing and requires preapproval by the Court Reporter Supervisor in advance of a scheduled hearing. This charge is in addition to an Original transcript.

<b>COURT REPORTER REALTIME FEED</b>	\$3.40			
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#### PLEASE SELECT ONE OPTION FOR THE FORMAT OF HOW YOU WISH TO RECEIVE YOUR TRANSCRIPT:

<input type="checkbox"/> PDF/E-MAIL	<input type="checkbox"/> PAPER	<input type="checkbox"/> CONDENSED PAGE <small>(4 frames per page)</small>
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**NOTE:** You must select either PDF or paper. Paper transcripts must be picked up from Room 5400. We do not mail transcripts. If you select the condensed page option of PDF or paper, please be advised that you still pay the total estimated page count.