

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**  
 COURT REPORTING & RECORDING DIVISION  
 500 INDIANA AVENUE, N.W., ROOM 5500,  
 WASHINGTON, D.C. 20001  
 PHONE NUMBER 879-4744

**REQUEST FOR TRANSCRIPT – PLEASE PRINT**

CLERK ACCEPTING ORDER: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF CASE: \_\_\_\_\_

PRESIDING JUDGE: \_\_\_\_\_ REPORTER/TAPE \_\_\_\_\_ COURTROOM: \_\_\_\_\_

APPROXIMATE LENGTH OF PROCEEDINGS: \_\_\_\_\_ PROCEEDING DATE: \_\_\_\_\_

REQUESTED PORTION/BLOCK: \_\_\_\_\_

NAME AND ADDRESS OF ORDERING PARTY:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

E-mail address: \_\_\_\_\_

Company \_\_\_\_\_ Telephone Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

<b>TYPES OF ORDER</b>	<b><u>ESTIMATED</u></b>	<b><u>PAGES</u></b>	<b><u>COST</u></b>	<b><u>DEPOSIT</u></b>
REGULAR - 30 (appeal 60) calendar days	\$3.00 per page	x _____ =	\$ _____	\$ _____
EXPEDITE - 7 calendar days	\$4.00 per page	x _____ =	\$ _____	\$ _____
DAILY - 9:00 am following business day	\$5.00 per page	x _____ =	\$ _____	\$ _____
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COPY - Daily Delivery	\$1.00 per page	x _____ =	\$ _____	\$ _____

**NOTES:**

- 1) You must pay for any portion of a transcript that was completed prior to your written notice of cancellation.
- 2) Appeal transcripts will not be filed with the Court of Appeals until payment is made in full.
- 3) You will be asked for a deposit of one half the estimated cost, based upon the time length of proceedings. Outstanding balances must be paid upon completion and pickup of the transcript. Payments can be made in JM-170.
- 4) Failure to order a transcript in a timely fashion may result in the transcript not being available for your hearing date.
- 5) Payments to Court Reporters can be in cash, money order, or check (made payable directly to the Court Reporter) for transcripts produced by Court Reporters.