

District of Columbia Superior Court

Court Reporting Division

OPERATING STATUS

Until further notice, the Court Reporting Division will operate remotely due to the current public health emergency.

To communicate with staff, please email:

TRANSCRIPTRECORDSCLERKS@DCSC.GOV or call (202) 879-1009.

You may email all request for transcripts and request for estimates to the above email address. Please visit our website at WWW.DCCOURTS.GOV Under most common questions click

➤ Get a transcript

HOW TO REQUEST A TRANSCRIPT

To obtain a transcript of a hearing held at DC Courts, please follow the procedures outlined below:

Either call the Court Reporting Division at 202-879-1009 or send an email to transcriptrecordsclerks@dcsc.gov to obtain an estimate of the cost of the transcript. The following information is needed to obtain an estimate:

- Case name
- Case number
- Date of hearing(s)
- Presiding Judge

Payments-

- For Tape Transcripts payment should be made payable to Clerk of the Court, Transcripts in the form of a money order or cashiers check. DC Bar Attorney's may use a check with their bar number on the check.
- For Court Reporters Transcripts payment can be money order, cashier's check or personal check made payable to the name of the Court Reporter.

Payments should be mailed to the Court Reporting Division, 500 Indiana Avenue, NW Room 5400 Washington, DC 20001. Please be sure to include a [Request for Transcript Order Form](#) . A deposit of one half of the estimated cost is required at the time the order is placed.

If requesting a transcript(s) that has previously been produced and is a copy, the total cost of the transcript is due at the time the order is placed. Every effort is made to provide an accurate estimate of the total cost of the transcript; however, since this is an estimate, the balance due may need to be adjusted. A hearing that lasted an hour is estimated at approximately forty pages.

The customer will be notified that their transcript has been completed via email and it will indicate whether there is a balance due. The transcript will be emailed to you after the outstanding balance is paid. All transcripts will be delivered electronically.

TRANSCRIPT DELIVERY TYPES

- \$3.65 for Regular Delivery (30 calendar days for non-appeal and 60 calendar days for appeal)
- \$4.25 for Intermediate Delivery (15 calendar days)
- \$4.85 for Expedite (7 calendar days)
- \$5.15 for Express (3 business days)
- \$6.06 for Daily (9:00 am following business day)
- \$7.25 for Hourly (Approval Required)
- \$0.90 for Copy (Regular or Expedite Delivery)
- \$1.20 for Copy (Daily Delivery)

REALTIME TRANSCRIPT

A realtime transcript is an unedited draft produced by a CRR (Certified Realtime Reporter) as a by-product of realtime to be delivered electronically during the hearing or immediately following adjournment.

ASSOCIATED COST FOR REALTIME FEED

- \$3.05 per page in addition to the page rate associated with the delivery type (outlined above).

Please order transcripts in a timely manner to ensure they are available for your hearing date. If you wish to cancel a transcript order, written notice is required, and you must pay for any portion of transcript that was completed prior to written notice of cancellation. Payment in full is required before Appeal transcripts will be filed with the Court of Appeals.