

Court Reporters Office, Seventh Judicial Circuit
Kim C. Hammond Justice Center
1769 East Moody Boulevard, Building 1, Bunnell, FL 32110
Office: 386-313-4570, 4571 or 4572
Fax: 386-437-7288
E-Mail Address: Stenographers@circuit7.org

TRANSCRIPT REQUEST FORM

for Stenographically Reported Proceedings
in Flagler, Putnam, and St. Johns Counties

This office only prepares transcripts from stenographically reported proceedings. Please contact a private court reporting firm of your choice to have transcripts prepared from CDs of digitally recorded proceedings.

DATE TRANSCRIPT REQUESTED BY: _____ TODAY'S DATE: _____

CASE NAME: _____

CASE NUMBER: _____

DATE OF PROCEEDING: _____

PRESIDING JUDGE: _____

TYPE OF PROCEEDING: _____

***FOR TERMINATION OF PARENTAL RIGHTS TRIAL PROCEEDINGS, SEE RESTRICTIONS ON BACK OF FORM.**

REQUESTOR _____

ADDRESS & PHONE NUMBER _____

ON BEHALF OF: **** REFERENCE BACK OF FORM**

SAO PD DCF Judge/Law Clerk Other

**Court-Appointed **Regional **Private **Pro Se

COUNTY OF ORIGIN: Flagler Putnam St. Johns

FOR COURT REPORTER USE ONLY:

TRANSCRIPT PICKED UP, DELIVERED, OR MAILED TO:		DATE TRANSCRIPT PICKED UP, DELIVERED, OR MAILED:	
AMOUNT PAID:		RECEIPT NUMBER:	

Procedure to Request Official Transcript of Stenographically Reported Proceedings in Flagler, Putnam, and St. Johns Counties:

- To obtain an estimate of the cost for an official transcript, contact the **Court Reporters Office** at one of the following numbers: **386-313-4570, 4571, or 4572.** or via e-mail to **stenographers@circuit7.org**
- Submit a completed Transcript Request Form with a check or money order **made payable to the State of Florida**, or with a signed Court Order, to: Court Reporters Office, Seventh Judicial Circuit, 1769 East Moody Boulevard, Building 1, Bunnell, FL 32110.

Note: Transcription work will commence upon receipt of payment or a signed Court Order.

- Upon completion, the transcript will be mailed to the address indicated on the front of the Transcript Request Form.

Procedure to Request Official Transcript of Stenographically Reported Proceedings in Volusia County:

- To obtain an estimate of the cost for an official transcript, contact the Seventh Judicial Circuit Contract Provider, **Volusia Reporting Company**, at **386-255-2150**.

Procedure to have Written Transcripts Prepared from Digitally Recorded Proceedings (CDs):

- Complete and submit CD Request Form with a check or money order **made payable to the State of Florida** in the amount of \$20.00 to the appropriate Digital Court Reporting Office.

Note: The Digital Court Reporting Offices do not prepare transcripts from CDs of digitally recorded proceedings. Please contact a private court reporting firm of your choice to have a transcript prepared. Transcription costs will be borne by the requesting party.

***PLEASE NOTE THE FOLLOWING RESTRICTIONS PER ADMINISTRATIVE ORDER:**

Termination of Parental Rights Trial proceedings, as well as such other proceedings as may be appropriate, are made available to parties and/or attorneys of record only, accompanied with a signed Court Order.

****A SIGNED COURT ORDER MUST ACCOMPANY THE TRANSCRIPT ORDER FORM IF DEFENDANT IS INDIGENT FOR COSTS.**