

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

TRANSCRIPT REQUEST FORM

APPEAL ☐ NON-APPEAL ☐ COPY ☐ ORIGINAL ☐	COURT REPORTER or TAPE: _____	<i>To be completed by CRD Staff:</i> Control Number: _____ CRD Clerk Initials: _____
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ORDERING PARTY CONTACT INFORMATION

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

TO WHOM SHOULD A REFUND CHECK BE MADE PAYABLE?**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.

DC SUPERIOR COURT CASE NUMBER:	_____	PRESIDING JUDGE:	_____
ENTIRE CASE NAME:	_____	COURTROOM:	_____
REQUESTED PORTION:	☐ Entire Proceeding ☐ Ruling ☐ Testimony: _____ ☐ Other: _____	DATE OF HEARING: (one date per form)	_____

DELIVERY TIMES, PAGE ESTIMATES, AND COSTS

DELIVERY TIME	PER PAGE	ESTIMATED PAGES	ESTIMATED TOTAL COST	AMOUNT PAID
ORIGINAL TRANSCRIPTS: A minimum of a 50% deposit is required at the time of request for Original transcripts.				
REGULAR (NON-APPEAL: 30 DAYS APPEAL: 60 DAYS)	\$4.40			
INTERMEDIATE (14 CALENDAR DAYS)	\$5.10			
EXPEDITE (7 CALENDAR DAYS)	\$5.85			
EXPRESS (9AM AFTER 3 FULL BUSINESS DAYS)	\$6.55			
DAILY (9AM NEXT BUSINESS DAY if ordered by 11:00 a.m.)	\$7.30			
HOURLY (SAME DAY if ordered by 11:00 a.m. – PREAPPROVAL REQUIRED)	\$8.70			

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

COPY (Select one)	☐ REGULAR (30 CALENDAR DAYS) ☐ INTERMEDIATE (14 CALENDAR DAYS) ☐ EXPEDITE (7 CALENDAR DAYS)	\$1.10		
COPY	EXPRESS (3 BUSINESS DAYS)	\$1.30		
COPY (Select one)	☐ DAILY (WITHIN 1 BUSINESS DAY) ☐ HOURLY (SAME DAY)	\$1.45		

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.

COURT REPORTER REALTIME FEED	\$3.70			
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PLEASE SELECT ONE OPTION FOR THE FORMAT OF HOW YOU WISH TO RECEIVE YOUR TRANSCRIPT:

☐ PDF/E-MAIL	☐ PAPER	☐ CONDENSED PAGE (4 frames per page)
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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.