

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:

To be completed by CRD Staff:

Control Number:

FIRST AND LAST NAME:		D C B A R #		(if applicable)	
E-MAIL ADDRESS:				PHONE:	
MAILING ADDRESS:		Firm/ (if applicable): Agency Street Address: Sta Zip Code: te:			
TO WHOM SHOULD A REFUND CHECK BE MADE PAYABLE?					
NOTE: Refund checks to be issued		from Clerk of the Court for Tape		requests may take up to 8 weeks for you to receive via mail.	
DC SUPERIOR COURT				PRESIDING	
ENTIRE CASE NAME:				COURTROOM:	
REQUESTED PORTION:		<input type="checkbox"/> Entire <input type="checkbox"/> Proceeding <input type="checkbox"/> Other:		DATE OF	
DELIVERY TIME		PER	ESTIMATED	ESTIMATED	AMOUNT
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)		\$4.00			
INTERMEDIATE (14 CALENDAR DAYS)		\$4.70			
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EXPRESS (9AM AFTER 3 FULL BUSINESS DAYS)		\$6.00			
DAILY (9AM NEXT BUSINESS DAY if ordered by 11:00 a.m.)		\$6.70			
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COPY TRANSCRIPTS: The 100% total cost is required at the time of request for Copy transcripts.					
COPY (Select one)	<input type="checkbox"/> (30 CALENDAR DAYS) <input checked="" type="checkbox"/> (14 CALENDAR DAYS) (7 CALENDAR <input type="checkbox"/>	\$1.00			
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COPY	<input type="checkbox"/> DAILY (WITHIN 1 BUSINESS DAY)	\$1.35			
REAL TIME FEED: Provided by a Court Reporter during a hearing and requires preapproval by the Court Reporter Supervisor in of a scheduled hearing. This charge is in addition to an Original transcript.					
COURT REPORTER REALTIME FEED		\$3.40	1		
PLEASE SELECT ONE OPTION FOR THE FORMAT OF HOW YOU WISH TO RECEIVE YOUR TRANSCRIPT:					

Revised November 2023

<input type="checkbox"/> PDF/E-MAIL	<input checked="" type="checkbox"/> PAPER	<input type="checkbox"/> CONDENSED PAGE
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