

**REQUEST FOR TRANSCRIPT OF MAGISTRATE'S HEARING**

Person ordering: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date Transcript is needed: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_  
Defendant

Case No. \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Magistrate: \_\_\_\_\_

Room # \_\_\_\_\_

**PLEASE READ**

There is a **\$50.00 CASH DEPOSIT** required at the time of placing a transcript order. **THIS IS ONLY A DEPOSIT.** The \$50.00 is not refundable unless the final cost of producing your transcript is less than \$50.00. The cost of the transcript may be more than \$50.00 depending on the number of pages. The deposit will be deducted from the final cost of the transcript. This deposit is to be attached to the transcript request form. All transcripts must be paid in full at the time of pickup. All transcripts must be picked up within **24** hours of notification of completion.

One transcript will be supplied to you, and one transcript will be filed with the clerk.

Transcripts are payable by cash or money order. Make money order payable to the **Court Reporter.**

Daniel T. Neumeister, Room 555  
Chief Court Reporter 946-5431

\_\_\_\_\_  
Signature of person ordering transcript