

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

Cash paid to Clerk's Office \$ _____

Cash delivered to RM 555 \$ _____

Signature of person ordering transcript

Signature of Court Reporter, for cash rcv'd