



New Jersey Judiciary  
Superior Court-Appellate Division  
**Court Transcript Request** (R. 2:5-3)

Transcript order is for:  Non-Appeal      → File with:

Or  
 Appeal\*      → File with: Appellate Division Clerk's Office, Transcript Unit  
Hughes Justice Complex, P.O. Box 968  
Trenton, NJ 08625-0968  
[Appeal-Trans.Mailbox@NJCourts.Gov](mailto:Appeal-Trans.Mailbox@NJCourts.Gov)      (609) 376-3040

**Type of Service:** \*See attached cost estimates and transcript ordering instructions.

Standard (30 Days)                       Expedited (7 Days)                       Daily (Next Business Day)

Plaintiff(s)

Trial Court Docket/Indictment #

v.

Defendant(s)

County/Court

**Requesting Party**       Attorney (For non-appeals only)       Self-Represented Litigant

Name      Email Address      Phone Number

Address      Name of Law firm (if applicable)

City      State      Zip

Date(s) of Proceeding	Type(s) of Proceeding (e.g. trial, sentencing, motion, etc.)	Name of Judge(s)
-----------------------	--	------------------


**\*NOTE: Attorneys may only use this paper form for non-appeal transcript requests.** To order transcripts for appeal (for example, transcripts not already in attorney possession), attorneys must complete a system-generated transcript request form through the eCourts Appellate system. See Notice to the Bar, [Mandatory Appellate Division Electronic Filing for All Case Types](#) (September 26, 2017).

\_\_\_\_\_      \_\_\_\_\_  
Signature of Requesting Party                      Date

You may request a particular transcript agency if the transcript was not previously ordered and prepared. Submit your deposit for transcript(s) directly to the transcription agency or court reporter who will be preparing your transcript(s).

# Estimated Costs for Transcripts

## **THIS CHART IS FOR ESTIMATION PURPOSES ONLY**

**Only the transcript agency can provide you with the actual cost of your transcript**

**NOTE:** An order granting relief to proceed as an indigent does not entitle you to transcripts at public expense. Transcripts at public expense are typically granted only in criminal cases where the defendant qualifies for that relief. For additional questions, please contact your case manager.

**DO NOT EXPECT TO RECEIVE TRANSCRIPTS AT PUBLIC EXPENSE FOR A CIVIL OR FAMILY APPEAL**

	<u>STANDARD</u> <small>(30 Calendar Days)</small>	<u>EXPEDITED</u> <small>(7 Calendar Days)</small>	<u>DAILY</u> <small>(Next Business Day)</small>
<b>Original Only</b>	\$4.29/page	\$6.44/page	\$8.58/page
<u>30 Minutes</u>	\$125	\$200	\$300
<u>Up to 1 Hour</u>	\$250	\$375	\$500
<u>Up to 2 Hours</u>	\$500	\$750	\$1000
<u>Up to ½ Day (3 hours)</u>	\$775	\$1150	\$1500
<u>Full Day (6 hours)</u>	\$1550	\$2300	\$3100

**Please Note:**

**Additional** copies are no longer required per rule relaxation of R. 2:5-3 dated October 10, 2018. However, if a litigant chooses to do so, additional copies may be ordered at the following rates:

Type of Service	Transcript to Be Provided Within	Fee for Additional Copy of Transcript
Standard	30 calendar days	\$0.72 per page
Expedited	7 to 10 calendar days	\$1.08 per page
Daily	next calendar day	\$1.44 per page

- The above calculations are based on the current page rates (as Set by NJ Statute 2B:7-4) which are effective through July 1, 2020.
- An agency will not begin work on your transcript until they receive the estimated cost from the ordering party.
- The cost for a transcript is based upon the estimated number of pages that will comprise the final transcript. A refund or balance due will be settled upon completion of a transcript (R. 2:5-3(d)).