

## **Court Transcript Request Form**

1. Enter the caption or title of the case as it appears on the papers from the trial court from which you are appealing.
2. In civil cases, enter the trial court docket number. In criminal cases, enter the complaint, accusation or indictment number(s). If a municipal appeal, enter the Law Division docket number.
3. Enter the county and the name of the trial court from which you are appealing.
4. Enter your name, address, including any email address, and daytime phone number.
5. Enter the name and address of the court reporter, if a court reporter was present in court transcribing the proceedings. If the proceedings were sound recorded, enter the name and address of the court clerk of the trial judge. If you do not know the name of the court reporter, call the county courthouse and ask to be connected to the office of the supervisor of court reporters for that county. Likewise, if you do not know the name of the court clerk, call the trial judge's chambers and ask for that. Be sure to ask for the mailing address of either the court reporter or court clerk, and enter that on the court transcript request.
6. Since you are filing an appeal, check the box which indicates use on "appeal". Enter the number of copies you are asking to be produced. The minimum number you can request is an original and one copy.
7. Enter the date(s) of the proceeding(s) you are ordering.
8. Enter the type of proceeding(s) (for example, trial, sentencing, motion, etc.)
9. Enter the name of the trial judge who heard each proceeding.
10. Sign your name and enter the date.
11. Enter the amount of the deposit. The original of the court transcript request and a check for the deposit are sent to the court reporter or, in the case of a proceeding that was sound recorded, to the court clerk of the trial judge.
12. Enter the appropriate names on lines 2 and 4.



**New Jersey Judiciary  
Superior Court - Appellate Division  
COURT TRANSCRIPT REQUEST**

Please type or clearly print all information.

Instructions:

1. Complete all information
2. File a separate request for each court reporter or court clerk who recorded a portion of the proceeding
3. Attach the Appellate Division or Supreme Court Clerk's copy to the Notice of Appeal (R. 2:5-1(f))
4. Attach transcript fee.

PLAINTIFF(S)	TRIAL COURT DOCKET NUMBER
v.	COUNTY / COURT
DEFENDANT(S)	

<b>REQUESTING PARTY</b>		
NAME	EMAIL ADDRESS	PHONE NUMBER
ADDRESS		
CITY	STATE	ZIP

<b>TO</b>	NAME / ADDRESS (COURT REPORTER or COURT CLERK (if sound recorded))
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It is hereby requested that you prepare for use on (check one)  appeal  non-appeal\* an original and \_\_\_\_\_ copies of the following:

DATE OF PROCEEDING	TYPE OF PROCEEDING (e.g., trial, sentencing, motion, etc.)	NAME OF JUDGE
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I agree to pay for the preparation and any copies ordered of the transcript(s) for the above date(s) pursuant to R. 2:5-3(d).

SIGNATURE OF REQUESTING PARTY	DATE
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Transcript fees are set by New Jersey Statute 2B:7-4. An additional sum or reimbursement may be required prior to or at the completion of the transcript order.

**DEPOSIT ATTACHED: \$ \_\_\_\_\_**

\* Only the Supervisor of Court Reporters should receive copies of non-appeal transcript requests.

- CC:
1. CLERK, Appellate Division, or CLERK, Supreme Court (see INSTRUCTIONS above)
  2. Supervisor of Court Reporters \_\_\_\_\_
  3. Trial Court Transcript Office
  4. Other attorneys / Pro Se parties \_\_\_\_\_